

Northern Training Partnership Fund Guidelines

OVERVIEW

Under the '***Jobs and Growth in Northern Ontario***' initiative in Ontario's 2010 Budget, a \$45M commitment was announced to support project-based skills training to help **Northern Ontarians*** participate in and benefit from emerging economic development opportunities. The Northern Training Partnership Fund is jointly supported by the Ministry of Aboriginal Affairs and the Ministry of Training, Colleges and Universities and project applications are encouraged from both Aboriginal and non-Aboriginal communities.

***Note:**

Northern Ontarians include Aboriginal and non-Aboriginal people who reside in the geographic area on the map in Appendix 1.

The Fund is administered by the Ministry of Training, Colleges and Universities and Ministry staff is available to provide advice to applicants as they define the parameters of eligible projects and prepare applications. However, applicants should be aware that any such Ministry assistance does not provide assurance that eligibility criteria have been met or the application approved.

Beginning in July 2010 the fund will seek to support skills training projects geared to sustainable employment in resource-related sectors in Northern Ontario with a grant of up to 75% of the eligible project costs. The length of the projects may vary based on the training involved; however, all project activities must be completed by March 31, 2013.

Applications will be accepted and reviewed on a regular basis until all funds have been awarded. Up to \$13M a year will be allocated through this component of the fund, with a further \$2M being allocated to address skills training needs related to Far North Land Use Planning through the Ministry of Natural Resources. Details are available at www.ontario.ca/farnorth.

The Northern Training Partnership Fund will:

- enable Northern Ontario communities/organizations to be better able to benefit from resource-related activities in Northern Ontario
- assist Northern Ontarians obtain sustained employment in resource-related economic development opportunities
- provide Northern Ontario employers in resource related sectors with a labour force that is trained to meet their specific workplace needs
- assist Northern Ontarians to gain transferable credentials (e.g. trades qualifications, certificates or licenses)

- assist employers and Northern Ontario communities/organizations to develop long-term relationships and partnerships

All projects must be based on collaboration between employers and a community organizations appropriate to the given targeted client group for each project - Aboriginal communities or organizations or other non-Aboriginal community organizations.

The projects may include collaboration with other organizations, training providers and others involved in resource related sectors in Northern Ontario. Approved projects will build on and add value to resources, programs, training and services already available in the community both within and beyond those of Employment Ontario.

The Ministry of Training, Colleges and Universities will accept applications to deliver workplace skills training and employment supports to Northern Ontarians. Projects may be specifically targeted to and designed for Aboriginal peoples in Northern Ontario.

The first application period for the Northern Training Partnership Fund will be from July 22, 2010 to September 10, 2010. There will be additional opportunities to apply for the fund according to the following schedule until October 2012, assuming funds are available. Projects can be of varying length, but all project activity must be completed by March 31, 2013.

Applications for the Northern Training Partnership Fund may be submitted to MTCU at any time. However, they will be reviewed quarterly. The table below shows the scheduled dates for receipt of applications for each review period. Once an application is submitted, it goes through an extensive review process.

Deadline to Submit Applications
July 4, 2011
October 3, 2011
January 3, 2012
April 1, 2012
July 3, 2012
October 1, 2012

These Guidelines, including all appendices, provide details about the Northern Training Partnership Fund to support organizations in developing and submitting applications for funding.

OBJECTIVES

- This initiative helps Northern Ontarians to attain workplace skills and sustain employment in resource related sectors and provides employers in Northern Ontario with skilled workers for current and future needs.
- Innovative collaborations and models of delivery will be developed and tailored to specific circumstances and needs of the community.
- To enhance and add value to resources, programs and services already available in the community.

