

Connecting People and Possibilities.

Department of Human Resources, Labour and Employment

March 2011

Job Creation Partnerships Program Guidelines for Participants and Project Sponsors

Department of Human Resources, Labour and Employment



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1. What is the Job Creation Partnerships (JCP) Program?

1.1 Introduction to the JCP Program

The Newfoundland and Labrador Job Creation Partnerships (JCP) employment program provides opportunities for eligible jobseekers to gain meaningful work experience and to develop and maintain the employment skills they need to successfully find long-term employment. These opportunities are made available through the implementation of projects that support communities and local economic development.

The JCP program is administered by the Department of Human Resources, Labour and Employment (HRLE) under the Canada/Newfoundland and Labrador Labour Market Development Agreement (CA/NL LMDA).

1.1 About this Guide

This document outlines the JCP program guidelines. It provides information to assist potential Participants and Project Sponsors, including information about:

- the objectives of the JCP program;
- applying for JCP funding support; and, pending approval of their applications,
- their roles and responsibilities during the project implementation period.

Specific topics covered in this document include:

- JCP program eligibility criteria for participants and project sponsors;
- Terms and Conditions for JCP projects;
- Project assessment processes, application dates and approval timelines;
- Guidelines for project proposal submissions; and
- Financial supports available to participants and project sponsors. This includes an overview of activities that may be eligible for funding and the types of supports individuals may be eligible to receive while they are participating on a project.

Potential project participants and project sponsors are strongly encouraged to read this entire document prior to applying to the JCP program. HRLE also offers a range of other employment programs. To learn more about these programs, including those provided under the CA/NL LMDA, please visit:

www.gov.nl.ca/hrle/LMDA/jcp.htm.

2. Who is Eligible to Receive Support under the JCP Program?

2.1 Eligible Participants

You may be eligible to participate in a JCP project work placement if you:

- are a Canadian citizen or permanent resident legally entitled to work in Canada;
- are unemployed, or underemployed;
- meet the definition of an insured participant as per the Employment Insurance Act (EI Act). This means you:
 - have a current claim for Employment Insurance (EI) benefits; or
 - had an unemployment benefit period that ended within the 36 months (3 years) prior to the date of requesting assistance; or
 - have had a benefit period that included a maternity or parental claim that was established within the 60 months (5 years) prior to the date of requesting assistance, after which you remained out of the labour market in order to care for a newborn or newly adopted child and are now seeking to re-enter the labour force.

- are approved by HRLE under Section 25 of the EI Act as an insured participant who is an active EI claimant; and
- have a Return to Work Action Plan (RTWAP) that identifies your participation in JCP work opportunities as a recommended option to help you meet your employment goals.

2.2 Eligible Project Sponsors

Sponsors that may be eligible to receive funding to support JCP projects include:

- Community Organizations (including not-for-profit, professional, employer and labour associations);
- Municipal governments;
- Band/tribal councils;
- Crown Corporations;
- Businesses; and
- Public Health and Educational institutions.

Sponsors will only be deemed eligible for JCP funding support if their project activities meet the terms and conditions for JCP projects as outlined in the next section (Section 2.3).

2.3 What are the Terms and Conditions for JCP Projects?

JCP projects must:

- provide eligible participants with opportunities to gain work experience and develop and maintain related work skills they need to successfully find ongoing employment. Furthermore, sponsors should allow reasonable time during the project implementation for participants to attend job interviews;
- offer full-time hours for participants. In the case of participants with disabilities, part-time work may be considered as an eligible activity if it is demonstrated that there is still a substantial opportunity for the individual to gain valuable work experience and skills;
- offer work opportunities in accordance with provincial labour legislation;
- demonstrate benefits for the community, or support local economic development;
- be finite in nature with a defined start and end date;
- be implemented within a 52 week period. The maximum duration of an eligible JCP project is 52 weeks;
- be incremental and discrete. This means they cannot be a part of the sponsor's normal operations;
- be supported in partnership with other agencies, organizations and contributors where possible; and
- be not-for-profit in nature. A not-for-profit activity is an activity that is not primarily designed to make a profit.

JCP projects cannot:

- enable a business to improve its position in the marketplace or result in personal or private financial gain;
- create a potential competitive disadvantage for private sector businesses. This means activities cannot be in direct competition with local businesses whose revenues come from similar activities;
- displace or replace any existing employees or volunteers within the sponsor's organizations;
- replace any employee on lay-off and/or awaiting a notice of a recall;
- replace any employee absent as a result of a labour stoppage or labour-management dispute; and
- create a dependency for the sponsors, participants or other beneficiaries of a service delivered with JCP funding, that cannot be sustained when the project implementation period ends.

3. What Type of Funding Support is Available under the JCP Program?

3.1 Financial Support for Eligible Participants

If you have been approved by HRLE to participate in a JCP project, you are eligible to receive financial support during your work placement. This financial support provided is taxable and it is not considered to be EI-insurable employment earnings as per [Employment Insurance Regulation 7\(f\)](#)¹ and [Section 26 of the EI Act](#)².

The amount of funding support you will receive will be determined individually during a negotiated financial assistance process with HRLE staff once you have been deemed eligible to participate on a JCP project. Normally, the amount of financial support reflects the prevailing wage rate for the type of work you will be carrying out on the project, up to the maximum allowable EI rate.

- As of January 1, 2011 the [maximum allowable EI rate](#) is \$468 per week.³

In some cases, Project Sponsors may choose to provide a wage "top-up" to Project Participants if the prevailing wage rate for the work performed is higher than the maximum allowable EI rate. The provision of this "top-up" is solely at the discretion of the Sponsor and is not considered an eligible expense for purposes of funding that may be provided to the Sponsor under the JCP program.

Additional Financial Support

Where an exceptional need is identified, you may be eligible to receive additional financial assistance for the costs you incur in order to participate on a JCP project. Additional temporary financial assistance may be provided for the following incremental costs:

- Dependent care;
- Transportation;
- Disability related costs; and
- Accommodation.

HRLE staff are responsible for determining whether an additional financial support is warranted during the negotiated financial assistance process with you. In such cases, the total financial support you receive may exceed the current maximum allowable benefit rate.

Payments

If you are an active EI claimant at the start of the JCP project, you will continue to receive your EI benefits from Service Canada.

- If your EI benefit rate is lower than the maximum allowable EI rate, HRLE may approve a top-up to the maximum allowable EI rate. In these cases, you will receive this top-up from HRLE on a bi-weekly basis in addition to your regular EI cheque.

If you do not have an active EI claim at the start of the JCP project, you will receive bi-weekly payments from HRLE over the course of the project.

