

APPLICATION GUIDE

ABOUT THE LOCAL EMPLOYMENT PLANNING COUNCIL

The Workforce Development Board Windsor-Essex (Workforce WindsorEssex), in its role as the Local Employment Planning Council for Windsor-Essex, is funding the Community Labour Market Research and Innovation Projects (CLMRIP). The LEPC is funded in part by the Government of Canada and the Government of Ontario to create positive change in the local labour market through the collection and dissemination of local labour market information, and through community engagement.

ABOUT THE CALL FOR PROPOSAL

Community Labour Market Research and Innovation Projects

The CLMRIP must be innovative and responsive to a clearly identified local labour market issue in Windsor-Essex. The total available fund is \$30,000 and could be awarded to one organization and/or be split up to fund more than one project proposal. Funds could be used to help unemployed, underemployed, or the employed find new work opportunities, gain new skills or research career changes.

All project work must relate to improving the local labour market through a new initiative(s). Potential examples of work that could be funded includes, but is not limited to:

- ✓ Upskilling program(s)
- ✓ Special event(s)
- ✓ Talent attraction campaign(s)
- ✓ Digital tool(s)
- ✓ Career path resource(s)
- ✓ Research on a topic/issue such as underemployment, skills shortage, and/or skills transferability
- ✓ Research on the impact of specific disruptions to the local labour market, such as the elimination of the third shift at the Windsor FCA plant
- ✓ Other projects relating to the local labour market

The expected outcomes of this project work must demonstrate a positive impact in the Windsor-Essex region's labour market. The CLMRIP has a defined start and end date.

IMPORTANT DATES

Public Release of the Call for Proposals	Tuesday, May 14 th , 2019
Question Period Relating to the Call for Proposals and Application	Until Wednesday, June 5 th , 2019 at 5pm
Call for Proposals Submission Due Date	Friday, June 7 th , 2019 at 5pm
Evaluation of Proposals	By Friday, June 14 th , 2019
Follow-Up with Potential Proponent(s)	By Friday, June 21 st , 2019
Project Agreement Signed by both parties	By Friday, June 28 th , 2019
Announcement of Successful Proponent	By Friday, June 30 th , 2019
Start Date	After July 1 st , 2019
End Date	By December 31 st , 2019
Final Report & Project Self-Evaluation Due	By January 31 st , 2020

ELIGIBILITY REQUIREMENTS OF RECIPIENT

The CLMRIP recipient will be the organization that is responsible for the successful delivery of all outcomes, outputs, milestones and deadlines of the project. The recipient will receive all payments and complete the project in accordance with the project plan outlined in the Call for Proposals, as well as enter into a signed agreement with Workforce WindsorEssex.

Eligible recipients must be incorporated, registered with the Workplace Safety and Insurance Board (WSIB), have a minimum of \$2 million in general liability insurance; and be one of the following eligible organization types:

- Not for Profit Canadian organizations
- Industry/Business Associations
- Charities
- Community Organizations
- Educational Institutions
- Municipal Governments
- For Profit Businesses
- Private Consultants

The following organizations are not eligible to apply as the lead organization, but are eligible to serve as a partner:

- Previous CLMRIP funding recipients between 2016 and 2018

If another organization is involved in the project, it must be detailed in the project application by the lead organization and in a letter of support from the supporting organization.

1. The application must include information about the partners involvement by describing each partner's role and contribution (time, financial resources, in-kind, etc.).
2. A partner organization's involvement and contributions must be specified in a letter of support that is signed and printed on organizational letterhead.

ROLES & RESPONSIBILITIES

Acting as the Local Employment Planning Council, Workforce WindsorEssex will be responsible for the following:

- Promoting the Labour Market Research and Innovation Project Call for Proposals.
- Assessing the Proposals submitted in a fair and accountable manner.
- Holding the agreement with the successful proponent(s).
- Providing funds, per the agreement with the proponent(s).
- Working with successful proponent(s) to facilitate additional partnerships.
- Providing information and guidance on the project.
- Monitoring the progress of the project by receiving monthly narrative reports (activity and financial) on project status.
- Conducting at least one in-person monitor visit.
- Receiving the final report about the project's strengths, weaknesses, opportunities and challenges.

The Recipient will be responsible for the following:

- Complete and submit a proposal following the CLMRIP Application Framework and achieving the Project Deliverables.
- Satisfy all eligibility requirements as outlined in the guidelines of this application.
- Enter into a signed project agreement with Workforce WindsorEssex.
- Seek guidance and advice from Workforce WindsorEssex proactively to ensure all aspects of the project agreement will be fulfilled.
- Maintain accurate financial and project activity records.
- Create and implement a work plan that achieves deliverables, milestones, performance measures and expected outcomes, outlined in the project agreement.
- Prepare and submit required reporting documents on time per the project agreement.
- Prepare and submit required monthly narrative reports (activity and financial) on time per the project agreement.
- Ensure funding provided through the CLMRIP is used for the purposes that was proposed and agreed to in the project agreement.

