Shooniyaa Wa-Biitong Training & Employment Centre for the Treaty No. 3 Area

APPLICATION INSTRUCTIONS

Please note: This application form is utilized for most Shooniyaa Wa-Biitong programs. Depending on the program you are applying for, some lines on the form may not be appropriate in every case and should be left blank. Please make sure and refer to the program guidelines. If you have difficulties completing the application, please contact the Program Officer in your area.

Sponsor Information (Page One):

1. **Application:** Check the box for the program you are applying under. If unsure which program your project applies to, contact your Program Officer.
2. **Name of Applicant:** Provide the name of the First Nation/Business/Organization you are applying under.
3. **Legal Name of Applicant:** Provide the legal name of your First Nation/Business/Organization.
4. **Date:** Provide the day, month and year of the application.
5. **Mailing Address, Phone, Fax, City/Town, Province, Postal code:** Please complete in full.
6. **Profit/Private or Non-Profit**: Indicate whether applicant is a profit/private sector business or a Non-Profit business. If First Nation government, indicate not applicable
7. **Contact Person:** List the individual who will be responsible for the training project.
8. **Revenue Canada Taxation Number:** Provide your taxation number as registered under Revenue Canada.
9. **Registration/Charter Number and Date:** Provide your Registration/Charter number and the date acquired if your business is profit/private sector or non-profit. If First Nation government, indicate not applicable.
10. **State in Summary Form the following:** State what the training needs are & why it is required, whom are the intended trainees (target group) are, what are your intended training project goals and what the objectives are for your project and explain if this project is part of a strategy and what long range employment prospects that the project will meet. Attach additional documentation if required.
11. **Location of Activity:** Indicate where your project will take place
12. **Number of Participants:** How many participants will be participating on this project?
13. **Projected Start**: Indicate a projected start date for this project.
14. **Projected End**: Indicate a projected end date for this project.
15. **# of Weeks**: Total the # of weeks from start to end.
16. **Total Contribution:** Provide the total amount of funding you are requesting from Shooniyaa Wa-Biitong.
17. **Recruitment/Selection Process:** Describe the recruitment and selection you will use to find suitable participants and how they will be selected, i.e. postings, interviews, pre-selected based on need or prerequisite, resumes, etc.; Indicate here if there are any special provisions to recruit under the following categories: Male, Female, Employment Insurance, Social Assistance, Disabled and Youth. Note some applicants provide copies of recruitment postings. Others ask for assistance from Shooniyaa Wa-Biitong in the selection process.

Project Information (Page Two):

1. **Occupation for which the training will prepare the participant(s) for:** List the occupation you are training the participant(s) for - e.g., “Finance Clerk”, “Water Treatment Plant Worker”, etc.
2. **Minimum academic and/or skill level requirements for participants**: Indicate the minimum requirements the participants will need to meet n your final selection and in order to be successful in the training, e.g. Grade 10 Math/English, keyboarding experience with minimum of 25 words, must have own transportation, have at 1 year experience in field, etc;.
3. **Training Institute/Trainers/Qualifications** – Provide the name of the training institute and name of trainer indicating their qualifications and experience with the training and target group.
4. **Training Facility** – Indicate the training facility where the training will take place describing the adequacy of space and delivery resources needed.
5. **What is the general nature of the training content** – Describe in general terms what the training content will be – i.e. Basic computer skills, customer service sales training, WHIMIS
6. **Classroom Training** – If the project involves classroom training, indicate here what the training plan for this portion will be, components covered, hours involved, etc;
7. **Classroom Participant Training Hours** – Indicate here the classroom training hours per week, the number of participants, number of training weeks to get a total of participant classroom training hours.
8. **Work experience on the job** - If there is an on-the-job work experience component, please attach a detailed training plan that outlines what the participant(s) will be learning through work experience. Provide the name of the trainer/supervisor (if different from the classroom portion), along with the qualifications.
9. **Work experience on the job participant hours** - Indicate here the work experience on the job per week, the number of participants, number of training weeks to get a total of participant work experience on the job training hours.
10. **Purchasing or Leasing of Training Equipment** - If the training requires the purchase or lease of capital equipment , provide quotes from three sources. Any item that is $5,000 or over requires the pre-approval of CANADA.
11. **Disposal of Capital Equipment** – Indicate here what will happen to equipment if purchased upon completion of the project.