In all cases, Participants who have been deemed eligible to receive additional financial support will receive these payments on a bi-weekly basis from HRLE.

¹ <http://www.laws.justice.gc.ca/eng/SOR-96-332/page-1.html>

² www.laws.justice.gc.ca/eng/E-5.6/page-3.html#anchorbo-ga:l_1-gb:s_21

³ <http://www.servicecanada.gc.ca/eng/ei/types/regular.shtml#much>. Please visit this site or contact Service Canada or HRLE to confirm the current maximum allowable EI rates.

3.2 Financial Support for Projects

JCP Project Sponsors may be eligible to receive support for:

1. Participants; and
2. Project Implementation Costs

Participant Costs

The primary focus of a JCP project is to provide work experience opportunities for eligible participants. As such, the core support provided to Project Sponsors is approval to hire project participants.

- There is no limit on the number of participants a Project Sponsor may request approval to hire for a project.
- All financial assistance provided to participants for a JCP project are administered directly by HRLE.

Support for Project Costs

Project Sponsors may receive financial assistance towards other project costs, including overhead expenses. However, it is generally expected that the Project Sponsor or other partners will cover a substantial portion of these costs.

HRLE will provide a contribution of up to 30% of the approved participant costs to help offset project implementation costs. The total amount the Sponsor may be eligible to receive towards activities to support the project implementation would be negotiated with HRLE. In these cases, the Sponsor must demonstrate that the project costs are necessary for participants to carry out the project related activities.

Eligible project costs could include:

- wages and employment related costs for project staff;
- licenses, permits, fees for professional services, bank charges, utilities, material, supplies, travel, insurance, rental of premises, leasing or purchase of equipment, audits, assessment and evaluations;
- costs associated with the administrative functions of the Sponsor that are used to support the project implementation;
- costs related to orienting the participants to the organization, to the project activities and to workplace safety are eligible. Examples of such orientation are First Aid, specialized equipment operation or other types of orientation. JCP is intended to provide work experience leading to employment, not training; and
- capital costs.
 - *All assistance provided for capital costs must be on a cost-shared basis. Cost-sharing does not mean that there must be a 50/50 split between HRLE and the Sponsor/Other partners. However, if a Sponsor is unable to contribute, they are nevertheless expected to raise at least a significant amount of funding or in-kind contributions of capital assets from other partners to meet the cost-sharing requirement. Capital purchases that are in excess of \$1000 (including HST) are subject to negotiation with HRLE on the disposition of the asset at the end of the JCP Project.*

HRLE Contribution Example:

- A Sponsor may request approval to hire 5 participants for 8 weeks to help construct a building. HRLE would contribute the Participant Costs plus up to 30% of the estimated overhead costs as follows:

Costs:

○ <u>Participants Costs:</u>	
▪ (5 participants x \$ 468 per week x 8 weeks)	\$
18,720	
○ <u>Overhead Costs:</u>	\$24,800
▪ Wages and related employment expenses for project foreman (\$4,800)	
▪ Construction materials (\$20,000)	
○ <u>Total Project Costs:</u>	
▪ Participants + Overhead	<u>\$43,520</u>

Contributions:

○ <u>HRLE Contribution:</u>	\$24,336
▪ Participants Costs (100% of \$18,720)	
▪ Overhead (30% x \$18,720 = \$5,616)	
○ <u>Sponsor or Project Partner Contribution:</u>	\$19,184
○ <u>Total Contributions:</u> (HRLE + Sponsor)	<u>\$43,520</u>

Ineligible project costs:

- costs associated with fundraising activities;
- Canada Revenue Agency or payroll penalties;
- parking tickets;
- legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity;
- membership fees for private clubs, etc. (golf clubs, gyms, etc.) unless part of existing (non-monetary) employment benefits package;
- staff salary bonuses if not originally negotiated into agreement;
- purchase of alcoholic beverages;
- purchase of any illegal substances;
- unreasonable gifts or unreasonable payments for recognition; and
- other costs ineligible as per program terms and conditions and program policy.

Payments

In cases where a Sponsor is eligible to receive a contribution towards project implementation costs, a payment schedule will be established during the negotiation process with HRLE.

4. What are the JCP Application, Assessment and Approval Processes?

4.1 Project Participants

Step 1: Developing your Return to Work Action Plan (RTWAP)

All individuals who are considering applying for financial supports provided by HRLE under the Labour Market Development Agreement (LMDA), including the Job Creation Partnerships program, must have a Return-to-Work Action Plan.

- If you do not have a Return-to-Work Action Plan (RTWAP), you must meet with an employment counsellor at your nearest Employment Assistance Services (EAS) office. They will work with you to conduct an employment assessment and develop your RTWAP that will identify the types of supports and services you may need to assist you with your employment goals.
- Your RTWAP should indicate that you face employment barriers that could be assisted through your participation on a JCP project such as: you lack work experience, you are new to community and require networking opportunities or you require skills enhancement through practice of a skill. All JCP work experience opportunities should relate to Participant's RTWAPs.
- All services provided by your local EAS office are free of charge.
- A complete listing of EAS offices is available at: www.hrle.gov.nl.ca/hrle/lmda/pdf/EAS_Listing.pdf

Step 2: Submitting Your Application

- Once you have developed your Return-to-Work Action Plan, you must complete an application for the JCP program and submit it to your nearest HRLE office. Your Plan must identify the JCP as an appropriate employment program to help you meet your goals.
 - Applications are available:
 - To download online at www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5335e.pdf; or
 - In paper format at any HRLE or EAS office.
 - You can submit your application to HRLE by mail, fax or in person. Your EAS Service Provider can also assist you with this process.
 - Contact information for HRLE is available at www.hrle.gov.nl.ca/hrle/lmda/contact.html and is provided in Annex A of this program guide.
- You should only submit your application to HRLE once you have identified a JCP Project that you are interested in participating in. In addition to submitting your application to HRLE, you should also apply directly to the Project Sponsor if they have placed public recruitment ads seeking JCP Project participants.
- If you are deemed eligible for JCP support, HRLE will provide your information to the Project Sponsors indicated in your application. Project Sponsors are responsible for the final selection of all Participants.

Step 3: Assessment of Your Application

- HRLE will assess your application to determine your eligibility to participate on a JCP project.
 - HRLE will use the date your application is received in our office as the official date for determining your eligibility.
 - Once your application is assessed, HRLE will notify you whether you of your eligibility for the program.

