

APPRENTICESHIP REVITALIZATION

**WOMEN'S ACCESS TO APPRENTICESHIP TRAINING PROJECTS
&
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
- expand the participation of women, aboriginal people, racial minorities, persons with disabilities and francophones 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 Ontario Training and Adjustment Board (OTAB) and our partners and potential partners in the community

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.

Participation will not be limited to current stakeholders; proposals will be welcomed from groups and organizations not currently active in apprenticeship training. Competence, credibility and partnerships will be the key determinants in choosing partners although current delivery agents of the Women's Access to Apprenticeship Training Projects may be given first consideration for Women's Access to Apprenticeship Training projects.

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. Sponsors will be accountable for the administration and use of the grant. Sponsors 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);
- subject to evaluation and review according to the terms and conditions set out in the contract; and
- 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; and
- 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 and facilitate the development of new community partnerships;
- support the aims of apprenticeship revitalization, particularly facilitating the entry of designated group members into apprenticeship training;
- demonstrate a commitment to the client group they represent;
- promote the goals of equality and the full participation of designated groups in apprenticeship;
- respond to a demonstrated need;
- are time-limited (multi-year projects will be approved only on a year to year basis);
- do not include the actual cost of purchasing in-school or on-the-job training; and
- are results-oriented.

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;
- salaries that are beyond the provincial labour market norm or expenses beyond current limits established for government employees;
- out-of-Province travel (without specific prior OTAB approval); and
- activities or items not specifically indicated in the operational budget.

EXAMPLES OF ORGANIZATIONS ELIGIBLE FOR FUNDING:

- community groups serving designated groups;
- employer associations;

- unions; and
- broader public sector organizations (municipalities, school boards, hospitals, colleges and universities).

DISCRETIONARY NATURE OF THE INITIATIVE:

Funding for this Initiative is limited. 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 8 weeks in advance of the proposed commencement date of the project to allow time for additional refinement in consultation with OTAB.
- 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 former Ministry or OTAB 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 OTAB 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, which must be available to OTAB staff or their agents for the purposes of project monitoring, evaluation and/or audit, for 5 years.
- 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.
- equipment purchased under the project remains the property of OTAB and cannot be sold, leased or disposed of, for 5 years, without the prior written consent of OTAB.

- all material, all data, belonging to OTAB or developed by approved projects remains the property of OTAB and shall be delivered to OTAB upon written request from OTAB or upon conclusion of the assignment.
- all materials, information and data which are the property of OTAB shall not be retained, destroyed, sold or distributed by approved projects or project sponsors, without OTAB's prior written approval.
- project sponsors are fully responsible and accountable for the activities and results of approved projects.
- projects will be evaluated in accordance with OTAB standards and against the proposal objectives.
- for approved projects, OTAB will flow funds to the agency at the beginning and in interim instalments throughout the duration of the project as per contract.
- OTAB will request repayment of unspent funds or project funds spent on items/activities not in the approved budget or contract.

FURTHER INFORMATION:

For further information please contact your District Apprenticeship Office or District Access 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, OTAB is making available funding for organizations to undertake community based projects which will assist individuals to access apprenticeship training. OTAB is open to a wide range of input and will encourage partners to determine how best to reach their targets.

PROPOSAL

Your proposal should include the following information:

Background:

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

- the name and telephone number of your organization's contact

The project:

Your project description should include the following information:

- project objectives;
- the service or program that your organization proposes to offer;
- description of the project activities, tasks that will be undertaken to accomplish the objectives, and timeframes. These must be measurable, reportable activities;
- identified need the project will fulfill and who will benefit from the project (geographic area, approximate number of people, identify which client group the project will serve);
- how the project will serve your client group and community;
- how the project will help to meet OTAB's goals for apprenticeship revitalization;
- what specific results will be achieved by project completion and how the results will be reported;
- project start and completion dates;
- how the project will work with other community organizations and agencies which provide related services; and
- a detailed plan outlining how the project will be monitored and evaluated by the sponsor.

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 the contract will be signed);
- 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; and

- Identify fixed and variable costs, including "in-kind" contributions.

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.; and
- a list of co-funders of the project and the amount approved, as well as the name of contacts and their telephone numbers.

REPORTING REQUIREMENTS:

If your project proposal is approved for funding under this Initiative, your organization/agency will enter into a contract with the Ontario Training and Adjustment Board.

Grant recipients will be required to complete regular reports on activities, results and finances, which will be submitted to OTAB District Apprenticeship and Client Services Offices in the prescribed format, as well as a final report at year end.

SUBMISSION PROCESS:

Proposals must be developed in consultation with your local Apprenticeship Consultant and Apprenticeship District Access Coordinator. Please submit your proposal (including a covering letter from a signing officer of the sponsoring organization) to your District Access Coordinator through your local Apprenticeship Consultant. (see next page for district coordinators).

Proposals meeting eligibility requirements will be reviewed by the District Management team, then forwarded to OTAB 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.

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

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)												

DISTRICT ACCESS/OUTREACH COORDINATORS

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