



Eastern Ontario Development Program
BUSINESS DEVELOPMENT FUND
Youth Internship Not-For-Profit Program

Purpose:

To provide recent post-graduates with valuable skills from full time work experience. To demonstrate the advantages of working and living in the South Lake CFDC catchment area, with the objective of attracting and retaining well educated youth.

Eligible Secondary Recipients:

Eligible Secondary Recipients are:

- Non-profit organizations (including municipalities, municipal organizations, corporations, community development organizations, and associations);
- Aboriginal organizations; and,
- Groups or alliances of those described above where a lead recipient has been identified.

Eligible Program Participants:

Eligible Interns are:

- recent post-secondary graduates who have graduated with a diploma, degree or Ontario Ministry Certificate from a post-secondary institution; and,
- under the age of 30.

Eligible Activities:

Eligible Activities may relate to:

- economic, tourism and/or business development;
- business and trade opportunity development;
- strategic planning, feasibility and marketing studies;
- marketing projects;
- research and analysis;
- training programs; and,
- technological innovation including commercialization of new technologies.

Activities not supported by this Program include:

- administrative/operational activities that are considered part of the regular operation;
- those that displace existing employees; and,
- those that do not comply with labour union agreements, where applicable.

Eligible Costs:

South Lake CFDC may contribute **100%** of Eligible Costs to a maximum of \$2,500 per month and \$30,000 per Youth Intern. The approval of the final three months of a one-year internship is subject to the Secondary Recipient's ability to sustain the Youth Intern's position for a minimum of three months beyond the one-year funding period. Eligible Costs include:

- Intern's wages, benefits and related employment costs (EI, CPP, Vacation, etc.)

All funds must be committed by March 31, 2011.



South Lake

Community Futures Development Corporation



Application Process:

- Complete and sign the Youth Intern Not-for-Profit Program application package and send to:

**South Lake Community Futures Development Corporation
Community Economic Development Committee
183 The Queensway South
Keswick, Ontario L4P 2A3
Fax: 905-476-9978
Toll Free Fax: 1-866-606-1244**

- Applications will be accepted monthly until such time as all available funds are committed.
- **Applications must be submitted by the end of business two Fridays prior to the last Wednesday of the month.**
- The Community Economic Development (CED) Committee reviews the applications on the Monday preceding the last Wednesday of the month and the Board then makes its decisions at its monthly meeting on the final Wednesday of the month.
- **Please submit the following with the application:**
 - Youth Intern Job Description
 - Detailed breakdown of costs for one pay period including vacation, CPP, EI, employer's contributions, WSIB, etc. (examples are available upon request)
 - Incorporation documents or Letters Patent noting not-for-profit status
- Applicants will be notified of the funding decision following the monthly Board Meeting
- If the application is approved, South Lake CFDC will prepare a Letter of Offer outlining the terms and conditions of funding
- CFDC contributions will be subject to a **10% hold back** until the applicant has completed the project and met all reporting requirements as laid out in the Letter of Offer
- All projects will be required to submit a Final Report which will include a summary of activities, accomplishments and a financial reconciliation of the project

Please contact the office at 905-476-1244 or Toll Free at 1-866-605-1244 for questions regarding the Application Process and Eligibility Requirements.

**WHEN COMPLETING THE APPLICATION, YOU ARE NOT LIMITED TO THE SPACE PROVIDED.
PLEASE USE ADDITIONAL SPACE AS NEEDED.**



183 The Queensway South, Keswick, Ontario, L4P 2A3
Tel: 905 476-1244 Fax: 905 476-9978 E-mail: pbudreo@ils.net
www.southlakecfdc.org



Eastern Ontario Development Program



**BUSINESS DEVELOPMENT FUND
Youth Internship Not-For-Profit Program**

1. REQUEST FOR FUNDING

Legal Name of Applicant:	
Operating Name:	
Business/Mailing Address:	
Telephone Number:	
Fax Number:	
Contact Person:	
Telephone Number:	
Email Address:	

Project Summary:	
<i>Provide a brief description of the project(s) which the Youth Intern would undertake.</i>	
Amount Requested:	\$

Costs and Financing			
Project Costs	Amount	Sources of Funding	Amount
Gross Salary	\$	<i>South Lake CFDC (up to 100%)</i>	\$
Employer costs	\$		\$
Other*	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Costs:	\$	Total Financing:	\$

**Other project costs you expect to incur as a result of hosting an intern*

Authorized by:	
Title:	
Date:	
Signature:	



2. ORGANIZATION PROFILE

A. Classification of Organization: Check (✓) appropriate classification

Not-for-profit	
Municipal Government	
First Nations	
Other (specify)	

B. Organization's Mandate:

C. Organizational Structure:

Number of full time employees:	
Number of part time employees:	

Have you received funding from South Lake CFDC through the Youth Internship Program? <i>(Circle appropriate response)</i>	YES	NO
Have you received funding from South Lake CFDC through another EODP Initiative? <i>(Circle appropriate response)</i>	YES	NO
If yes, is the project(s) described in this application incremental? <i>(For the purpose of this application "incremental" is defined as a project that is new or an initiative that is being added to a project that was previously funded under EODP)</i>	YES	NO
Please indicate the amount received in total from South Lake CFDC	\$	



3. PROJECT PROFILE

A. Supervisor/Mentor: *Provide the following information on the person who will be supervising/mentoring the Youth Intern*

Name:	
Position:	
Contact Number:	
Email:	

Related Experience: *Describe the responsibilities and educational/work experiences of the Supervisor/Mentor as they relate to the organization and the project the Youth Intern would undertake.*

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B. Hiring Process and Plans for Supervision

Hiring Process: *Describe the educational qualifications or areas of study, specific skill sets and qualifications required for the successful applicant to fulfil the Youth Intern position.*

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Plans for Supervision: *Describe the form and frequency of supervision.*

C. Project Details

Project Description: *Describe in detail the project(s) that the Youth Intern would undertake.*



B. Project Deliverables

Upon completion of the project the following deliverables will be presented to South Lake CFDC: *deliverables may include copies of reports, before/ after photographs, testimonials, data tables, funded material, etc.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

5. EXIT STRATEGY FOR YOUTH INTERN

Exit Strategy: *Describe how your organization would assist the Youth Intern in securing employment at the end of the Internship (i.e. How will your organization secure funds to maintain the Youth Intern’s position beyond the funding period? Will your organization provide opportunities for professional development, guidance on improving their resume and interview skills, etc?)*

6. ATTACHMENTS

- Youth Intern Job Description
- Incorporation documents or Letters Patent noting not-for-profit status
- Detailed breakdown of costs for one pay period