MANDATORY REQUIREMENTS

1. Eligible Proponents

To contract for funding with the Ministry of Training, Colleges and Universities a proponent must be a legal entity, have proof of such (e.g.: Incorporation documents, Letters Patent or Band Council Resolution) and be one of the following:

- an employer operating in Northern Ontario in partnership with a community, organization or a not-for-profit operating in Northern Ontario
- an Aboriginal community, Aboriginal organization or Aboriginal not-for-profit operating in Northern Ontario in partnership with an employer operating in Northern Ontario;
- a non-Aboriginal community, organization or not-for-profit operating in Northern Ontario in partnership with an employer operating in Northern Ontario;
- a neutral, third party body agreed to by the partners to oversee the collection and distribution of this funding for their particular initiative – this body should have representation from all partners to the initiative

2. Sectors

To be eligible for funding, the project must align with or build on the proposed Growth Plan for Northern Ontario and be resource-sector related. The following are considered resource sectors for the purposes of this fund:

- Mining
- Energy and Greener Economy: Expansion of energy transmission capacity in Northern Ontario
 - Energy generation
 - Development of renewable energy resources, such as hydroelectric power, solar power, wind power, geothermal power, etc.
- Forestry
 - Use of forest resources for bioenergy and forestry biomass
 - Engineering wood products
 - Expanding markets for biocomposites, nanotechnology, biofuels from wood pellets and green building components
 - Sustainable commercial harvesting
- Environment
 - Environmental impact assessment activities
 - Environmental monitoring, cleanup, rehabilitation and remediation activities
 - Provision of safe drinking water including operator training

- Waste management and recycling activities
- Source water protection and watershed management
- Activities associated with protection of natural and cultural heritage features
- Climate change mitigation and adaptation strategies
- Bio-economy
 - Development of bio plastics using wood waste, grasses, trees and algae as renewable resources
 - Research, development and commercialization
- Tourism
 - Utilization of new technologies, upgrading of facilities, enhancing skills and adapting to changing consumer expectations
- Agriculture
 - Expansion of food production
 - Development of innovative technologies and practices
 - Local food production

Infrastructure projects and service supports will be funded only if they relate to development in these sectors.

3. Geographic Location

To be eligible for funding, projects must be situated in Northern Ontario. Refer to Appendix 1 for a detailed map.

4. Community Collaboration and Support

To be eligible for funding, the project must include an agreement (the “Collaboration Agreement”) between:

- An employer or group of employers **and**
- A training provider

If considering projects specifically targeted to and designed for Aboriginal peoples in Northern Ontario, the project must also include one or more of the following as part of the Collaboration Agreement and appropriate to the targeted participants:

- A First Nation or Métis community or group of communities
- An Aboriginal organization or service provider

Collaboration Agreement Information

The Collaboration Agreement can be a Memorandum of Understanding, or Memorandum of Agreement, or Impact Benefit Agreement or Partnership Agreement between the principle participants, and must include the following:

- A description of the roles, responsibilities and accountability of each partner to the project deliverables
- Contact information for each partner (organization's/community's name and addresses, contact names, telephone/fax numbers and email addresses)
- Contributions (cash, in-kind support, etc.) of each partner to the project
- A brief description of each partner's area of expertise as related to the project
- A dispute resolution mechanism
- A statement of which partner will be the proponent for the contract with MTCU
- Where necessary, a letter of concurrence from the other organizations as appropriate, such as a union(s), indicating support for the project

The Collaboration Agreement must be signed by individuals with delegated signing authority for their partner organization.

5. Application and Supporting Documentation

To be eligible for funding, applicants must submit a completed Northern Training Partnership Fund application and all the required supporting documentation, including the project-level *Training-to-Employment Plan*.

PROJECT SCOPE

All projects must be tailored to the learning and cultural characteristics of the targeted participant group, responsive to their workplace training needs and delivered in a manner that is culturally appropriate.

Duration

Projects may vary in length depending on approved activities. All activity must be completed by March 31, 2013.

Plan

Each project **must** include a project-level *Training-to-Employment Plan* that:

- is a comprehensive multi-year, human resources *Training-to-Employment Plan* for the proposed project
- outlines the process by which *Participant Training-to-Employment Plans* will be developed and implemented
- covers an appropriate range of training and associated prerequisite educational requirements, including initial skills assessment, academic upgrading (towards achieving high school graduation or equivalency), workplace and essential skills training, job-specific training and apprenticeships
- includes other training/employment supports and appropriate retention measures
- leads to sustainable employment

Participants

Individuals residing in Northern Ontario as defined in Appendix 1.