Step 4: Negotiating Your Financial Support

- If you are deemed eligible to participate in a JCP project, you will be asked to meet with an HRLE officer to negotiate your financial support. Section 3.1 of this guide outlines the type of financial support available to you.
- You will also enter into an Agreement with HRLE that outlines the level of support you will receive and the terms and conditions for receiving this support.

Other Important Considerations

- If you are working when you apply for the JCP program, do not quit your job as this may impact your eligibility for EI benefits.
- You must not start working on a JCP project until you have received official notification from HRLE that you are eligible for the program and you have entered into a signed agreement for financial support with HRLE.

4.2 Project Sponsors

Step 1: Preparing and Submitting Your Application

All potential JCP Project Sponsors must submit a complete application package to their local HRLE office. A complete application package must include:

- Application for Funding Form [NLBM 5209](http://www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5209e.pdf) (www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5209e.pdf)
- Project Proposal Letters of Support from Contributing Partners (where appropriate)
- Applications also require a:
 - Budget Template [Form NLBM 5386](http://www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5386e.pdf) (www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5386e.pdf);
 - Budget Supporting Details [Form 5387](http://www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5387e.doc) (www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5387e.doc); and
 - Letters of Support from Contributing Partners (where appropriate).
- [Annex 2](#) provides a guide to completing a JCP application for funding.

You can submit your JCP project application to HRLE by mail, fax or in person.

- Contact information for HRLE is available at www.hrle.gov.nl.ca/hrle/lmda/contact.html and is provided in Annex 1 of this program guide.

If you have questions about the application forms or the JCP application process, please contact your local HRLE office.

IMPORTANT: Application In-take Periods and Application Deadlines

HRLE accepts and assesses JCP project applications at three in-take periods per year. The in-take periods are based on the anticipated start dates of projects. The deadline dates and assessment periods for upcoming in-take periods in 2011 and 2012 are as follows:

Sponsor' Anticipated Project Start Dates	Deadline for Receipt of JCP Project Applications at HRLE Local Office	HRLE Application Assessment Period	HRLE Notification to Sponsor on Decision to Approve/Not Approve Application
June 13, 2011 to September 6, 2011	April 13, 2011	April 14, 2011 to May 20, 2011	May 23, 2011 to May 27, 2011
September 12, 2011 to March 31, 2012	June 30, 2011	July 4, 2011 to August 26, 2011	August 29, 2011 to September 2, 2011
April 2, 2012 to June 18, 2012	January 20, 2012	January 23, 2012 to March 16, 2012	March 19, 2012 to March 23, 2012
June 21, 2012 to September 9, 2012	April 13, 2012	April 16, 2012 to June 8, 2012	June 11, 2012 to June 15, 2012
September 17, 2012 to March 31, 2013	July 6, 2012	July 9, 2012 to August 31, 2012	September 3, 2012 to September 7, 2012

These dates may be subject to change. Please visit www.gov.nl.ca/hrle/LMDA/jcp.htm for current application deadline dates and assessment periods or contact your nearest HRLE office.

You must submit your JCP project application by the deadline dates noted in the above table. Please note that your application will only be assessed in the designated assessment period associated with your project start date. Please note that JCP program budget allocations have been designated for each in-take period.

- For example, you may plan for your proposed JCP project to start on October 5, 2011 (pending approval). You may submit your application at anytime prior to June 30, 2011. However, your project application will not be assessed by HRLE until the start of the appropriate assessment period on July 4, 2011.
- Program funding has been pre-allocated at the beginning of 2011/2012 for the July 4, 2011 assessment period.

Step 2: Application Assessment and Approval Processes

After your JCP project application package is submitted, you will receive a receipt confirmation notification from HRLE. You may be requested to provide missing or additional information. It is very important that you respond with this information in a timely manner to ensure your application is included in the JCP assessment process.

During the assessment period, a committee of regional and provincial office employees from HRLE will review and evaluate your application, along with all other JCP applications submitted for that period. All applications must minimally meet the Terms and Conditions outlined in Section 2.3. Other factors considered in this process are outlined in Annex 3. This team will determine Project approvals in accordance with the assessment outcomes for each project, within the available JCP program budget allocation.

After the assessment period is complete, Sponsors will receive notification of a decision to approve or not approve their projects. Successful proponents will enter into a financial negotiation process and finalize a Project Agreement with HRLE prior to their project start date.

5. How are Project Participants Recruited?

- HRLE is responsible for determining Participants' eligibility for the JCP program.
- Project Sponsors are responsible for recruiting and hiring unemployed and eligible persons with the skills needed for their JCP project.
 - Sponsors can contact the HRLE office or Employment Assistance Service Office and request referrals of participants.
 - If you are aware of eligible potential participants who would benefit from your JCP project but who may not yet have developed a RTWAP, you should encourage them to contact the local Employment Assistance Service Office for assistance.
 - You may also consider other recruitment strategies, including posting your job for free at: www.jobsinnl.ca.
 - If you require assistance with developing a position description for your Project, you can get assistance at:
 - HRLE's Career Work Centers (same locations as HRLE offices listed in Annex 1); or
 - Online at: www.nlhrmanager.ca
 - All Participants must have their eligibility confirmed through the local HRLE office. Each potential participant's action plan must be in place prior to starting work on a JCP project and each participant must have a completed, signed contract in place with HRLE before starting work on the project.
 - The Sponsor is responsible for working conditions, safety, attendance, discipline, termination, etc.
 - If the Sponsor chooses to top-up the Participant supports to the prevailing wage rate, the difference between the allowance provided by HRLE and the wage is considered insurable earnings. In these cases the mandatory employment related costs must also be provided by the Sponsor.
 - The Sponsor must ensure that the work activities satisfy all applicable federal, provincial and municipal legislation and bylaws (licensing, etc.). If the applicant has a unionized worksite, the union must concur with the proposed activity and a letter of support from the union must accompany the application.
 - A Project Sponsor may not hire the same Participant for the same type of position.

6. Commonly Asked Questions

If JCP project activities must be not-for-profit, how can private sector businesses be considered as an eligible project sponsors?

Answer:

Private sector businesses may be eligible to act a project sponsor when the proposed projects are of a not-for-profit nature. For example, a private business may partner with a community agency or group to implement a local initiative, such as hosting a community event or implementing a community development initiative. In such cases, the project activities cannot improve the position of the Sponsor's business in the marketplace, nor result in financial benefit for the company.

Are project sponsors eligible to apply for JCP program funding on a yearly basis?

Answer:

Yes, provided their proposed projects meet all the eligibility criteria for JCP; and there are different JCP participants for each project and for each year. In exceptional circumstances, a sponsor may receive approval to hire the same participant. Each request to hire the same participant will be assessed by HRLE. In such cases, the sponsor must demonstrate that appropriate recruitment strategies have been carried out and that there are no other qualified participants available to support the project implementation.

