



### Skills Development Program

Thank you for applying to the 1000 Islands Community Development Corporation's **Skills Development Program**. Detailed below are the contents of the supporting documentation package that must be submitted with your request for funding. This should provide sufficient information to permit an assessment of your application. We may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

Please complete the accompanying 1000 Islands CDC request for funding form and return it with the supporting documentation package to:

1000 Islands Community Development Corporation  
3 Market Street West, Suite #3  
Brockville, Ontario  
K6V 7L2  
Tel: (613) 345-6216 / 800-431-6015

Applications may also be sent via fax to (613) 345-2391 or via e-mail to [ticdc@ticdc.ca](mailto:ticdc@ticdc.ca)

Applications are assessed on the following criteria:

- a. A for-profit organization located and conducting activities in 1000 Islands CDC service territory.
- b. Investment in transferable skills.
- c. Eligible costs include on-the-job or classroom training and may be in-house or outsourced. Trainees may be new hires or existing employees.
- d. Summer students, temporary jobs and part time jobs less than 20 hours per week are not eligible.
- e. 1000 Islands CDC may contribute 50% of the training costs to a maximum of \$5,000 per employee to a maximum of \$25,000 per business.
- f. Sound project budget and work plan.

Please include any supplementary information available concerning overall training details and plans, quotes for outsourced training, and any other relevant information. **If the application is approved**, 1000 Islands Community Development Corporation will prepare a letter of understanding with terms, conditions and a funding disbursement schedule. Funds will be released to the company only after successful completion of the training. When training is complete, company is to submit a claim consistent with the letter of understanding with proof of training completion. Once approved, 1000 Islands CDC will issue a cheque to the company. We reserve the right to request site visits to monitor training progress (with advance notice). Contributions will be subject to a 10% hold back until applicant has completed the project, met all project requirements as laid out in the letter of understanding and/or until a final report and budget is received and approved by 1000 Islands Community Development Corporation.



## Skills Development Program Application

The following format is required to ensure that all information necessary for assessment and approval process is received by the adjudication panel.

1. Business name:

2. Telephone:

3. Applicant name:

Position / title:

Business address:

Legal Structure (please circle):

Corporation

Sole – Proprietorship

Partnership

Co-operative

Non-Profit

Other (explain)

Number of Full Time Employees:

Number of Part Time Employees:

4. Please provide a brief background on the nature of your business, core product or service, and strategic plan for the short to medium term:



9. Have you received quotes from any training providers?  Yes  No

10. Please provide details of actual training costs: (including employee wages, training costs, materials, mileage, other)

11. Provide the following information:

- Start Date:
- Completion Date:
- Major training milestones (if any):
- Measurement of completion (certification, testing, etc.)