

Skills Development Projects

Projects are intended to assist and encourage training of employees of for-profit businesses to enhance the skills set of those employees, provide transferable skills to the employees, and contribute to the overall strength of the work force capabilities of the area.

Eligible Activities:

Eligible activities to take place with private sector businesses involved in manufacturing, assembly, production, and/or services that employ skilled trades:

- Training can be on-the-job or classroom; in-house or outsourced
- New hires or existing employees
- Summer students, temporary jobs, or part time jobs less than 20 hrs per week, are not eligible.

Eligible Costs:

Assistance is available for 50% of the training costs to a maximum of \$5,000 per employee. The maximum available to any individual business is \$25,000.

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

Proposal Requirements:

A formal application is required for each project. Applications will be received until October 15, 2010 or until program is fully subscribed.

**For additional information contact
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Skills Development Projects – Important Information

Before applying for this program, please read the following information:

Eligibility: This program is open to for-profit businesses only. Business must be located in Valley Heartland's service area (Lanark County, Smiths Falls, Merrickville-Wolford, Westport, Rideau Lakes or Kitley). Trainee must be employed at a work location within the service area. Trainee should have permanent, full time employment status (or long term contract) and not have any ownership in the company. Business must be involved in manufacturing, production or assembly operations and/or services that employ skilled trades.

Types of Training: Training can be any combination of on-the-job learning, classroom, in-house or outsourced training. Applicants are encouraged to submit training plans that are innovative or are the result of new products, services, equipment, technologies, etc., as opposed to ongoing, routine training. Applicant should demonstrate an identifiable need for the training and be able to measure the results and outcomes of the training. This program is not intended to be a grant or wage subsidy for everyday work.

This program targets primary "hard skills", such as those found in manufacturing, production and assembly operations and/or skilled trades. Secondary training such as WHMIS, IAPA and First Aid are not eligible. "Soft skills" such as leadership, teamwork, time management, customer service or common office-type computer software are not eligible.

Eligible Training Expenses: Where the business has contracted out training to a consultant or training institution (either on-site or off-site), eligible expenses are limited to the fees paid to the trainer, plus materials directly related to the training (such as course manuals), if not included in the fee. Trainee expenses such as travel, accommodations, food and incidentals are not eligible.

Where on-the-job learning is required, eligible expenses are limited to the actual wage paid to the employee(s) during the training period(s), plus materials directly related to the training, such as workbooks. Actual wage paid is the hourly rate for the employee and should not include overhead costs and MERC expenses (loaded rates). Only those hours where training actually takes place are eligible. Business cannot claim both a trainer fee and on-the-job wage expense for an employee for the same time period. The amount of training time required on-the-job must be reasonable and justifiable. Time spent by other company personnel (trainers, mentors, supervisors, etc.) cannot be claimed.

Funding: This is a reimbursement program - cash advances will not be made. Expenses are reimbursed after submission of a final claim, training report, sufficient evidence of expenses incurred and paid, and other documentation as required. Evidence of expenses incurred and paid include, but are not limited to, copies of cancelled payroll and expense cheques, payroll register, trainer invoices and employee declarations. Retroactive

expenses are ineligible; only those approved expenses incurred after the date of approval are eligible.

Funding consists of a 50% reimbursement of eligible training costs, up to \$5,000 per employee, up to a maximum of \$25,000 per business. Therefore, at the maximum amounts, the business would need to incur at least \$10,000 in training expenses per employee or at least \$50,000 in total.

Other Funding Sources: All other sources of funding (government or otherwise) directly or indirectly related to the training project must be declared on the application. Other sources of funding may affect the evaluation of the application and/or the funding amount. Skills Development Fund agreements may be cancelled if applicant fails to declare other funding. Examples of other funding include, but are not limited to, government wage subsidies, other government training programs, apprenticeship assistance, tax credits / incentives, R&D funding, and equipment / capital investment incentives.

The Evaluation Process: The October 15th, 2009 deadline for applications is an absolute deadline date. However, because funds are limited and high uptake for the program is expected, 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, nor does having previously been approved for funding. 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 employee. Applications may be approved as is, approved with revisions, rejected or sent back for more information or revisions.