Activities

The following activities **must** be supported **and detailed** in the project proposal:

- Participant outreach and assessment
- Development of a *Participant Training-to-Employment Plan* for each participant which includes:
 - Clear and achievable training and employment goals
 - Matching of training plan to skills needs and employment opportunities identified by project partners
 - Goals and methods for monitoring progress
 - Supports needed for successful training, education, employment

- Delivery of skills training to acquire new skills or to enhance existing workplace skills. Emphasis should be on training that occurs either in the workplace or at a time and place that does not create barriers to workforce participation (e.g. in community training)
- On-the-job training and/or employment experience

In addition, the following activities **may** be supported in the project:

- Academic Upgrading and Workplace Literacy and Essential Skills (when required for technical skills training eligibility or success). **Individuals requiring basic or long term literacy training must be referred to the Literacy and Basic Skills program.**
- Apprenticeship registration and training
- Pre-apprenticeship training
- On-the-job training, coaching and mentoring

Training Providers

Each project **will identify and involve** training providers, defined as:

- Aboriginal post secondary education and training institutes/providers
- Contact North
- MTCU approved Apprenticeship Training Delivery Agencies
- Publicly supported college or university
- Registered Private Career College

Other training providers will be considered but will be subject to approval by the Ministry of Training, Colleges and Universities (including out-of-province training providers).

Impact/Outcomes

The Northern Training Partnership Fund is designed to achieve positive, measurable results for individuals and employers in Northern Ontario. The impact and success of approved projects will be monitored and evaluated using the following performance indicators. Proponents will be required to report data to support these indicators. More information will be available after projects are approved.

Project and Training Activity

- Number of project participants
- Number of participants who attended training
- Percentage of participants who completed training

Training Outcome

- Percentage of participants who obtain transferable credentials upon completion
 - Academic Upgrading
 - GED / OSSD
 - WHMIS / Health and Safety
 - Skills Credentials
 - Apprenticeship certificate (Level 1, 2 or 3)
 - Journeyperson

Employment Outcome

- Percentage of participants whose employment status has changed as a result of the project
 - unemployed to employed
 - part-time to full time work
 - higher skilled job
 - higher wage job
 - obtained employment in one of the listed sectors

Sustainable Jobs

- Percentage of participants who are employed 6 and 12 months after completion of training
- Percentage of participants who are employed in one of the listed sectors 6 and 12 months after completion of training

Participant Satisfaction Rating (Based on Survey Conducted by the Proponent)

- Percentage of participants who would recommend this type of training and project to other individuals
- Percentage of employers who would recommend hiring individuals that received training through this project

FUNDING

The Northern Training Partnership Fund (NTPF) will provide up to 75% of the overall **eligible** costs of approved projects. **Total Northern Training Partnership Fund funding will not exceed \$15,000 per participant for each year of the project.**

Project partners will provide a minimum of 25% of the overall funding of approved projects.

Proposed projects may build on other funded activities and projects in the community. Funding through the Northern Training Partnership Fund must enable the addition of a

workplace training and employment component to an existing project or enable an increase to the training or employment activity of existing services.

Funds disbursement will be determined as part of the contract development and linked to specific project deliverables and reporting requirements.

Eligible Costs: Please refer to Appendix 3 – Expenditures for Reimbursement by the Northern Training Partnership Fund for details.

Participant Financial and Income Support

Many project participants will be employed by the participating employers and receive training on-the-job. The project may provide funding to the employer to offset wage and supervisory costs.

There may be some participants who are able to retain employment and income during the project training period because training is scheduled such that it does not create a barrier to employment.

Others may be receiving **and will retain** income support from Ontario Works (OW) or Ontario Disability Support Program (ODSP) while participating in a Northern Training Partnership Fund project.

