



## APPLICATION GUIDELINES

### TARGETED LABOR MARKET PROGRAM

#### Department of Family Services, Government of Nunavut

#### PROGRAM OBJECTIVES

The Targeted Labor Market Program supports the development and delivery of training and employment programs for unemployed Nunavummiut who experience multiple barriers to employment.

Training modules may include Essential Skills, Employability Skills, Life Management Skills, and Employment Readiness (on the job work experience is preferred). Priority will be provided to Nunavut based organizations that target marginalized groups such as;

- Persons with disabilities,
- Youth at risk (ages 15-30 and not attending school),
- Persons who face multiple barriers to employment,
- Persons who are unemployed, underemployed or persistently unemployed.

Projects can include in-class components and skills development components. Projects can be delivered in any community in Nunavut. Expected outcomes include;

- Employment,
- Return to school /higher education.

#### INSTRUCTIONS FOR APPLICANTS

1. It is encouraged that interested applicants contact the Department of Family Services representative to discuss or enquire about the *Targeted Training* program funding, its application, guidelines or any other general inquiries before applying, **in writing to:**

<p><b>Jonelle Lieng</b> <b>E-mail: <a href="mailto:jliengfs@gov.nu.ca">jliengfs@gov.nu.ca</a></b></p>
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2. Applications can be obtained by contacting the above noted Department of Family Services representative.



## ELIGIBLE APPLICANTS

Contribution funding is available to training providers, including: community non-profit organizations and institutions, municipal corporations, Inuit organizations and societies that provide or intend to support training and employment programs.

## ELIGIBLE EXPENSES

1. Eligible expenses are costs associated with administration and delivery of the proposed project.

These costs may include, but are not limited to:

- A. Project administration (must not exceed 15% of entire project cost);**
  - B. Direct project delivery (instructors, equipment, travel, rent, utilities, etc.)**
  - C. Participant-related Direct Project Costs (training allowances, adaptive technology, materials and supplies)**
  - D. Other Direct Project Costs (guest speakers, advertising, etc.)**
2. Note that detail must be provided to explain what constitutes “other” expenses in which you are applying for funding.
  3. Additional funding sources must be indicated on the proposal.

## APPLICATION EVALUATION

1. Applications will be assessed by a Review Committee established within the Department of Family Services.
2. The Government of Nunavut (GN), Department of Family Services Review Committee will review applications with the aim of understanding the generality of the need for funding assistance. The GN reserves the right to ask questions of the submitted applications so that they can fully understand the level of need. The GN reserves the right to distribute funds at its sole discretion. The GN may decide to provide more or less funding as it sees fit.

3. The Review Committee will utilize the following criteria to evaluate each application to determine the eligibility for funding. Points awarded will be consistent with **Appendix A: Points Rating Legend** on the Application Rating Schedule.

**(a) Organization Identity and Profile**

**(b) Methodology: Approach to Successful Completion of the Project**

**(c) Budget Proposal**

**(d) Project Team Knowledge and Skills**

**(e) Partnerships**

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**(a) Organization Identity and Profile**

**Section A: Applicant Information** located in the application must be completed in its entirety and all required documentation must be provided. This includes the organization's legal name, address, and telephone number; date established and structure; ownership and/or Board of Director details; firm leadership (such as corporate officers or partners); number of employees; number of employees engaged in tasks related to the delivery of the proposed project. If applicable, the applicant's business number and principal place of business should be provided; the *TTI* application must also be filled out in its entirety and submitted to the contact person noted in the Instruction for Applicants section, #3.

**(b) Methodology: Approach to Successful Completion of the Project**

**Section B: Project Information** located in the application must be completed in its entirety. You must describe in detail your proposed project, how it will support training and employment and how you will measure the success of your project.

**(c) Budget Proposal**

**Section C: Financial Information** located in the application must be completed in its entirety. This includes listing secured and requested financial assistance from all other sources along with a detailed budget for your proposed project. Only eligible projects as outlined in Eligible Costs on page 3 of the Application Guidelines or the attached Budget and Deliverable Aid.