Are projects that generate revenue eligible for JCP funding?

Answer:

JCP must be of a not-for-profit nature. In some circumstances, however, JCP project activities that result in the generation of revenue may be deemed eligible for funding. For example, attendees of an event may be required to pay an admission or encouraged to make a voluntary contribution. Unless otherwise specified in the Sponsor's agreement with HRLE, the revenue generated may be used to offset the organizational expenses incurred for the event or applied towards other not-for-profit activities.

Is there a limit on the number of participants a Sponsor may be eligible to hire for a JCP project?

Answer:

There is no minimum or maximum number of participants that may take part in a single JCP project.

Are there ever circumstances when a JCP Project may support non-incremental activities to the Sponsor's organization?

Answer:

Under exceptional circumstances, HRLE may approve 'incremental positions' for JCP projects, rather than incremental activities. For example, in very small communities experiencing high unemployment there may be few opportunities for clients to obtain needed work experience. Not-for-profit organizations in such communities tend to be small and may have limited resources and/or capacity to launch distinct projects or incremental activities. Additionally, because of their scale, JCP infrastructure projects (buildings, parks, wharves, etc.) that may take place in small communities often do not include opportunities for work experience related to administrative skills. In these cases, there are limited opportunities for employment. To create 'incremental positions' would increase work experience opportunities, particularly related to clerical and administrative skills. In these cases:

- *the local labour market must:*
 - *be a very small community that does not have not-for-profit organizations with the capacity to develop distinct projects or the need for incremental activities;*
 - *have high unemployment;*
 - *have few opportunities for employment through the Wage Subsidy program; and*
 - *have unemployed EI eligible individuals in need of work experience opportunities that can be offered by not-for-profit organizations.*

- *Project activities must:*
 - *be with a not-for-profit organization;*
 - *be designed to provide work experience opportunities identified as needed by a targeted client or client group;*
 - *create an incremental position (or positions) within the organization;*
 - *duties of the incremental position could be the same as an existing encumbered position in the organization*
 - *duties could involve activities related to day to day operations*
 - *fall within a specific start and finish date;*
 - *the incremental position would only be in place for a finite period coinciding with the start and end dates of the agreement*
 - *not be essential to the organization in conducting its on-going activities;*
 - *not create a dependency on funding or set up service expectations of the organization within a community that cannot be sustained in the absence of JCP funding; and*
 - *not be the direct (uninterrupted) continuation of a JCP position funded through a previous agreement.*
- *Projects must demonstrate that:*
 - *the experience provided by the position will support the participant's job goal, as outlined in his/her RTWAP;*
 - *the participant will receive experience that is needed for identified employment opportunities, either in that community or others; and*
 - *the sponsoring organization has the capacity to supervise the incremental position(s).*

Are there ever circumstances when a JCP Project Sponsor can rehire the same Participants?

Answer:

In very small communities experiencing high unemployment there may be few opportunities for clients to obtain needed work experience. Some clients may not obtain sufficient work experience through participation in a short JCP project to secure employment. Other clients may need to obtain work experience related to the duties of more than one position before they can be successful in their job search. In these cases:

- *the local labour market must:*
 - *be a very small community that does not have not-for-profit organizations with the capacity to develop distinct projects or the need for incremental activities;*
 - *have high unemployment;*
 - *have few opportunities for employment through the Wage Subsidy program; and*
 - *have unemployed EI eligible individuals in need of work experience opportunities that can be offered by not-for-profit organizations.*
- *Project activities must:*
 - *be of a not-for-profit nature;*
 - *be short-term or seasonal (i.e. activities are finite in nature); and*
 - *provide the participant with additional work experience through different job duties (e.g. previous festival stagehand participates as marketing manager; previous labourer participates as a foreman).*

- *Participant Criteria:*
 - *the need for additional work experience has been identified/confirmed by his/her case manager;*
 - *the acquisition of additional experience provided by the different JCP work duties will support the participant's job goal, as outlined in her/his RTWAP;*
 - *the participant will receive experience that will lead to identified employment opportunities, either in that community or others; and*
 - *sponsors are not practicing preferential hiring practices favouring repeat participants.*

Annex 1: Contact Information for HRLE

How do I contact HRLE?

There are several ways to communicate with the Department of Human Resources, Labour and Employment.

Via the web: www.gov.nl.ca/hrle/lmda

By telephone: 1-800-563-6600 toll free within Newfoundland and Labrador for referral information

In person: Visit the office nearest to you

Avalon Region	
Bell Island	P.O. Box 1240 Bell Island, NL A0A 4H0
Carbonear <i>(LMDA Delivery Site)</i>	17 Industrial Crescent Carbonear, NL A1Y 1A5
Mount Pearl <i>(LMDA Delivery Site)</i>	1170 Topsail Rd. P.O. Box 8700 Mount Pearl, NL A1B 4J6
Placentia <i>(LMDA Delivery Site)</i>	1116-1120 Main Street P.O. Box 160 Dunville, NL A0B 1S0
St. John's	Regatta Plaza Bldg., (Elizabeth Ave) P.O. Box 8700 St. John's, NL A1B 4J6

	285 Duckworth Street P.O. Box 8700 St. John's, NL A1B 4J6
Central Region	
Baie Verte	College of the North Atlantic P. O. Box 340 Baie Verte, NL A0K 1B0
Bonavista	Hayley Building P.O. Box 820 Bonavista, NL A0C 1B0
Clarenville <i>(LMDA Delivery Site)</i>	White Dove Building 294 Memorial Dr. Clarenville, NL A5A 1P1
Gander <i>(LMDA Delivery Site)</i>	Fraser Mall P.O. Box 2222 Gander, NL A1V 2N9
Grand Falls-Windsor <i>(LMDA Delivery Site)</i>	42 Hardy Avenue P.O. Box 559 Grand Falls-Windsor, NL A2A 2J9
Lewisporte	224 Main Street P.O. Box 190 Lewisporte, NL A0G 3A0

Marystown <i>(LMDA Delivery Site)</i>	The Farrell Building 3 Mall Street Marystown, NL A0E 2M0
Springdale <i>(LMDA Delivery Site)</i>	200 Main Street Hewlett Building P.O. Box 580 Springdale, NL A0J 1T0
St. Alban's	Buffett Building P.O. Box 143 St. Alban's, NL A0H 2E0
Twillingate	P.O. Box 339 Toulinquet Street Twillingate, NL A0G 4M0
Western Region	
Channel Port-aux-Basques <i>(LMDA Delivery Site)</i>	P.O. Box 38 Channel, P.A.B., NL A0M 2C0
Corner Brook <i>(LMDA Delivery Site)</i>	P.O. Box 2006 Corner Brook, NL A2H 6J8
Port Saunders	P.O. Box 10 Port Saunders, NL A0K 4H0