Income support, if required, must be sought primarily from OW/ODSP. In the situation that a project participant has no income support, has exhausted and/or been deemed ineligible for OW/ODSP, and is in an extreme hardship situation that creates a barrier to project participation, the project may provide financial support for the duration of the project. **These exceptions must be fully documented.**

This cost of supporting **exempted** participants may require exceeding the maximum of \$15,000 per participant per year. However these costs must be covered from within the total approved project funding or the partner's contributions.

ASSESSMENT OF PROPOSALS

Applications will be assessed using the following criteria once they have demonstrated that all mandatory requirements have been met:

Criteria	Value
<p>Training to Employment Project Plan</p> <ul style="list-style-type: none"> ○ Proposed training and employment activities, with an emphasis on workplace/on-the-job training that is based within the community ○ Proposed participant service supports ○ Proposed outcomes and impact of project participation ○ Proposed participant characteristics (See “Priority Considerations - Participants”) 	40%
<p>Community Collaboration and Support</p> <ul style="list-style-type: none"> ○ Scope of “partnership”, level of expertise and scope of community support and participation (See “Priority Considerations - Partnership”) ○ Alignment with key government priorities (proposed Growth Plan for Northern Ontario, Green Energy Act, etc.) ○ Evidence that project design and delivery are tailored and responsive to the needs of the targeted participants ○ Demonstration of how Northern Ontario communities/organizations will be better able to participate in resource-related activities ○ The ability of employers and Northern Ontario communities/organizations to develop effective relationships and partnerships 	35%
<p>Delivery and Management</p> <ul style="list-style-type: none"> ○ Demonstrated ability of the partners to deliver and manage a project, including the capacity to manage resources and data reporting effectively and to achieve project deliverables and outcomes ○ Scope of support and participation of employers ○ Funding leverage and hiring commitments (See “Priority Considerations – Funding”) 	25%
Total	100%

PRIORITY CONSIDERATIONS

Participants

A wide range of Northern Ontarians are eligible to participate in these projects. In the assessment of proposals, priority will be given to those serving participants who are at greatest need of workplace training and supports as defined by the Northern Training Partnership Fund.

The indicators of higher need are:

- The individual is an Aboriginal person living in Northern Ontario
- The individual is a person with a disability living in Northern Ontario
- The individual's highest level of education attained is less than Grade 12
- The individual's current employment status is unemployed
- The individual's employment history shows a pattern of poor work retention (3 or more jobs in the past year)
- The individual has no source of income or financial support
- The individual has been out of school, work and training for more than 26 weeks

Partnerships

There are many different types of collaborations and partnerships. In the assessment of proposals, priority will be given to those that:

- Have a successful track record of delivering measurable results
- Include an Aboriginal community/organization if appropriate
- Include training organizations that have demonstrated experience in working with Northern Ontarians, as appropriate
- Provide training at the work site
- Provide additional long term benefits to participating communities
- Provide value added to existing services in the community
- Provide training in the local community, if possible and as appropriate

Funding

All projects must contribute a minimum of 25% to the total cost of the project leading to employment. In the assessment of proposals, priority will be given to those that:

- Leverage financial contributions from multiple sources, including private sector and other levels of government, excluding other MTCU programs.
- Provide higher levels of hiring commitments of target group clients
- Provide a greater percentage of funding/in-kind support by employers and other partners

Application and Review Process

Applications for the Northern Training Partnership Fund may be submitted to MTCU at any time. However, they will be reviewed quarterly. The table below shows the scheduled dates for receipt of applications for each review period. Once an application is submitted, it goes through an extensive review process.

Deadline to Submit Applications
July 4, 2011
October 3, 2011
January 3, 2012
April 1, 2012
July 3, 2012
October 1, 2012

Applications must be received by 5:00 p.m. EST on the date due and submitted to:

traininginitiatives@ontario.ca
Ministry of Training, Colleges & Universities
Employment and Training Division
Aboriginal Service Delivery & Initiatives
159 Cedar Street, Suite 506
SUDBURY ON P3E 6A5

MTCU staff is available to provide advice to applicants as they define the parameters of eligible projects and prepare applications. However, applicants should be aware that any such Ministry assistance does not provide assurance that eligibility criteria have been met or the application approved.

