



Northeastern Ontario Youth Internship Program

Funding Application

Nord-Aski Regional Economic Development Corporation (R.E.D.C.)

c/o

Parry Sound Area Community Business & Development Centre Inc.

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NORTHEASTERN ONTARIO YOUTH INTERN PROGRAM (NEOYIP)

This document provides supporting information to your Funding Request submitted under the Northeastern Ontario Youth Internship Program (NEOYIP). This initiative is managed on behalf of all Northeast Community Futures Development Corporations (CFDCs) by Nord-Aski Regional Economic Development Corporation (R.E.D.C.). Detailed below are the contents of the supporting documents that must be submitted with your request for funding. This should provide sufficient information to permit an assessment and decision on your application. Project activities must meet Northern Ontario Development Program (NODP) criteria as outlined in Appendix A. Additional information or clarification of the data may be requested. All information provided will be kept strictly confidential.

Thank you for completing the form and returning it to:

Sherry Keown, Loans Officer Parry Sound CB&DC
Parry Sound Area Community Business & Development Centre Inc.
1A Church Street, Parry Sound, Ontario, P2A 1Y2
or by email at sherry@cbdc.parrysound.on.ca

Evaluation Criteria & Project Considerations:

- a. *Beneficiaries must be entrepreneurs in the private sector.*
- b. *Internship must be within an enterprise located in Northeastern Ontario.*
- c. *Interns must be currently unemployed or underemployed, reside in Northeastern Ontario, be under the age of 30 and have graduated with a degree, diploma or certificate from a post-secondary institution within the last three years (proof will be required). The Youth Intern will not be related to members of the directors, officers or managers of the NEOYIP beneficiary.*
- d. *Interns are eligible to work up to a maximum of 12 months.*
- e. *Job description must reflect a need for the enterprise.*
- f. *The Beneficiary will receive a contribution of up to 50 % of costs for private sector placements, to a maximum of \$31,500.00.*
- g. *Eligible costs are limited to wages, benefits, training and training related travel costs for professional/business skills development for Intern.*
- h. *All projects will be required to submit quarterly reports, as well as a final report that will include a summary of activities and accomplishments of the project.*
- i. *All projects will require that both the intern and the employer conduct a paper-based exit questionnaire upon completion or termination of contract. Template to be provided.*
- j. *All funds must be expended by the stated end date of the project.*
- k. *The Beneficiary must provide appropriate supervision and mentoring.*

If the application is approved, a letter of offer outlining terms and conditions will be prepared, and a contract will have to be signed by both parties.

Note: In this document, words importing the singular include the plural and vice-versa and words importing a specific gender include all genders.



NORTHEASTERN ONTARIO YOUTH INTERN PROGRAM (NEOYIP) FUNDING APPLICATION FORM

SECTION A: APPLICANT INFORMATION

LEGAL NAME OF APPLICANT OR ORGANISATION			
OPERATING NAME (IF DIFFERENT FROM LEGAL NAME)			
CANADA REVENUE AGENCY BUSINESS NUMBER			
NAME OF CONTACT PERSON FOR APPLICANT OR ORGANISATION	Mr.	Mrs.	Ms.
	Job Title: _____		
MAILING & STREET ADDRESS			
TELEPHONE NUMBER			
FACSIMILE NUMBER			
E-MAIL ADDRESS			
NUMBER OF EMPLOYEES	Full Time:	Part-Time:	Seasonal:
How did you hear about the Northeastern Ontario Youth Internship Program?			
<input type="checkbox"/>	MP	<input type="checkbox"/>	Parry Sound CB&DC staff
<input type="checkbox"/>	Newspaper / Radio advertising	<input type="checkbox"/>	Parry Sound CB&DC website
<input type="checkbox"/>	Previous Parry Sound CB&DC client	<input type="checkbox"/>	Other CFDC
<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>	Other (please specify)

SECTION B: PROJECT DESCRIPTION

Provide a description of the project that the intern would undertake.

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Please provide a summary of the reason (s) why this project is important for your business.

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SECTION C: BUDGET ESTIMATES

PROJECT COSTS

(Please detail all costs associated with your intern.)

Detailed Project Costs	Amount	Funding Sources	Amount
Wages	\$	Financial support from NEOYIP	\$
Vacation pay	\$		
Employers share of EI & CPP	\$	Contribution from your business	\$
WSIB	\$		
Other benefits	\$	Other funding sources	\$
Training & training related travel costs for business/skills development (Details must be provided with application)	\$		
Total costs* :	\$	Total funding* :	\$

*The Total costs and the Total funding must balance. Include any contribution from government sources (federal, provincial and municipal). Government stacking must not exceed 75% of eligible costs. *NEOYIP may contribute up to 50 % of wages and benefits, business/skills development and related travel costs for the Intern.*

Please provide a monthly cash flow projection for your project using the table below:

A. Proposed start date	B. # of weeks	C. # of hours /week	D. Rate of pay/ hour	E. Total wages B x C x D	F. Vacation pay, 4% of total E x .04	G. Employer's share of CPP / EI (E + F) x .06	H. WSIB	I. Other benefits	Total E + F + G + H + I

Please complete the following cost-forecast by double clicking on table below – Excel Spreadsheet

Additional Monthly Costs

Item	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Salaries & benefits									
PD & related travel									
Project Costs by Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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SECTION D: STATEMENT OF WORK TO BE UNDERTAKEN

The Statement of work of the Northeastern Ontario Youth Internship Program – Youth Intern should clearly set out the following:

- i. The objectives and tasks to be performed by the intern (job description); and
- ii. What the task(s) will be, how the intern will perform these tasks, the calendar of activities, and the expected outcomes and measurements (the work plan).

