



Ministry of
Education
and Training

APPRENTICESHIP REVITALIZATION:



COMMUNITY OUTREACH PARTNERSHIPS FUND

PROJECT FUNDING CRITERIA AND PROPOSAL GUIDELINES



THE REVITALIZATION AGENDA

Revitalizing Ontario's apprenticeship system involves bringing new products and new services to new clients ...

New products -

- add apprenticeships in new trades and occupations
- increase apprenticeships in existing trades which are experiencing skill shortages
- improve the quality of in-school and on-the-job training for apprentices and increase the number of inter-provincial standards

New services -

- reduce drop-outs from apprenticeship
- improve client service

New clients -

- expand apprenticeship as a school-to-work-transition alternative, making it the third option in the post-secondary education system, along with college and university.
- increase the participation of designated groups in apprenticeship

How does community outreach fit into apprenticeship revitalization?

- Revitalization depends on new partnerships with the community which will enable us attract new clients and develop new products.
- Revitalization is in the beginning stages of a long-term developmental process for the Ministry and our partners and potential partners in the community

OUTREACH IMPLEMENTATION STRATEGY: GENERAL PRINCIPLES

- Open and honest communication leading to mutual understanding is the basis of true partnership.
- The Ministry of Education and Training will be open to a wide range of input, and will let partners determine their own level of participation. Getting the job done is more important than doing the job "our way".
- All activities will operate in an accountable manner in an outcome-oriented environment.
- Specific activities or models are not prescribed, but the integrity of apprenticeship training as an employer-based, market-driven training mechanism will be maintained.
- Participation will not be limited to current stakeholders; proposals will be welcomed from groups and organizations not currently active in apprenticeship training. Competence and credibility will be key determinants in choosing partners.

PROJECT FUNDING CRITERIA

PURPOSE:

To encourage, in partnership with community stakeholders, community projects to expand the participation of designated under-represented groups in apprenticeship to reflect the diversity of the Ontario labour force.

TO BE ELIGIBLE FOR PROJECT FUNDING ORGANIZATIONS AND SPONSORS MUST:

- be incorporated as a non-profit organization. Organizations not yet incorporated or an individual person may be considered if sponsored by an incorporated organization. The sponsoring organization will be accountable for the administration and use of the grant. Sponsoring organizations will be limited to one sponsorship per year, and remain free to apply for their own grant
- operate under an accountable governing structure
- comply with the Ontario Human Rights Code
- demonstrate that the usual operation of their organization is not dependent on this grants program
- undertake the project in Ontario (using facilities and services from within the province)
- be subject to annual evaluation and review according to the terms and conditions set out in the agreement developed for the Community Outreach Partnerships Fund
- use the grant only for the purposes stated in their proposal

PRIORITY CONSIDERATION WILL BE GIVEN TO PROJECTS:

- submitted by community groups serving designated groups
- submitted by community-based groups with a community focus
- which are or can be co-funded with other governments or community agencies

GRANTS WILL BE PROVIDED FOR INNOVATIVE PROJECTS OR INITIATIVES THAT:

- enhance existing community partnerships
- support the aims of apprenticeship revitalization, particularly facilitating the entry of designated group members into apprenticeship training
- promote the goals of equality and the full participation of designated groups
- respond to a demonstrated need
- are time-limited (multi-year commitments will be possible). As well, limited funding may be available for the development of detailed project proposals
- do not, generally, include the actual cost of purchasing in-school or on-the-job training

GRANTS WILL NOT BE PROVIDED FOR:

- projects that duplicate existing community partnerships in a geographical area
- projects that would require on-going funding from an Ontario government ministry or agency
- fixed assets or major equipment and equipment maintenance
- repeat projects
- salaries that are beyond the local labour market norm
- out-of-Canada travel
- activities or items not specifically indicated in the operational budget

EXAMPLES OF ORGANIZATIONS ELIGIBLE FOR FUNDING:

- community groups serving designated groups
- employer associations
- unions
- broader public sector organizations (municipalities, school boards, hospitals, colleges and universities)

PROJECT: _____

BUDGET PLAN FOR PERIOD: _____

| | (MONTH) | (MONTH) | (MONTH) | (MONTH) | (MONTH) | (MONTH) | (MONTH) | (MONTH) | (MONTH) | (MONTH) | (MONTH) | (MONTH) |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| PROJECT BUDGET | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES | PLANNED EXPENDITURES |
| SALARIES (A) | | | | | | | | | | | | |
| BENEFITS (B) | | | | | | | | | | | | |
| TELEPHONE/COMMUNICATION | | | | | | | | | | | | |
| MAIL/POSTAGE | | | | | | | | | | | | |
| TRAVEL | | | | | | | | | | | | |
| OTHER TRANSPORTATION & COMMUNICATION | | | | | | | | | | | | |
| TOTAL TRANSPORTATION & COMMUNICATION (C) | | | | | | | | | | | | |
| ADVERTISING | | | | | | | | | | | | |
| RENTALS | | | | | | | | | | | | |
| DATA PROCESSING | | | | | | | | | | | | |
| CONSULTING SERVICES | | | | | | | | | | | | |
| OTHER SERVICES | | | | | | | | | | | | |
| TOTAL SERVICES (D) | | | | | | | | | | | | |
| EDP HARDWARE | | | | | | | | | | | | |
| FURNITURE | | | | | | | | | | | | |
| OFFICE MACHINES | | | | | | | | | | | | |
| OFFICE SUPPLIES | | | | | | | | | | | | |
| PRINTING/PHOTOCOPY | | | | | | | | | | | | |
| OTHER SUPPLIES & EQUIPMENT | | | | | | | | | | | | |
| TOTAL SUPPLIES & EQUIPMENT (E) | | | | | | | | | | | | |
| SUB-TOTAL (A+B+C+D+E) | | | | | | | | | | | | |
| REVENUE (F) | | | | | | | | | | | | |
| TOTAL (A+B+C+D+E)-(F) | | | | | | | | | | | | |