St. Anthony <i>(LMDA Delivery Site)</i>	P.O. Box 190, 398 Goose Cove Road St. Anthony, NL A0K 4S0
Stephenville <i>(LMDA Delivery Site)</i>	29 Carolina Ave Stephenville, NL A2N 3P8
Rocky Harbour <i>(LMDA Delivery Site)</i>	Bugden Building 120 Pond Road P. O. Box 460 Rocky Harbour, NL A0K 4N0
Labrador Region	
Happy Valley <i>(LMDA Delivery Site)</i>	385 J co knqp 'T kxgt 'T qcf Happy Valley/I qqug 'Dc {, NL A0P 1E0
Hopedale	General Delivery Hopedale, NL A0P 1G0
Mary's Harbour	General Delivery Mary's Harbour, NL A0K 3P0
Nain	P.O.Box 130 Nain, NL A0P 1L0

Wabush <i>(LMDA Delivery Site)</i>	4 Grenfell Drive, Wabush Plaza Wabush, NL A0R 1B0
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Annex 2: How to complete the “Application for Funding” Package

The Application for Funding Form

- All potential Sponsors for JCP Project funding must complete the Application for Funding form. This form is available:
 - To download at [NLBM 5209 \(www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5209e.pdf\)](http://www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5209e.pdf);
 - In paper format at your local HRLE office.
- If applying for more than one project, separate applications are required for each project (not each participant or each activity).
- The Application for Funding form includes five sections:
 - Section 1: Sponsor Information
 - Section 2: Proposal Description and Budget
 - Project Proposal
 - Project Budget
 - Section 3: Declaration of Amounts Owing to the Province
 - Section 4: Note Regarding Lobbyists
 - Section 5: Signatures
- These sections are described in the following pages. As a Project Sponsor, you are encouraged to read this document and use it as a guide in completing your application.

Section 1: Sponsor Information

This section of the form collects basic information about your organization. A description of the key information required in this section is as follows:

- **Name of Applicant** This is the name by which the applicant/organization is generally known in the community. Include any other names by which the organization is known, or under which the organization has received funding.
- **Legal Name of Applicant** Provide your organization’s legally registered name. You may indicate “same as above” if appropriate
- **Location of Activity (if different from mailing address of applicant)** Provide the street address or physical description of the location where the work experience activity will occur. If the work site location varies, provide the street address or physical description of the office of the Contact Person.
- **Major Product/Service** Briefly describe the primary service/product offered by your organization.
- **Organization Type** Indicate if the applicant is a business (usually for-profit), an organization (usually not-for-profit), or an ad-hoc group (a group formed for a single purpose or a particular occasion).
- **Number of Employees** Indicate the total number of employees that normally work for your organization.
- **Business Number** Include your organization’s Canada Revenue Agency (CRA) number.

- **Accounting Practices** Please specify if there are different accounting practices for general and payroll accounts.
- **Insurance Coverage** “Firm Number” refers to the number for the insurance company or agent or broker that holds the policy. “Account Number” refers to the insurance policy number for the applicant or the project. Include information on all relevant policies.
- **Union Concurrence** This information is mandatory for JCP agreements. When a collective agreement is in effect in the workplace, there must be a letter indicating union consent for JCP positions and activities.

Section 2: Proposal Description and Budget

Proposal Description

- Include the Project title on the form.
- You must attach a proposal when you submit your Application for Funding form to provide the details of the project. Your proposal should include the following sections:

A. Project Title

- The title of the project should be clearly stated on both the application and the proposal. It should also be included in any correspondence that your organization may send to HRLE.

B. Project Objectives

- In one or two sentences, describe the objectives of the project (not the objectives of your organization). What is the main purpose of this JCP project? For example: *“The objective is to provide work experience to unemployed, Employment Insurance eligible participants to help them find employment.”*
- It is also appropriate to include a sub-objective regarding the benefit to the community or local economy. For example: *“The sub-objective of this project is to assist this organization to develop, publish and distribute a community resource directory.”*

C. Applicant background

- Include information about your organization, including its organizational structure, history, mandate, membership, the industry or sector in which it operates the financial stability of your organization, and the qualifications and experience of the individual(s) or company performing payroll and bookkeeping for the agreement. This allows for a better understanding of the organization overall.
- Provide a brief job description for the person(s) who will be supervising the participants.
- Discuss the status of any projects that are currently, or have been supported by the HRLE, including JCPs or other NL Benefits and Measures. This includes information on past achievements or relevant information about how the proposed JCP may benefit your current projects.
- Please include responses to these questions in your proposal:
 - Do you currently have any employees on layoff and/or awaiting recall?
 - Is there a labour stoppage or labour management dispute in progress?
 - Will the proposed activities result in the displacement of existing employees or volunteers?

D. Rationale

- Explain how the experience will benefit unemployed participants. Provide information on skills and/or experience the participants will gain and discuss how working on the project might improve the employability of the participants.
- Explain why the project is needed by your organization and/or community. Projects should support community plans and local priorities. While not all JCP projects are part of community plans, the community should benefit in some way from the project.

- Include any supporting documentation such as consultation reports, research reports, a list of sources of labour market information, etc.

E. Activities and Timelines

- Each proposal must include the list of activities that will happen from the beginning of the project to the end. Clearly outline each activity and the timeline required to complete them. This discussion should include what will be done, how it will be done, why it is being done, by whom, and how long it will take. For example:
 - *By the end of Month 3, participants will have completed the design of the survey on community services and will be responding to customer enquiries. See Annex 4 for other examples.*
- The maximum duration of a JCP project is 52 weeks, however, approval is based on the activities to be carried out. The proposal should outline the hours or weeks of work expected to be completed by participants throughout each activity.
- Note: Where a collective agreement is in place, the appropriate union should be asked to provide consent prior to project approval. If the activities are not included in the collective agreement, a letter from the union or employee representatives confirming their awareness of the project may still be required.
- Trail development activities may be subject to further requirements. Please see Appendix 5 for a further discussion of these requirements as provided by the Department of Tourism, Recreation and Culture.
- If your project activities may have an impact on the environment, an environmental assessment may be required. It is your responsibility as the Project Sponsor to ensure that your activities do not contravene the Environmental Protection Act and the Environmental Assessment Regulations.
 - You must indicate in your proposal whether there are environmental considerations to be taken into account. If there are considerations, you must indicate the current status of your Project Registration.
 - Information on Environmental Assessments can be found at: www.env.gov.nl.ca/env/env_assessment/index.html#guide , and a copy of the Act can be found at www.assembly.nl.ca/legislation/sr/statutes/e14-2.htm.
 - If you have further questions on this topic, please contact the nearest Environmental Assessment Office. Contact information may be found at: www.env.gov.nl.ca/env/department/contact/assessment.html