Project Costs (Page Three):

In order to assist you with completing the budget form, different instructions are provided for the following programs:

- Community Based Training Initiatives
- Purchase of Training Community Initiatives
- Employee Skill Development
- Wage Subsidy

Please continue down until you reach the program you are applying under.

COMMUNITY BASED TRAINING INITIATIVES PROGRAM – Pages 3 & 4
PURCHASE OF TRAINING COMMUNITY INITIATIVES PROGRAM – Pages 5 & 6
EMPLOYEE SKILL DEVELOPMENT TRAINING – Pages 7
WAGE SUBSIDY PROGRAM – Page 8

Signature:

This application form must be signed by authorized representatives of the sponsor. Please print the name, indicate the position/title, provide specimen signature and date signed.

Training Plan Outline (Page Four):

This form is used only as a guide. You can complete the sheet provided, or attach your own training plan.

Basic Employer Information (Page Five):

1. Name of Employer/Institution: Provide name of your First Nation/Organization/Business
2. Legal Name of Employer: State the Legal name if different from above.
3. Mailing Address/City/Province/Postal Code: Indicate where you wish to receive correspondence from Shooniyaa Wa-Biitong to be sent and telephone number.
4. Legal Signing Officers: Provide the name, title and the signature of representatives from your organization who are authorized to bind your organization in a legal agreement.
5. List how many signing officers are needed to sign off a legal agreement.
6. Person Responsible for Books: Provide the name of the person who is responsible for all financial administration for your organization. Provide a telephone and facsimile number if this person cannot be reached at your organization. Provide the name of your banking institution, account number, type of account and the address of your banking institution.

To expedite the assessment of your application, please ensure that the application is completed in full and that al information requested has been provided. Should you have any questions, or require assistance with completing your application, please contact the Program Officer in your area:

Northern Area – Kenora Office
(Sioux Lookout & Area):
Jason Chicago
P.O. Box 2909
Kenora, ON P9N 3X8
Toll Free: 1-800-545-5113, ext. 233
Facsimile: (807) 468-1813
Email: jason.chicago@shooniyaa.org

Western Area – Kenora Office
(Kenora & Area):
Marlene Elder
P.O. Box 2909
Kenora, ON P9N 3X8
Toll free: 1-800-545-5113, ext. 225
Facsimile: (807) 468-1813
Email: marlene.elder@shooniyaa.org

Southern Area – Eastern Area Sub-Office
(Sioux Narrows & Area):
Jeremy Jordan
1455 Idylwild Drive
Fort Frances, ON P9A 3M3
Toll Free: 1-800-545-5113, ext. 100
Facsimile: (807) 468-1813
Email: jeremy.jordan@shooniyaa.org

Eastern Area – Eastern Area Sub-Office
(Fort Frances/Atikokan & Area):
Carmen Jones
1455 Idylwild Drive
Fort Frances, ON P9A 3M3
Toll Free: 1-800-545-5113, ext. 227
Facsimile: (807) 468-1813
Email: carmen.jones@shooniyaa.org

1. <u>Wages:</u>

Project Staff: Please list the administrative training project staff you will require to run the training project. In column two (2), list how many project staff you will require. In column three (3), list the number of weeks. In column four (4) multiply the # of project staff x the number of weeks and insert the grand total. In column five (5), please provide the number of hours per week the project staff will work. In column six (6), multiply column four (4) x column (5) and insert the grand total. In column seven (7), state the hourly rate the project staff will be paid from **<u>your</u>** organization. In column eight (8), state the hourly rate you are requesting for the project staff from Shooniyaa Wa-Biitong. (Column 7 + Column 8 = Column 9).

Participants: Provide the occupation the participants are being trained for. In column two (2), list how many participants are being trained. In column three (3), list the number of weeks. In column four (4), multiply the number of weeks x # of participants and insert the grand total. In column five (5), provide the number of hours the participants will be trained. In column six (6), multiply column four (4) x column (5) and insert the grand total.. In column seven (7), state the hourly rate the participants will be paid from **<u>your</u>** organization. In column eight (8), state the hourly rate you are requesting for the participants from Shooniyaa Wa-Biitong. (Column 7 + Column 8 = Column 9).