For assistance, call toll-free **1-800-603-5999**.

Guidelines, Frequently Asked Questions (FAQs) and an Application Form are posted on the Ministry of Training, Colleges and Universities website at www.tcu.gov.on.ca, the Ministry of Aboriginal Affairs website at <http://www.aboriginalaffairs.gov.on.ca/english/default.asp> and Employment Ontario Partners' Gateway website at www.eopg.ca.

Once applications are received at the MTCU, a basic eligibility review and assessment of the application against mandatory requirements is conducted. Once a proposal is submitted applicants will be advised whether the proposal is judged to be full and complete, or if further information is required. The applicant will be notified if the application is incomplete or does not include all the necessary information. The applicant will have seven (7) working days after notification to provide the missing

information, and the file will be closed if all missing information is not submitted as requested.

Applications will be subject to detailed analysis including due diligence and risk assessment, including financial due diligence. Recommendations of approval of the full or a reduced amount of the application or declines of the application are forwarded for decisions. Final decisions are made by the Minister of Training Colleges and Universities and the Minister of Aboriginal Affairs.

Successful and non-successful applicants will be notified. Staff from the Northern Region of the Ministry of Training Colleges and Universities will contact the successful applicants to begin developing the agreement.

SUBMISSION CHECKLIST

- One (1) electronic copy of the completed application, including the project-level *Training-to-Employment Plan*
- Two (2) **signed** original copies of the completed application with all required supporting documentation
- One (1) **signed** original copy of the Collaboration Agreement between all parties
- One (1) copy of Incorporation, Letters Patent, if incorporated or Band Council Resolution.

ADDITIONAL INFORMATION

Development of Agreement

No program services/activities will be funded before signing an agreement with MTCU for the provision of the approved services/activities. The agreement will be in a format provided by the Ministry.

Reporting Requirements

The Ministry will require successful proponents to regularly collect and submit in a timely manner required data/information. The Ministry will provide relevant instructions, forms and will detail the data/tracking requirements.

Audit Requirements

All projects totalling \$100,000 and over will be required to submit a final detailed accounting statement that has been independently audited within 90 days of project completion.

Freedom of Information and Protection of Privacy Act (FIPPA)

FIPPA applies to information in the custody or under the control of the Ministry and any information provided by a proponent can be the subject of an access request. A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is

to be maintained by the Ministry. The confidentiality of such information will be maintained by the Ministry except as otherwise required by law or by order of a court or tribunal, including the Information and Privacy Commissioner. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis, to the Ministry's advisers retained for the purpose of evaluating or participating in the evaluation of their proposals.

Conflict of Interest

Conflict of interest includes, but is not limited to, any situation or circumstances where the Proponent or any of its respective advisors, partners, members, directors, officers, employees, agents and volunteers has/have:

- A. An unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage;
- B. Other commitments, relationships or financial interest that (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independence; or (ii) could or could be seen to compromise, impair or become incompatible with the effective carrying out of its proposed project; and,
- C. Used confidential information of the Ministry without the Ministry's written consent; or direct or indirect benefit from the carrying out of the project.

The proponent must disclose any information pertaining to any situation that may be a conflict of interest in submitting the proposal or, if selected, the contractual obligations.

Comprehensive General Liability Insurance

The proponent who will sign the agreement (the successful proponent) must secure comprehensive general liability insurance to an inclusive limit not less than two million dollars (\$2,000,000) per occurrence on property damage, bodily injury and personal injury prior to receiving the funds.

Media Communications

Organizations may not at any time directly or indirectly communicate with the media in relation to this proposal application or the awarding of the same or any resulting agreement(s) without the consent of the MTCU and then only in coordination with the MTCU.