DISCRETIONARY NATURE OF THE INITIATIVE:

Funding for this initiative is discretionary and submission of a proposal does not necessarily qualify an applicant for funding under the initiative. All eligible applicants will be considered based on program criteria, needs and priorities at local, district and provincial levels, and the funds available. Subject to the availability of funding, applicants will be eligible if they submit project proposals which address government priorities.

A REMINDER:

- project proposals should be submitted well in advance of the proposed commencement date of the project to allow time for additional refinement in consultation with the Ministry of Education and Training.
- project proposals will be considered only if they are submitted before the event or activity occurs or any eligible costs associated with the project are incurred. Under no circumstances will a grant be considered after the project takes place.
- applicants in default to the Ministry due to failure to account satisfactorily for previous grants, or to refund grant overpayments, will not be eligible for consideration.
- where part of the project cost involves travel expenses or purchase or rental of goods or services, quotations from suppliers and carriers must be provided with your proposal.
- if there are compelling reasons for starting the project after the date that the Ministry confirms receipt of a complete project proposal and before grant approval, this will not disqualify the project from consideration but it is done at the organization's/agency's own risk.
- project sponsors must keep adequate records of project finances, activities and results. These must be available to Ministry staff or their agents for the purposes of project monitoring, evaluation and/or audit.
- rather than relying on the use of external consultants, community-based organizations are encouraged to undertake the work associated with approved projects, in order to increase the knowledge base and skill levels in the community.

FURTHER INFORMATION:

For further information please contact your District Apprenticeship Office or District Outreach Coordinator.

PROJECT PROPOSAL GUIDELINES

The success of any initiative which seeks to improve access for individuals from designated groups into apprenticeship depends upon community stakeholder involvement. Therefore, as part of its initiative to expand and revitalize Ontario's apprenticeship training system, the Ministry of Education and Training is making available funding for organizations to undertake community based projects which will assist individuals to access apprenticeship training.

PROPOSAL

Your proposal should include the following information:

Background:

Tell us about your organization:

history of the organization, what services and activities you undertake, who your clients are, your accomplishments, the objectives of the organization, etc.

(please include the name and telephone number of your organization's contact)

The project:

Your project description should include the following information:

- the objectives of the project
- what is the need that the project would fulfill
- the service or program that your organization proposes to offer
- describe the project activities, and tasks that will be undertaken to accomplish the objectives
- who will benefit from the project (geographic area, approximate number of people)
- how the project will serve your client group and community
- how the project will help to meet the Ministry's goals for apprenticeship revitalization (see page 1)
- what results will be achieved when the project is completed
- when the project would commence and be completed
- how the project will work with other community organizations and educational institutions which provide related services

Budget:

- a detailed budget statement for the project must be provided, indicating the funding and resources you will need and what those funds and resources will be used for (if your proposal is approved you will be required to complete the attached calendarized monthly budget form before any funds will be issued)
- if the duration of the project extends beyond one year, please attach a second budget statement
- identify any other sources of funding for the project

Evaluation:

- each proposal must contain a plan which outlines how the achievement of objectives or expected results will be evaluated.

Appendix:

Each proposal should contain the following as appendices:

- a strategic plan of action for the organization for the coming year
- a copy of the organization's charter and/or by-laws
- a current year budget, financial statement or the most recent treasurer's report plus the most recent yearly audited financial statement
- a complete list of the names of members of the governing structure together with their addresses and telephone numbers
- the number of members of the organization and the percentage of them who are designated group members
- demonstrated community support for the project
- copies of references and/or letters of support from other related organizations, employer's associations, etc.
- a list of co-funders of the project and the amount approved, as well as the name of contacts and their telephone numbers
- if there is a position being created for which salary funding is requested please provide a job description and a list of possible candidates (and if available, their resumes)

REPORTING REQUIREMENTS

If your project proposal is approved for funding under this initiative, your organization/agency will enter into a contract with the Ministry of Education and Training.

Grant recipients will be required to complete monthly reports on activities, results and finances, which will be submitted to Ministry District Apprenticeship Offices.

SUBMISSION PROCESS

Proposals should be developed in consultation with your Apprenticeship District Outreach Coordinator. Please submit your proposal (including a covering letter from a signing officer of the sponsoring organization) to your Apprenticeship District Office through the Outreach Coordinator (see below).

Proposals meeting eligibility requirements will be reviewed by the District Management team, then forwarded to Ministry of Education and Training head office for final approval. Only those proposals which the District Management Team is recommending for implementation or further development will be forwarded for approval. Approval is based on the availability of funds.

Please direct any questions and inquiries regarding your proposal or its approval status to your District Outreach Coordinator or your Apprenticeship District Manager.

DISTRICT OUTREACH COORDINATORS

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