

## **Youth Internship Projects - Private Sector**

Youth Internship Private Sector Fund is to encourage employers to provide recent post-secondary school graduates in Eastern Ontario with skills-related job experience which would ideally lead to permanent full-time employment within Eastern Ontario. This will be accomplished by providing work experiences within small businesses and municipalities that are conducting incremental, project-based activities. Concurrently, the program supports small business to increase and improve competitiveness. Graduates must be under the age of 30 and must have graduated with a degree, diploma or Ontario Ministry Certificate from a post-secondary institution directly related to the approved project activity. Preference will be given to internships of up to six months in duration.

### **Eligible Activities:**

Proposed activities should be based on specific projects that have defined start and finish dates, and measurable results.

*Activities not supported* under this program include:

- administrative/operational activities that are considered to be part of the regular operations of the business applying for assistance;
- those that displace existing employees;
- those that do not comply with all labour union agreements where applicable

### **Eligible Costs:**

Eligible costs are limited to the direct wages of the intern. Only costs which are reasonable, incremental and which relate directly to the eligible project activities will be allowed.

### **Funding Criteria and Guidelines:**

Funding will not normally exceed 50% of eligible costs to a maximum contribution of \$2,500 per month (up to \$15,000).

*All projects must be completed and funds disbursed by February 25, 2011*

### **Proposal Requirements:**

A formal application is required for each project. Applications must be received prior to 4 p.m. April 30, 2010.

**For additional information contact**

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## **Youth Internship Projects – Important Information**

**Candidates:** A competitive process should be used for selecting an intern candidate. The applicant should avoid any situations of actual or perceived nepotism, favouritism or pre-determination of candidates. The candidate must not already be employed by or on contract with the applicant. Applicant must declare any potential conflicts on the application.

**Eligibility:** Successful applicants will be required to show proof of intern's eligibility before hiring the candidate. This includes, but is not limited to, proof of age and evidence of graduation.

**The Position:** The work / project that the intern will be completing must be new and incremental to the organization, not ongoing project or administrative work. The project should be innovative and challenging and offer meaningful and relevant work experience to the intern. The intern is expected to devote all work time to the approved project(s). The employer is expected to provide guidance and mentoring to the intern. The employer must provide a safe and suitable working environment. It is the employer's responsibility to provide the necessary tools, supplies and equipment for the position. The position must not displace current employees or contravene any labour regulations or agreements.

**Expenses:** Eligible expenses are limited to wages and benefits of the intern. Other project-related costs (travel, supplies, materials, equipment, etc.) are ineligible. Sufficient evidence of expenses and payment of expenses are required, including, but not limited to, copies of cancelled payroll cheques and payroll register. Retroactive expenses are ineligible; only those approved expenses incurred after the date of approval are eligible. This is a **reimbursement program** - cash advances will not be made. Expenses are reimbursed after submission of interim and/or final claims, accompanied by reports and evidence of expenses incurred.

**Other Funding Sources:** All other sources of funding directly or indirectly related to the intern's project must be declared on the application. Other sources of funding may affect the evaluation of the application and/or the funding amount. Intern agreements may be cancelled if applicant fails to declare other funding.

**The Evaluation Process:** The April 30, 2010 deadline for applications is an absolute deadline date. However, because funds and number of available intern positions are limited, you are advised to apply as soon as possible. Funds will be allocated on a first come, first served basis for approved applications. We will stop accepting applications once all funds are allocated. Please note that simply meeting the eligibility criteria does not guarantee approval. Applications will be judged on their own merit, taking into account the need of the employer, the impact of the project and the benefits to the intern.