Marketing and Promotional Materials:

Full acknowledgement of Ontario government support must be provided in all marketing and promotional material

Appendix 1



APPENDIX 1

Map of Northern Ontario

Source:

MNDMF website

Appendix 2

DEFINITIONS OF TERMS

For the purposes of the Northern Training Partnership Fund Guidelines and application requirements, the following definitions will apply:

Aboriginal Community

A First Nation or Métis community

Aboriginal People

As defined in Section 35(2) of the *Constitution Act, 1982*, includes the Indian, Inuit and Métis peoples of Canada.

Academic Upgrading

Helps individuals develop the necessary skills or academic pre-requisites necessary for entry into postsecondary education and training programs such as apprenticeship.

Administration Costs

Administration costs are allowable to a maximum of 15% of the Total Operating Budget and include expenses such as, payroll & HR administration, insurance, use of common resources, space or facilities, data collection, and financial tracking and reporting for the project.

Applicant

The partnership that is submitting an application for funding

Apprenticeship

Apprenticeship is an on-the-job training program for people who want to work in a skilled trade or occupation and includes learning new skills from skilled journeypersons. Apprenticeship training provides access to well-paying jobs that demand a high level of skill, judgement and creativity. Apprentices are paid while gaining work experience, and their wages increase with their level of skill.

To be employed in certain skilled trades, workers must have a Certificate of Qualification. This certificate states that they have passed the provincial qualification exam that assesses their knowledge of their skilled trade.

Cash Contributions

Cash contributions are defined as direct dollar contributions to the project.

In-Kind Contributions

Cash equivalent or in-kind funding is the contribution of goods, services, labour or fixed assets that would otherwise have been provided and paid for to execute the project and are necessary for its success. All goods and services shall be valued at cost to the contributing partner, and shall not include any mark-up nor exceed market value. Recipients are required to maintain documentation for audit purposes.

Common in-kind contributions include but are not limited to:

Donations of equipment and materials An accurate description of the donated equipment or materials must be provided as well as information on the location, ownership and purchase of all equipment.

Donations of space at a location other than the proponent's premises, necessary for the applicant to conduct the project e.g., the cost per square foot for similar accommodation in the area.

Consulting fees and professional services can be considered as in-kind contributions if the applicant or consultant is providing specific services for the project for which the proponent would otherwise have to pay.

The following **are not considered** as in-kind contributions/expenditures:

- donations in the form of goodwill and other such intangibles;
- opportunity costs;
- standard discounts;
- interest charges; or
- any items or services not directly related to the project.

Northern Ontarians

People who reside in the geographic area of Northern Ontario and as shown on the map in Appendix 1 at the start date of the project.

Pre-Apprenticeship

A course(s) of study that support potential entrants to the apprenticeship system who require job readiness skills and trade readiness experience to gain employment as apprentices.

Private Career College

Private Career Colleges [PCCs] must be compliant with the Private Career Colleges Act, 2005. This means that a PCC must be registered and the course or program must be approved by MTCU unless the PCC is exempted from one or both of these requirements under the Act. The course or program must be vocational in nature even if it is exempted from requiring MTCU approval under the Act. Individuals enrolled in a course or program that is exempted must be made aware that they are not entitled to student protection measures under the Act.

Proponent

The community or organization that has been identified as the signatory to the contract with MTCU

Skills Credentials

Certificates and diplomas that are required for employment in various fields. They may range from a degree or diploma, to a Certificate of Qualification for a trade or a license to operate a power boat necessary for employment as a fishing guide or to operate a chain saw. While the length and difficulty of training necessary may vary, it is essential that the credential is necessary for employment in a job or range of jobs, and that the credential is portable to other similar jobs.

Sustainable Employment

Sustainable employment is based on the principle of employment which can be maintained and supported by the employer and community for a long enough length of time to learn, develop and retain transferable skills.

