

MEMORANDUM TO: XXXXXXXXXXXXXXXX

FROM: Barb Simmons
Director
Service Delivery Branch

DATE: August 10, 2011

SUBJECT: 2011-12 Apprenticeship Enhancement Fund Allocation

I am pleased to advise you that the allocation for the Apprenticeship Enhancement Fund (AEF) in 2011-12 will be \$12 million for Colleges of Applied Arts and Technology and an additional \$2 million for non college training delivery agents. Funding for this year will be distributed through base funding only.

Each organization will receive a base of \$20,000, as well as a portion of funding, which is calculated based on seat purchase funding averaged over the previous three fiscal years. This formula reflects the hours of apprenticeship training provided by each college and includes all delivery models.

Due to delays in releasing this letter, your deadline for submitting the template will be extended by a week. Please complete and sign the base funding template that was provided to you in our last correspondence. The template is also available on our website under 2011-12 AEF Guidelines and Requirements. Please return the signed template to us by **August 19, 2011**. The deadline for questions is Friday August 12, and answers will be released Tuesday August 15, 2011.

A contract will be issued after your proposed base funding has been reviewed and approved, and this will enable us to flow funding. **Until the Ministry issues a News Release to the public, I would ask that you not make any public announcement regarding this funding.**

If you have any questions, please contact Mary Randsalu at (416) 212-5753.

Sincerely,

Barb Simmons