Total Wages:

To arrive at the sponsor contribution, multiply columns 6 x 7 = Column 10
To arrive at the Shooniyaa Wa-Biitong contribution, multiply columns 6 x 8 = Column 11.
To arrive at the Total Wage contribution, add columns 10 + 11 = Column 12.

2. <u>Mandatory Employment Related Costs:</u>

Using the maximum allowable, which is eleven percent (11%):

Sponsor Contribution: Column 10 x 11% = insert the amount
Shooniyaa Wa-Biitong: Column 11 x 11% = insert the amount
Total Mandatory Employment Related Costs: Column 12 x 11% = insert the amount

3. <u>Overhead Costs:</u>

Sponsor Contribution: List the budget items you will be contributing to overhead costs, then insert the amount under **Total Overhead Sponsor Contribution.**

Shooniyaa Wa-Biitong Contribution: List the budget items you are requesting from Shooniyaa Wa-Biitong, then insert the amount under **Total Shooniyaa Wa-Biitong Contribution Requested.**

Total Overhead Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request

4. <u>Classroom Training Costs:</u>

Referring to page two of the application, under number seven (7), provide the total classroom hours.

Sponsor Contribution: List the items you will be contributing to the classroom training costs, then insert the amount under **Total Classroom Training Sponsor Contribution.**

Shooniyaa Wa-Biitong Contribution: List the items you are requesting from Shooniyaa Wa-Biitong, then insert the amount under **Total Shooniyaa Wa-Biitong Contribution Requested.**

Total Classroom Training Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request.

5. <u>On-The-Job Training Costs:</u>

Referring to page two of the application, under number nine (9), provide the on-the-job training hours.

Sponsor Contribution: List the items you will be contributing to the on-the-job training costs, then insert the amount under **Total On-the-Job Training Sponsor Contribution.**

Shooniyaa Wa-Biitong Contribution: List the items you are requesting from Shooniyaa Wa-Biitong, then insert the amount under **Total Shooniyaa Wa-Biitong Contribution Requested.**

Total On-the-Job Training Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request.

6. Special Costs:

Sponsor Contribution: List any equipment that you will be purchasing or leasing here and the costs you will be contributing towards them.

Shooniyaa Wa-Biitong Contribution: List any equipment that you will be purchasing or leasing that you are requesting costs from Shooniyaa Wa-Biitong.

Total Special Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request.

7. Allowances: Not eligible or applicable for Community Based Training Program.

8. Total Project Costs:

Sponsor Contribution: Add the following - Sponsor Wage Contribution, Sponsor Mandatory Employment Related Costs Contribution, Sponsor Overhead Costs Contribution, Sponsor Classroom Training Costs Contribution, Sponsor On-the-Job Training Contribution, Sponsor Special Costs Contribution. Insert the amount under TOTAL SPONSOR CONTRIBUTION.

Shooniyaa Wa-Biitong Request: Add the following - Shooniyaa Wa-Biitong Wage Request, Shooniyaa Wa-Biitong Mandatory Employment Related Costs Request, Shooniyaa Wa-Biitong Overhead Costs Request, Shooniyaa Wa-Biitong Classroom Training Costs Request, Shooniyaa Wa-Biitong On-the-Job Training Request, Shooniyaa Wa-Biitong Special Costs Request. Insert the amount under TOTAL SHOONIYAA WA-BIITONG REQUEST.

Total Training Costs: Add the Total Sponsor Contribution + Shooniyaa Wa-Biitong Request = Total Training Costs.

9. Source of Sponsor Contribution:

Indicate all sources of funding, including revenue if any, which will be generated as a result of the training.
Total the amounts from each source.

1. Wages:

Project Staff: Please list the administrative training project staff you will require to run the training project. In column two (2), list how many project staff you will require. In column three (3), list the number of weeks. In column four (4),, multiply the # of project staff x the number of weeks and insert the grand total. In column five (5), please provide the number of hours the project staff will work. In column six (6), multiply column four (4) x column (5) and insert the grand total. In column seven (7), state the hourly rate the project staff will be paid from **your** organization. In column eight (8), state the hourly rate you are requesting for the project staff from Shooniyaa Wa-Biitong. (Column 7 + Column 8 = Column 9).