F. Partner Organizations

- Partnerships are important to the success of a JCP project overall. The level of support from businesses and organizations in the community will be considered during the assessment process.
- List all partner organizations and identify their roles and responsibilities with respect to the project implementation. Any cash or in-kind contribution your organization is providing towards the project delivery needs to be identified. Indicate whether these contributions have been confirmed at the time of submission of this application.
 - Contact names and telephone numbers or letters confirming funds from other sources must be attached to the proposal.
- If you do not have other partners that are directly involved in the Project, provide a description of the support this Project (not your organization) has in the community. Of particular importance is the support for the project from other related programs and services in the community. Please attach relevant letters of support or contact names and telephone numbers.

- Please indicate any provincial government departments that are contributing to the project or that have been consulted in developing this proposal. For example, if your project involves improving a tourism or heritage site in your area you may have consulted with the Department of Tourism, Culture and Recreation.

G. Description of the targeted participants or beneficiaries

- All individuals who wish to participate on a JCP project must meet the definition of an EI Insured Participant. For the purposes of EI, the financial support provided by the project is not considered insurable earnings.
- Your Participants are selected by you after the project is approved. However, you must be able to demonstrate that there are participants available for your project. To find information on the availability of eligible participants, contact the local Employment Assistance Service office and add this participant information to your proposal. If you have already identified a potential participant(s) for the project, please ensure the participant has a Case Manager and has completed a Return to Work Action Plan.
- Your proposal should include a clear description of the number and composition of participants required to complete the activities that have been proposed.
- In this section, you should also describe your recruitment and selection plan, including any plans for targeting specific client groups. For example, older individuals who require work experience to get back into the workforce, would be considered targeted participants.

H. Link to Priorities and Strategies

- Describe how the project may relate to provincial and regional priorities and/or strategies. Some examples may be:
 - supporting a growth industry or sector in your area;
 - contributing to the enhancement of your community;
 - responding to workforce adjustment in your area;
 - supporting the development plans that have been outlined by the Regional Economic Development Board or the Rural Secretariat Regional Council for your area.
 - Regional Economic Development Board information can be found at:
<http://www.intrd.gov.nl.ca/intrd/regionaldev/economicboards.html>

I. Expected Results

- Describe how the success of your project will be measured.
- Explain how gaining the work experience provided to participants will assist them in finding ongoing employment after the project has ended.
- Describe how you will evaluate the progress of the participants. For example, will you conduct performance reviews at regular intervals? Will these be oral or written or both? Will you obtain feedback from the participants, other staff, supervisors and customers?

Examples:

- *As a result of this project 4 individuals will have gained or maintained carpentry skills to improve their employability and the community will have upgraded its recreational facility.*
- *As a result of this project the participant will have gained experience and skills in planning and organizing a community event which will improve their employability, and the community will have held an event that will support its economic development.*
- *See Annex 4 for other examples.*

J. Licenses, Permits, etc.

- It is the Project Sponsor's responsibility to ensure that all permits, licenses, etc. are in place for the activity to occur. Please include a list of any permits that will be required for your project. This may include building permits, etc.

Project Budget

- Complete the Budget section of the Application for Funding form. In addition, the Budget Template for Contribution Project Proposal Form (NLBM5386) must be completed as well as the Budget Template Supporting Details form (NLBM5612) if you are requesting support for other project costs.
- Project Sponsors do not receive funding to hire Project participants. These benefits are negotiated individually with each Participant and paid directly to them. The maximum rate Participants are eligible to receive is the maximum weekly benefit under EI. This income is taxable and is NOT considered to be EI insurable earnings.
 - Project Sponsors may "top-up" the benefits paid to Participants if the prevailing wage rate is higher than the maximum EI rate. These costs are not eligible for reimbursement under the JCP program.
- Project sponsors may receive financial assistance for other project costs in the form of a contribution that is funded from EI Part II. It must support only those costs that are necessary for participants to carry out the project related activities.
- If you are requesting support for other project costs, you must complete two additional forms and attach them to the Application for Funding form with your complete application submission to HRLE. These forms include:
 - Budget Template [Form NLBM 5386](#)
 - www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5386e.pdf;
 - Budget Supporting Details [Form 5387](#)
 - <http://www.hrle.gov.nl.ca/hrle/lmda/pdf/nlbm5387e.doc>;
- Once you complete these two forms, you must enter the summary information in the budget section of the Application for Funding form as indicated.
- **If you are not requesting support for other project costs, you are not required to complete these two additional forms.** However, if your organization or partners are making a financial contribution to your project, you should indicate this on the Application for Funding form as a demonstration of other supports.
- The Department's maximum contribution to other projects' cost will not normally exceed 30% of the approved support to participant costs. See Section 3.2 of this guide. Exceptional circumstances may be considered. If you are requesting an amount for other project costs that is higher than the 30% of participant costs amount, you must provide a rationale that explains why your request should be considered as an exceptional circumstance.

Budget Template for Contribution Project Proposal Form (NLBM5386)

- The Budget Template for Contribution Project Proposal (NLBM5386) is a generic document for HRLE's LMDA employment programs. It includes a question regarding organizational infrastructure costs. Since organizational infrastructure costs are not eligible in JCP, this question is not applicable.
- The payment methodology question offers options for payment to applicants. Flat rate options are not applicable to JCP so contracts will be reimbursed based on actual costs.