**(d) Team Qualifications, Knowledge and Skills**

**Section D: Employee Profiles** located in the application must be completed in its entirety. You must identify key personnel to be involved in the project, and ensure their roles and responsibilities are clearly defined. Also list any qualifications, skills or knowledge of personnel that you feel will have a positive impact on the quality and delivery of your project.

## **(e) Partnerships**

**Section E: Partnerships** located in the application must be completed in its entirety. You must demonstrate community partnerships that will be involved in the successful delivery of your project.

Applicants should take care to comply with any mandatory application requirements set out herein or contained in the application. Mandatory application requirements are preceded by terms such as “proponents must”, “proponents shall” or “proponents will”.

4. The GN will take all reasonable steps to ensure that confidential information is secured.

## **AMENDMENTS**

1. Any amendments made by the GN to this application or funding will be issued in writing and sent out via email or fax to all proponents that have requested the application.
2. The GN reserves the right to issue an addendum after the closing date.

## **CONTRIBUTION AGREEMENT**

1. If an agreement is to be awarded as a result of the application, it shall be offered first to the applicant who is responsive and responsible and whose proposal provides the best potential value to the GN, as determined at the sole discretion of the Review Committee. ‘Responsive’ means compliant in all material respects. ‘Responsible’ means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
2. If an agreement is entered into as a result of this application, it will contain the relevant provisions of this application and the accepted application, the terms and conditions of the agreement and any other terms as may be mutually agreed upon, whether arising from the accepted application or as a result of any clarifications or negotiations prior or subsequent thereto; and this ensuing agreement will be forwarded to the successful applicant for signature prior to the GN’s authorized representative signing it.
3. The GN and the successful applicant shall not acquire any legal or equitable rights or privileges under any ensuing agreement until it is signed by both parties.
4. In the event of any inconsistency between the application and any ensuing contract or contribution agreement, the contract or contribution agreement shall govern.
5. The GN reserves the right to audit expenditures to ensure that the funding is spent for the intended approved usage.

## APPENDIX A: PROPOSAL RATING SCHEDULE

**This Proposal Rating Schedule must be completed by each member of the Review Committee.**

<b>Applicant Name:</b>
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<b>Name of the Project:</b>
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<b>Committee Member: (Print)</b>
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<b>Date (dd-mm-yy):</b>
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Item	Rating Criteria	Unit Points Awarded (A)	Assigned Weight (B)	Total Points (A) x (B) = (C)
A	<b>Corporate Identity &amp; Profile</b>			
B	<b>Methodology: Approach to Successful Completion Milestones and Deliverables</b>			
C	<b>Budget Proposal</b>			
D	<b>Team Qualifications, Knowledge and Skill</b>			
E	<b>Partnerships</b>			

	<b>RATING TOTAL:</b>			

**Member Comments:**

<b>LEGEND:</b>	<b>RATING POINTS:</b>	
A – Evaluation Points Awarded	Poor	0-3 points
B – Weighting Factor	Fair	4-6 points
C – Sub-Total Weighted Score (A x B)	Good	7-8 points
	Excellent	9-10 points

The following is provided as a guide to assigning an appropriate score relative to the quality of the proposal submission:

- 1) If the quality of the response is:
- No information provided
  - Requirement was not mandatory, but proponent did not provide any information or address the issue

**Award the Following Points:            0 (Zero)**

- 2) If the quality of the response is:
- Falls short of meeting basic expectations
  - Has a low probability of success

**Award the following points:            1 – 3 (Poor)**

- 3) If the quality of the response is:
- Acceptable at a minimum level; meets our basic requirements; has a reasonable probability of success
  - Some objectives may be met

**Award the following points:            4 - 6 (Fair)**

- 4) If the quality of the response is:
- A sound response; fully meets most of our requirements; very good probability of success;
  - Achieves all objectives in a reasonable fashion

**Award the following points:            7 - 8 (Good)**

- 5) If the quality of the response is:
- Meets all of our requirements; exceeds expectations
  - Excellent probability of success in achieving all objectives;
  - Very innovative.

**Award the following points:            9 - 10 (Excellent)**