Participants Wages: Not eligible or applicable under the Purchase of Training Program.

2. Mandatory Employment Related Costs:

Using the maximum allowable, which is eleven percent (11%):

Sponsor Contribution: Column 10 x 11% = insert the amount
Shooniyaa Wa-Biitong: Column 11 x 11% = insert the amount
Total Mandatory Employment Related Costs: Column 12 x 11% = insert the amount

3. Overhead Costs:

Sponsor Contribution: List the budget items you will be contributing to overhead costs, then insert the amount under **Total Overhead Sponsor Contribution.**

Shooniyaa Wa-Biitong Contribution: List the budget items you are requesting from Shooniyaa Wa-Biitong, then insert the amount under **Total Shooniyaa Wa-Biitong Contribution Requested.**

Total Overhead Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request

4. Classroom Training Costs:

Referring to page two of the application, under number nine (9), provide the total classroom hours.

Sponsor Contribution: List the items you will be contributing to the classroom training costs, then insert the amount under **Total Classroom Training Sponsor Contribution.**

Shooniyaa Wa-Biitong Contribution: List the items you are requesting from Shooniyaa Wa-Biitong, then insert the amount under **Total Shooniyaa Wa-Biitong Contribution Requested.**

Total Classroom Training Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request.

5. On-The-Job Training Costs: Not eligible or applicable for this program.

6. Special Costs:

Sponsor Contribution: List any purchase or leasing of equipment and the costs you will be contributing towards special costs.

Shooniyaa Wa-Biitong Contribution: List any purchase of leasing of equipment and the costs you are requesting from Shooniyaa Wa-Biitong.

Total Special Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request.

7. Allowances:

List the number of participants you wish to train, under the heading No. Of Participants.
State the hourly rate participants will be paid, under the heading Hourly Rate.
List the hours per week participants will be in training, under the heading Hrs. Per Week
List the number of weeks participants will be in training, under the heading No. of Weeks

No. of Participants x Hourly Rate x Hrs. Per Week x No. of Weeks =

Sponsor Contribution
Shooniyaa Wa-Biitong Request

Sponsor Contribution + Shooniyaa Wa-Biitong Request = Total Allowance Costs

8. Total Project Costs:

Sponsor Contribution: Add the following - Sponsor Wage Contribution, Sponsor Mandatory Employment Related Costs Contribution, Sponsor Overhead Costs Contribution, Sponsor Classroom Training Costs Contribution, Sponsor Special Costs Contribution, Sponsor Allowance Contribution. Insert the amount under TOTAL SPONSOR CONTRIBUTION.

Shooniyaa Wa-Biitong Request: Add the following - Shooniyaa Wa-Biitong Wage Request, Shooniyaa Wa-Biitong Mandatory Employment Related Costs Request, Shooniyaa Wa-Biitong Overhead Costs Request, Shooniyaa Wa-Biitong Classroom Training Costs Request, Shooniyaa Wa-Biitong Special Costs Request, Shooniyaa Wa-Biitong Allowance Request. Insert the amount under TOTAL SHOONIYAA WA-BIITONG REQUEST.

Total Training Costs: Add the Total Sponsor Contribution + Shooniyaa Wa-Biitong Request = Total Training Costs.

9. Source of Sponsor Contribution:

Indicate all sources of funding, including revenue if any, which will be generated as a result of the training. Total the amounts from each source.

1. <u>Wages:</u>

Project Staff: Not eligible or applicable under the Employee Skill Development Program.

Participants: Not eligible or applicable under the Employee Skill Development Program.

2. <u>Mandatory Employment Related Costs</u>: Not eligible or applicable for this program.

3. <u>Overhead Costs</u>: Not eligible or applicable for this program.

4. <u>Classroom Training Costs</u>:

Referring to page two of the application, under number seven (7), provide the total classroom hours.

Sponsor Contribution: List the items you will be contributing to the classroom training costs, then insert the amount under **Total Classroom Training Sponsor Contribution.**

Shooniyaa Wa-Biitong Contribution: List the items you are requesting from Shooniyaa Wa-Biitong, then insert the amount under **Total Shooniyaa Wa-Biitong Contribution Requested.**

Total Classroom Training Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request.

