



**WORKFORCE DEVELOPMENT PROGRAM
APPLICATION FOR FINANCIAL ASSISTANCE**

Date:

I. GENERAL INFORMATION

Name of Applicant		
Address:		Phone Number
City	Province	Postal Code
		Fax Number
Legal Status of Applicant (check one of the following): <input type="checkbox"/> Public Co. <input type="checkbox"/> Private Co. <input type="checkbox"/> Association <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify)		
Names, Positions and Addresses of Principal Members:		
Name and Position of Person Responsible for Project:		

II. PROJECT INFORMATION

1. Project Details

- Identify the program elements included in this application. For each element provide the specific information on key measures requested below.
- For each element, provide a project description that includes: Purpose, Objectives, Tasks, Timelines, and Expected Results and Benefits.
- Attach consultant's proposal for third-party consulting projects.

Retention

Current Staff Level

Current Worker Turnover Rate

Target Worker Turnover Rate

Recruitment

Current Worker Shortage

Positions for Recruitment

For International recruiting, has a positive Labour Market Opinion been obtained (Yes or No)

Current number of Temporary Foreign Workers employed

Productivity Improvement

Current Worker Productivity (Value of output per hour worked)

Potential Annual Cost Savings

Projected Impact on Worker Productivity

2. Estimated Project Costs: (Description and cost per item)

a) description

b) direct cost

*Eligible Travel Expenses include: Economy air fare and Per Diem rates for accommodation, meals, ground transportation and incidentals of \$400 per person per day in foreign countries and \$200 per person per day in Canada.

3. Project Start Date:

Estimated Completion Date:

4. Have you requested, are you eligible for, or do you anticipate any federal, provincial, municipal, or industry association assistance other than through this application specific to this project?

Yes No If yes, provide details:

NOTE: PLEASE READ THIS CAREFULLY BEFORE SIGNING AND PLEASE ENSURE THAT THE SIGNATURE HAS BEEN DULY WITNESSED.

III. DECLARATION BY APPLICANT

The applicant hereby agrees:

1. to submit all financial information, documentation or additional information requested for processing of the application or for auditing the grant;
2. that funds shall be used only on projects for which they are granted;
3. to indemnify and save harmless the Minister of Agriculture against any claims, actions, demands or proceedings that may be brought at any time against the Minister arising out of the grant or the performance of the conditions of the grant;
4. to comply with all terms and conditions of the grant under the Government Organization Act, Agriculture and Food Grant Regulation – AR 58/98 under which the grant was made;
5. that all corporations, societies and bodies named in the application, are validly incorporated, exist as legal entities and have powers and objects wide enough to use any grant made under the application;
6. that the information given in the application and supporting documentation is complete and correct.
7. that I have the authority to sign this document.

I UNDERSTAND THAT GIVING FALSE OR MISLEADING INFORMATION IS AN OFFENCE UNDER THE CRIMINAL CODE (CANADA)

Signature:

Name and Position (please print):

Signature of Witness:

Name and Position (please print):

Date Signed:

PLEASE SIGN THIS FORM AND RETURN TO YOUR DEVELOPMENT OFFICER.

Alberta Agriculture and Food
Business Expansion and Commercialization Division

OFFICE USE ONLY:

Date Received:

Received by (Signature)

The information on this form is being collected for the application of financial assistance and will be used solely for this purpose under the authority of The Department of Agriculture Act, Agriculture Grants Regulation. It is subject to the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about this collection, contact the Business Expansion and Commercialization Division of Alberta Agriculture and Food.

December 2007

Agriculture and Food Grant Regulation (AR 58/98)

Authority - Government Organization Act

1. In this Regulation, "Minister" means the Minister of Agriculture and Food.
2. The Minister is authorized to make grants in accordance with this Regulation.
3. The Minister may delegate in writing to an employee of the Government any power conferred or duty imposed on the Minister under section 13 of the Government Organization or this Regulation.
4. The Minister may not under subsection (2) delegate the power to waive any criteria required to receive a grant.
5. The Minister may enter into an agreement with respect to any matter relating to the payment of a grant.
6. The Minister may make grants to a person or organization for purposes related to any program, service or other matter under the administration of the Minister.
7. An application for a grant must be made in the manner and form that the Minister determines.
8. If a person who is to receive a grant under this Regulation owes money to the Crown in right of Alberta or the Crown in right of Canada, the Minister may deduct all or a portion of the money owing from the grant.
9. The recipient of a grant may use the money:
 - (a) only for the purpose for which the grant is made, or
 - (b) if the original purpose for which the grant is made is varied with the consent of the Minister, only for the purposes as varied.
10. If the recipient of a grant does not use all of the money for the purpose for which the grant is made, the Minister may require the recipient of a grant to refund the surplus money to the Minister of Finance.
11. The Minister may require the recipient of a grant to repay all or part of the money to the Minister of Finance if the recipient does not comply with any conditions of the grant or does not use the money as required under this Regulation.
12. The Minister may at any time require that a recipient of a grant:
 - (a) provide information to the Minister so that the Minister may determine whether the recipient is complying with any conditions of the grant and is using the money as required under this Regulation,
 - (b) provide an audited financial statement of the expenditure of the money, and
 - (c) permit a representative of the Minister or the Auditor General, or both, to examine any books or records to determine whether the money has been properly expended.
13. The Agriculture Grants Regulation (AR87/78) is repealed.
14. For the purposes of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be re-passed in its present or an amended form following a review, this Regulation expires on March 31, 2010.

December 2007

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, bold, sans-serif font. The letter 'A' is significantly larger and more prominent than the other letters, and the 'l' is also tall. The remaining letters 'b', 'e', 'r', 't', 'a' are smaller and more compact.