Supporting Details Form NLBM 5387

- In completing the Supporting Details document, you should provide an explanation/rationale for each category of your budget. Examples of budget rationale statements:
 - *Materials = \$ 600. This includes the purchase of four pairs of safety boots @ \$100, four sets of rain gear @\$40, and four sets of safety goggles @\$10. All materials are required to complete the project.*

- *Utilities Hydro = \$ 200/mo x eight months = \$1600. Utilities are required for additional room being rented for this project.*
 - Include in-kind contributions to the project from the applicant or partner organizations in the appropriate budget line. In-kind contributions are non-cash contributions such as space or equipment dedicated specifically to the project. In this document explain how the dollar value of the in-kind contribution was determined.
 - If this project shares costs (such as rent, utilities, staff) with other projects or other activities of your organization, explain clearly how this project's share of the expense was calculated. (Example: 50% of total rental space is devoted to this project. Therefore, project rent cost is 50% of total lease cost.)
 - Remember to prorate costs as appropriate. For example, if new annual insurance is purchased for the room being rented for an eight month agreement, only eight months of this cost would be eligible to be charged to this project. Provide an explanation of how costs are prorated for each applicable line of the budget.
 - The following pages provide an explanation for the various budget categories.
- **Project Overhead (Activity) Costs:** While overhead is an eligible expense, wherever possible, applicants are encouraged to cover overhead costs as evidence of partnership.
 - **Activity-related Direct Project Costs**
 - **WAGES Project Staff**
 - This category includes *the additional* wage costs for your current staff incurred because of the project. For example, increased supervision for project participants. State the number of hours per week for each staff position.
 - Provide work descriptions and required qualifications (not individual resumes) for each position specifically related to the project.
 - In exceptional cases support may be provided to a Project, through overhead, costs for a position to supervise a project. Should this be sought a rationale must be provided as to why this is the case.
 - Generally, contributions for the cost of replacement staff for vacation or illness are not supported, unless such staff are critical to the operation and success of the project. If you anticipate such costs, indicate what the additional cost may be and provide a strong rationale for these costs.
 - **BENEFITS**
 - On the budget form, show the percentage rate used for the calculation of CPP, EI and Vacation Pay. Indicate if benefits are different for the various positions.
 - Include Vacation Pay in this category only if it is paid out with each pay, or at the end of a period. If staff receive regular pay at the time they take their annual vacation, these costs should be reflected in the wage category above.
 - Include any additional employee benefit costs in this category.
 - Provide an explanation and detailed breakdown of other benefit costs. Attach a copy of relevant Employee Benefit Agreements.
 - Note: The Project Staff Wages and MERCs can be considered as part of the applicant's in-kind or other partners' contributions.

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- **PROFESSIONAL FEES**
 - This category refers to fees paid to professionals who provide service to the project for the benefit of the participants. A breakdown of expected fees is required.
 - **TRAVEL**
 - Participant travel on the job may include costs such as bus tickets or gas vouchers. Eligible staff/management/volunteer travel costs are usually limited to mileage and offsite parking as required.
 - Project travel rates must be consistent with general travel rates in your organization, up to a maximum of the Provincial Government in-province travel rates.
 - If applicable, please provide a breakdown of travel according to user.
 - **CAPITAL COSTS**
 - Capital costs must be essential to the achievement of the objectives of the project and directly related to participant activities. All assistance provided for capital costs must be on a cost-shared basis.
 - A capital asset is defined as any single item with a purchase value of more than \$1,000 (before taxes) that will not be physically incorporated into another product and remains functional at the end of the project. For example, four \$200 chairs are not capital assets because each chair is functional on its own and its value is less than \$1,000. A table exceeding \$1,000 is a capital asset.
 - Transferable software of \$1,000 or more is considered a capital asset. Capital costs must be paid for by the applicant or other contributor or cost-shared between the applicant and HRLE.
 - Disposition of any purchased capital assets at the end of the project will be negotiated and documented in the agreement.
 - Equipment which costs \$1,000 or more and which is purchased by the project to assist one or more persons with disabilities, is a capital asset and would be included in this section.
 - **AUDIT COSTS**
 - Audit costs are not eligible under JCP.
 - **Other Activity-related Direct Project Costs**
 - **Equipment/Furniture under \$1,000**
 - This would include those items essential to the project and for the benefit of the participants and costing less than \$1,000. If the cost of the equipment exceeds \$1,000, it would be shown under Capital Assets.
 - **Rent**
 - Please include cost per square foot and comparison to other facilities in the area.
 - Provide a copy of the lease agreement, if applicable.
 - Remember to show clearly how the costs of shared space were determined.
 - **Utilities**
 - Rationale should indicate recent actual amounts.
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- **Participant-related Direct Project Costs**
 - **Participant Wages are Not eligible under JCP.**
 - **Other Direct Project Costs**
 - Standard, regular day-to-day operational, recurring costs related to:
 - **Basic telephone and fax charges** Describe costs per month per line plus amounts estimated for long distance charges per month. Provide rationale for number of lines, long distance costs, etc.
 - **Materials and Supplies** Please ensure all materials and supplies to be used on the project are included and related to the participant activities. Costs could include: supplies and materials required to implement the project, bank charges, licenses, permits, leasing of equipment, evaluations and assessments, bank interest and Insurance.
 - **Organizational Infrastructure Costs: Not eligible under JCP.**
 - **Ineligible Project Costs**
 - Costs associated with fundraising activities;
 - Canada Revenue Agency or payroll penalties;
 - Parking tickets;
 - Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity;
 - Membership fees for private clubs, etc. (golf clubs, gyms, etc.) unless part of existing (non-monetary) employment benefits package;
 - Staff salary bonuses if not originally negotiated into agreement;
 - Purchase of alcoholic beverages;
 - Purchase of any illegal substances;
 - Unreasonable gifts or unreasonable payments for recognition; and
 - Other costs ineligible as per program terms and conditions.

Section 3: Declaration – Amounts Owing in Default to the Government of Newfoundland and Labrador or Canada

- Provide information on debts owed to either level of government and what repayment arrangements are in place. If the applicant is an organization or a business, provide information on the amounts owed by the organization or the business, not on personal amounts owed by directors, business owners, etc. If the applicant is a sole proprietorship, personal debts to the Government of NL or Canada must be included.

Section 4: Note to Applicant regarding lobbyists

- This section provides information for the applicant. It is not necessary to submit any information at the time of application. However, the signatories to the agreement will be required to attest to compliance at time of contract signing.

Section 5: Signatures

- The application may be signed by anyone who has the legal authority to make application on behalf of the Sponsor organization.