5. <u>On-The-Job Training Costs</u>: Not eligible or applicable for this program.

6. <u>Special Costs</u>:

Sponsor Contribution: List any purchase or leasing of training equipment and the costs you will be contributing towards special costs.

Shooniyaa Wa-Biitong Contribution: List any purchase or leasing of training equipment and the costs you are requesting from Shooniyaa Wa-Biitong.
Total Special Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request.

7. <u>Allowances:</u> Not eligible or applicable for this program.

8. <u>Total Project Costs:</u>

Sponsor Contribution: Add the following - Sponsor Classroom Training Costs Contribution, Sponsor Special Costs Contribution. Insert the amount under TOTAL SPONSOR CONTRIBUTION.

Shooniyaa Wa-Biitong Request: Add the following - Shooniyaa Wa-Biitong Classroom Training Costs Request, Shooniyaa Wa-Biitong Special Costs Request. Insert the amount under TOTAL SHOONIYAA WA-BIITONG REQUEST.

Total Training Costs: Add the Total Sponsor Contribution + Shooniyaa Wa-Biitong Request = Total Training Costs.

9. <u>Source of Sponsor Contribution:</u>

Indicate all sources of funding, including revenue if any, which will be generated as a result of the training. Total the amounts from each source.

1. Wages:

Project Staff: Not eligible or applicable for this program.
Participants: Provide the occupation the participant will be trained for. In column two (2), list how many participants are being trained. In column three (3), list the number of weeks. In column four (4), multiply the number of weeks x # of participants and insert the grand total. In column five (5), provide the number of hours the participants will be trained. In column six (6), multiply column four (4) x column (5) and insert the grand total. In column seven (7), state the hourly rate the participants will be paid from **your** organization. In column eight (8), state the hourly rate you are requesting for the participants from Shooniyaa Wa-Biitong. (Column 7 + Column 8 = Column 9).

Total Wages:

To arrive at the sponsor contribution, multiply columns 6 x 7 = Column 10
To arrive at the Shooniyaa Wa-Biitong contribution, multiply columns 6 x 8 = Column 11.
To arrive at the Total Wage contribution, add columns 10 + 11 = Column 12.

2. Mandatory Employment Related Costs:

Using the maximum allowable, which is eleven percent (11%):

Sponsor Contribution: Column 10 + 11 = Total x 11% = insert the amount
Shooniyaa Wa-Biitong: Not eligible or applicable to this program.
Total Mandatory Employment Related Costs: Column 12 x 11% = insert the amount

3. Overhead Costs: Not eligible or applicable for this program.

4. Classroom Training Costs:

Referring to page two of the application, under number nine (9), provide the total classroom hours.

Sponsor Contribution: List the items you will be contributing to the classroom training costs, then insert the amount under **Total Classroom Training Sponsor Contribution.**

Shooniyaa Wa-Biitong Contribution: List the items (maximum of $500.00 only) you are requesting from Shooniyaa Wa-Biitong, then insert the amount under **Total Shooniyaa Wa-Biitong Contribution Requested.**

Total Classroom Training Costs: Add the Sponsor Contribution and the Shooniyaa Wa-Biitong Request.

5. On-The-Job Training Costs: Not eligible or applicable for this program.

6. Special Costs: Not eligible or applicable for this program.

7. Allowances: Not eligible or applicable for this program.

8. Total Project Costs:

Sponsor Contribution: Add the following - Sponsor Wage Contribution, Sponsor Mandatory Employment Related Costs Contribution, Sponsor Classroom Training Costs Contribution. Insert the amount under TOTAL SPONSOR CONTRIBUTION.

Shooniyaa Wa-Biitong Request: Add the following - Shooniyaa Wa-Biitong Wage Request, Shooniyaa Wa-Biitong Classroom Training Costs Request. Insert the amount under TOTAL SHOONIYAA WA-BIITONG REQUEST.

Total Training Costs: Add the Total Sponsor Contribution + Shooniyaa Wa-Biitong Request = Total Training Costs.

9. Source of Sponsor Contribution:

Indicate all sources of funding, including revenue if any, which will be generated as a result of the training. Total the amounts from each source.