Job Title of Intern: _____

Job Description: Provide a statement of purpose or objectives for the proposed work term, detailing what the intern's role will be.

The Work Plan: Please provide the following:

- i. Outline of tasks/duties;
- ii. Time frame to accomplish tasks within 12-month employment period;
- iii. Anticipated results / deliverables / outcomes;
- iv. Method of measuring results.

Task	Time Frame	Anticipated Results	Measured Results



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SECTION E: HISTORY OF BUSINESS

Please identify the key contact person(s) of the business:

Name	Title	Telephone / E-mail address

How was the business started? When and where was it established? Have there been any changes in the business model since inception? Have there been changes in orientation since the business was established? If yes, how and why?



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SECTION F: HIRING & SUPERVISION

Description of Hiring Process: Describe educational qualifications or areas of study, and details of other specific areas of expertise or qualifications.

Submit a description of each person that will be supervising the intern during the project.

Name	Title/Position/Experience

Plan for supervision – Identify the process to be used to supervise the intern and the frequency of supervision meetings.



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SECTION G: BUSINESS COMMITMENT

Payment of Contributions

Detailed instructions and claim forms will be provided to applicants after their projects are approved by the Community Futures Development Corporation (CFDC). In order to receive payment, applicants must file a claim. The claim must include an invoice on business letterhead, indicating the amount of reimbursement requested. Proof of payment of the intern's wages, including payroll ledger, must accompany the claim, as well as a travel log if seeking reimbursement for travel. Contributions will be subject to a 10 % holdback until the applicant has completed the project, met all project requirements as laid out in the letter of agreement and/or until submission of the final report.

Declaration

I confirm that the information contained in this application is true, accurate and complete. I acknowledge that if this application is approved, I will be required to enter into a formal, legally binding agreement that will outline the terms and conditions of the funding associated with the Northeastern Ontario Youth Internship Program (NEOYIP).

I confirm that:

- the application is submitted for the business as listed on page 1 of document and that this submission is approved by its owner;
- if financial support is approved, the business will provide quarterly reports, financial reports and reports as to outcomes, in conformity with the Northeastern Ontario Youth Internship Program (NEOYIP) requirements;
- the participating enterprise will mention the financial support received from the program, whenever possible;
- if the application is approved, the participating enterprise will sign an agreement which confirms that the related terms and conditions are accepted and will be respected.

Signature of Applicant:

Date:

Name & Title (Print please):



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APPENDIX A

Eligible Applicants:	SMEs with fewer than 500 employees in Northern Ontario, including corporations, partnerships, cooperatives, proprietorships, trusts or consortia.
Eligible Costs:	Wages, benefits, and professional and business skills development and associated travel costs (for a period of 12 months in a full-time position).
Eligible Areas of Activity:	Innovation Information and Communications Technology (Digital Economy) Export and Trade

INNOVATION

Youth Interns to work on or support:

- Activities related to applied research and development (R&D) with commercial market potential.
 - Proof of concept, engineering design, prototype development, product testing, patent registration;
 - Early stage marketing, outreach and promotional initiatives, product, process and/or service certifications;
 - Market research and technical studies to determine needs and direct future R&D and other related R&D studies;
- Activities that enable SMEs to increase the level of innovation, productivity, quality and competitiveness in key sectors, such as biotechnology, the mining and forest industries, agri-food, information and communications technology, renewable energy and manufacturing.
 - Pilot and demonstration projects within a R&D initiative to assist in commercialization;
 - Creation of new or improved technology that can provide a competitive advantage for business, industry, or with impacts at the national level;
 - Collaboration among partners to develop new technologies by utilizing existing technology platforms, processes or products; and
 - Improvement of products, processes, systems, or services that can increase business productivity, competitiveness, efficiency, growth and/or profitability.
 - Computer software development;
 - Development of new automation technology;
 - Applied research related to IT hardware development;
 - Improvements to existing information and communications technologies.
 - Technology development and acceleration;
 - Commercialization of intellectual property;
 - Delivery of training on new (advanced manufacturing) equipment or process enhancements in support of technology innovation, (adaptation) and transfer;
 - Completing studies, assessments, analyses and plans of management and operations for the development of technology or innovation;
 - Undertaking feasibility studies.

INFORMATION AND COMMUNICATIONS TECHNOLOGY

Youth interns to work on or support:

- GIS and/or hex mapping, feasibility studies and business plans, technical and engineering studies related to ICT;
- Support services that will enable SMEs to adopt and use ICT to improve their operational effectiveness and increase productivity and competitiveness;
- Technical training seminars, workshops and conferences related to ICT for business owners/operators to learn how to plan for, adopt and effectively use ICT to develop new products (i.e., digital applications) or promotions using ICT (i.e., social media);
- An ICT/GIS tourism initiative designed to promote the unique culture/tourism assets of the SME using social media;
- Development of enhancements to computer program systems (participate in the enhancement of the current software product, providing technical support to clients and new software development projects).



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Export/Trade

Youth interns to work on or support:

- Marketing / Promotion of products and services for export to new markets outside of Northern Ontario;
- Opportunity sourcing, development of alliances;
- Development of international and marketing plans;
- Marketing campaigns, trade shows and missions;
- Supply chain integration (certifications, regulatory compliance, quality assurance, logistics);
- Market research, development of export plans and implementation of market expansion strategy;
- Define competitive advantage for export markets and profile ideal foreign clients;
- Business and trade expansion plan implementation.

Ineligible Northeastern Ontario Youth Internship Program Activities

The following activities are ineligible for support:

- Ongoing and regular administrative/operational activities of the organization;
- Fundraising and lobbying;
- Those that displace existing employees;
- Those that do not comply with all labour union agreements where applicable;
- Project activities with primarily social, cultural or recreational goals; and
- Those not related to innovation, digital economy or export/trade