ANNEX 3: Factors Considered in the Assessment of JCP Proposals

See Section 2.3 for Terms and Conditions that apply to JCP projects. Other factors considered in the assessment process include:

- How do the activities in the proposal relate to the needs and skills of the participants?
- Does it provide a quality work experience for participants?
- How will the project help benefit the community?
- Can activities be completed during the duration of the project?
- Are the activities leading to dependency on HRLE funding?
- Will appropriate orientation and supervision be provided for the participant?
- Will the participants be given time and encouragement to search for actual employment during the project operation? (JCP work experience is not insurable employment, so participants are not eligible to collect Employment Insurance upon completion of the project. Participants must be provided with sufficient time to job search during the period of the project.)
- Will the project replace any volunteers, or existing or laid-off employees?
- Will project activities duplicate, compete with or provide unfair competitive advantage with already existing community services or business enterprises?
- Do the combination of HRLE payments to participants and the top-up income from the employer reflect the going rate for similar occupations in the community?
- Is there confidence in the project management, including the assurance of sufficient financial and administrative controls?
- What are the socio-economic impacts of the project?
 - Is it in an area of high unemployment?
 - Does it address a needed community infrastructure?
 - Will it occur in a rural area where there are limited employment opportunities in the area for potential participants?
 - Has the area recently been affected by a significant labour market adjustment issue?
- Are the specific target groups (e.g. Women, Persons with Disabilities, Aboriginal Groups)
- Is there a Project recruitment plan ?
- Are there linkages to strategic provincial or regional social or economic plans?
- Does it help to address Labour Market Challenges such as labour shortages?
- Is it an innovative Project?
- What is the potential for long-term employment generation?
- What is the quality of the work experience for the participants?
- What have been the outcomes of Projects carried out by this Sponsor in the past?
- As the program name implies, this program requires participation (cash or in-kind) from the applicant or other agencies, organizations, other governments or other sources. Stakeholder partnerships are strongly encouraged for community benefit projects. The extent of partnership is an important consideration in assessment.

ANNEX 4: Examples of JCP Project Objectives, Activities and Results

Sample #1

PROJECT OBJECTIVE:

During the period of June 1, 2011 to January 29, 2012, the (name of Applicant) will provide a minimum of three (3) unemployed eligible participants with 40 weeks of work experience and skill enhancement in the areas of research and development of oil and gas sector related educational materials, basic computer skills, public speaking, report writing and community networking in the Placentia area in order to maintain and enhance their skills to secure ongoing employment.

SUB-OBJECTIVE:

Develop programs to educate local children about the oil and gas sector; promote public awareness of the importance of oil and gas sector and environmentally sustainable practices; design a volunteer management structure to provide ongoing delivery of these programs; create a year-round "Go Green" model to help make the Sponsor's operations more environmentally sustainable.

ACTIVITIES:

1. Provide participants with an orientation on safety and similar oil and gas organizations
2. Review sustainability models for the Go Green project
3. Develop a Go Green database and a Go Green showcase and "How To Manual" for the 2011 fair
4. Develop an eight week Adopt-an-Animal program and deliver it to between 40 & 80 children
5. Deliver 10 information session events
6. Develop three community surveys addressing the project elements of Oil and Gas Awareness, Sustainability and Oil and Gas in the Classroom, and administer the survey to a minimum of 250 people
7. Attend Toastmasters meetings

EXPECTED RESULTS:

By January 29, 2012, the (Applicant's name) will have provided a minimum of three (3) unemployed eligible participants with 40 weeks each of work experience in the areas of research and survey development, development and presentation of oil and gas related educational materials, basic computer skills including database development and desktop publishing and community networking and partnership development.

By January 29, 2012, the (Applicant's name), with the assistance of the participants, will have developed educational materials to be used in ongoing programs to promote the understanding of the importance of oil and gas and environmentally sustainable practices. The (Applicant's name) will have presented these materials to school groups and the general public in order to raise community awareness of issues relating to oil and gas and environmental sustainability. The (Applicant's name) will also have developed the volunteer management structure to provide for ongoing delivery of the new materials and programs, and will have developed a year-round Go Green model to make the (Applicant's name) operations more environmentally sustainable.

Sample #2

PROJECT OBJECTIVE:

During the period January 1, 2011 to December 31, 2011, (Applicant's name) will provide a work experience in the field of a DVD movie production that will assist a minimum of 12 insured participants in the Trinity Bay area to maintain and enhance their skills in the areas of research, computer applications, public speaking, team building and networking that will assist them in securing ongoing employment.

SUB-OBJECTIVE:

1. To interview and record the oral history of the first settlers in the Trinity Bay area.
2. To develop a DVD that will incorporate the interviews and profiles of the first settlers and their families.
3. To provide a public presentation of the DVD for the residents of Trinity Bay.

ACTIVITIES and BENCHMARKS:

1. Select participants and conduct orientation to project activities by January 9, 2011
2. Complete a literature review of existing related information by February 27, 2011
3. Compile an inventory of pioneers to be interviewed by April 3, 2011
4. Complete all interviews by July 31, 2011
5. Obtain and data enter associated material to be included in the DVD by September 30, 2011
6. Finalize DVD content and prepare copies by November 30, 2011
7. Organize DVD launch and hold public presentation by December 15, 2011

EXPECTED RESULTS:

1. By December 31, 2011, (Applicant's name) will have provided a work experience and an opportunity for skill development, leading to employment, for a minimum of 12 insured participants.
2. A DVD movie production that records the oral history of Trinity Bay and area pioneers will have been completed and presented to the community.

Annex 5: Trail Development Information for Project Sponsors

The Department of Tourism, Culture and Recreation (DTCR) recognizes the valuable contribution of walking/hiking trails to tourism and active living. The DTCR has been working with various other departments to ensure that trail sponsors and funding agencies are aware of regulations and requirements related to trail development activities:

Crown Land – All trails that use crown land require a License to Occupy (LTO) and should be registered with the Crown Lands Administration Division of the Department of Environment and Conservation. We encourage you to contact your Regional Lands office to discuss registration requirements.

Liability – Your organization is liable for safety issues related to any trails you construct or enhance. While many municipalities have liability insurance that would protect against any claims, other organizations may not. We suggest that you consider any liability issues surrounding your project and consider whether your organization needs to arrange for suitable liability insurance.

Environmental Assessments – A provincial environmental assessment for walking trails is required when the trail is within 200 meters of a scheduled salmon river or the trail will be more than 10 kilometres.

Water Permit – A water permit is required from the Department of Environment and Conservation's Water Investigations Unit when construction is within 15 metres of a body of water.

Trail Standards – While no standards exist on a provincial level, groups are encouraged to engage the services of a consultant to have their trail assessed and a trail plan prepared. This plan would provide direction on construction and long term maintenance. Many of the provinces trails are in a state of disrepair due to improper design and construction and the absence of a maintenance plan.

Other Trail Considerations – Project sponsors should ensure they have plans for the following:

- Directional Signage (both regulatory and interpretative)
- Trailhead facilities (e.g., parking, rest areas)
- Appropriate trail walking surface for the target market
- Permission from land owner if private property
- Visitor information (e.g., guidebooks, maps)
- Safety services and communications (e.g., 911 or other emergency contacts)