Workplace Literacy and Essential Skills

These are the core skills that employees need to do their jobs successfully and include:

- Understanding and ability to use prose (such as reports, letters, and equipment manuals)
- Communicating effectively
- Understanding and ability to use documents (such as safety instructions, assembly directions, maps)
- Understanding and ability to use numbers by themselves or charts and tables
- Thinking critically and acting logically to solve problems and make decisions
- Using computers, technology, tools and information systems effectively
- Ability to build and work in teams
- Positive attitude toward change
- Willingness and ability to learn for life

NOTE: Individuals requiring basic or long term literacy training, or general upgrading must be referred to the Literacy and Basic Skills or Academic Upgrading Programs.

Appendix 3

EXPENDITURES FOR REIMBURSEMENT BY THE NORTHERN TRAINING PARTNERSHIP FUND

ELIGIBLE

Expenditures eligible for reimbursement are those items that are defined as eligible for provincial funding incurred after the start date of the signed agreement. Cash equivalent or "in-kind" items, although important to the project, are not eligible for provincial "reimbursement."

Eligible expenditures shall be claimed to the extent that they are reasonable and are within the intent of the project agreement in the opinion of the ministry. Such expenditures are actual cash outlays that can be documented through invoices or receipts. Evidence of payment must be maintained for audit purposes. The Province will have the final word in determining expenditure eligibility and valuation.

Eligible expenses are **directly** related to the development and delivery of the approved project, including:

- Administrative costs incurred to a maximum of 15% of NTPF funding. This includes such things as payroll and Human Resource administration, insurance, use of common resources, space or facilities, the provision of data collection, and financial tracking and reporting for the project.
- Legal costs specifically related to entering into a contract with the Ministry of Training, Colleges and Universities
- Honoraria to professionals (e.g. Elders, guest speakers, etc.)
- Costs directly related to training not funded through existing educational institution grants/programming
- Service delivery costs:
 - Participant outreach and assessment, *Training-to-Employment Plan* development, monitoring, follow up, service and retention support
 - Work site training, additional supervision required for on-site training and participant wages during a work experience or on-the-job training placement including apprenticeship
 - Delivering on-site or classroom training
 - Delivering community-based training (where appropriate), including training incidentals such as information and communications technology necessary for e-learning (e.g. computers, furniture)
 - Wrap-around supports that are career/employment focused (e.g. career counselling, life skills)
- Participant supports - transportation, cost of childcare, tools, work clothing. Participants may not receive supports through this project where they are already being provided through another initiative/program, e.g. Ontario Works.

- Facilities - Rent, furniture, computers and supplies for the delivery of the project
- Salaries and Wages - Direct salaries and wages, including reasonable benefits, of staff directly employed on the project and in proportion to the amount of time spent working directly on the project. The proponent is required to maintain timesheets or appropriate records for all employees working directly on the project to verify time spent on project work and to verify expenditures for audit purposes. Salaries and wages would be divided into those directly related to the delivery of the classroom or on the job training, and administrative wages and salaries which would fit into the 15% administrative overhead category.
- Consultants/Sub-Contractors - Costs related to work performed by companies or individuals that contribute to the project under contract are normally eligible. Consulting or other services directly related to the project must be charged at fair market value or less. Satisfactory evidence demonstrating that the services do not exceed fair market value may be required.
- Professional Fees - Fees directly related to and required for the management of the project or to conduct the work of the project may be eligible. Evidence or a contract may be required. Costs must not exceed fair market value.
- Legal costs specifically related to entering into agreements for the purpose of applying to the Northern Training Partnership Fund or incurred by contracting with the Ministry. No other legal fees shall be eligible.
- Each project will require audits by an external auditor. The costs of such audits as required by the ministry are eligible.

INELIGIBLE

Ineligible expenses are **not directly** related to the development and delivery of the approved project, including:

- Core organization costs or core institutional programming
- Curriculum development
- Initiatives that are already fully funded
- Capital costs
- Supplies or equipment not directly related to the delivery of the project
- Legal costs (other than those described under Eligible costs)
- Debt reduction costs
- Indirect and fixed expenses which are not directly attributable to the implementation of the initiative
- Costs associated with activities or operations performed outside of Ontario Curriculum development