PROJECT COSTS & PARTNER CONTRIBUTIONS

Eligible Project Costs

The maximum funds that will be granted for one or more successful project proposals shall not exceed \$30,000. Proponents will identify in their application how much of these funds are required to carry out the activities of the proposed project. Portions of the maximum funds are available.

Eligible costs must be incurred and paid by the applicant after the project has been approved. Eligible costs must be expensed and used during the duration of the project term. Preference may be given to applications demonstrating financial contributions.

- Wages & employment related costs (this cannot include termination/severance costs).
- Purchase of Data/Information computer licenses
- Project materials and supplies.
- Marketing and communications costs.
- Training implementation costs.
- Accommodations for persons with a disability (direct cost relating to staff or a training participant).
- Event hosting costs.
- Travel within the region to undertake or report on the project.
- Other directly related project costs.
- Office space/rent and utility costs for the staff involved in project delivery cannot exceed 15% of the total project expense.

Partner Contributions:

- Cash and in-kind contributions must be documented in order to assess the level and nature of the partner involvement and the importance of its contribution to the success of the project.
- Only those in-kind contributions that are considered essential to carrying-out the project work should be included. This could be in the form of cash-equivalent goods or services that would have to be purchased by project funds if not donated.
- In-kind may also include the time of the proponent or partner's scientific and technical staff providing direction and participating in the project and/or access to special equipment.

Ineligible costs and contributions

- Costs already paid for or provided for by another funder
- Capital purchases or costs
- Secretarial or accounting services
- Cost of time attributed to research by management
- Membership or professional fees
- Post-project activity by the proponent or partner
- Project expenses that are paid to another company/person that is wholly, or in part, under the ownership of a staff member or board member of the lead or partner organization.

PROJECT DELIVERABLES

Deliverables for the project should be clearly articulated by the proponent in their proposal and workplan. These deliverables must be achieved by the proponent or funds may be recovered in full by Workforce WindsorEssex, regardless if the recipient has spent all or some of the funds.

In addition to the recipient's proposed deliverables and milestones, the following deliverables could be added to the project agreement by Workforce WindsorEssex depending on the duration and amount of project funds awarded.

1. Interim Progress Report
2. Final Summary Report

APPLICATION

The proposals for the Labour Market Research and Innovation Project should not exceed 10 pages in total length (not including a cover page and partner letters of support). The proposal must include the following sections:

- 1. Cover Page**
 - a. lead organization, partner organization, project name, and date submitted.

- 2. Information about the lead applicant**
 - a. Contact Information
 - b. Description, history, mandate, main activities, areas expertise, capacity

3. Project Overview

- a. Description of proposed project activities, including project deliverables.
- b. Include local information and statistics to demonstrate the need for the project as well as provide necessary context for the project activities.
- c. List success measures, expected outcomes, and partners.

4. Information about partner organizations

- a. Contact information
- b. Organization’s mandate, main activities, areas of expertise
- c. Organization’s role and responsibilities in project
- d. Organization’s contributions (in-kind and/or financial)

5. Activity Plan

- a. Based on the project deliverables, define key milestone activities that will be carried out through the project duration. A sample is provided below.

Start Date	End Date	Milestone	Deliverable	Organization Lead
July 10, 2019	July 21, 2019	Consultation	Research Report	ABC Group
July 15, 2019	July 30, 2019	Environmental research	Research Report	ABC Group
Etc.				

6. Self-Evaluation Plan

- a. Include a self-evaluation plan which outlines the evaluation method, indicators and performance metrics

7. Budget and Estimated Costs

- a. Include a detailed description of the project costs along with any confirmed in-kind or cash contributions from partners, per the Eligible Project Costs and Contributions. Project related costs, such as meeting expenses, travel, marketing, consultant, printing, translation, etc., should be individual budget lines. The budget should indicate direct staffing costs and a share of the occupancy costs related to operating the project (while not exceeding 15% of the total amount requested).

8. Letter of Support(s)

- a. Include a detailed letter of support from each partner organization. The letter should detail their specific involvement and contributions (time, money, other resources). The application’s description of partner involvement and the letter of support from each partner should be consistent and clear.

EVALUATION

Proponents whose application meets the requirements stated herein will be evaluated by a small committee of volunteers from Workforce WindsorEssex's Intergovernmental Working Group. Individuals with experience evaluating funding applications will be asked to review the submissions for this call for proposal with support from Workforce WindsorEssex's Senior Director and Manager of Finance & Operations. This volunteer committee will recommend one or more proponents for funding, with or without conditions.

Proposals will be evaluated using the following criteria:

- The ability of the proponent and partner(s) to deliver on the application based on the information that they provide in the application, including organization's mandate, core programs and services, area of expertise, organizational capacity, etc.
- The degree to which the project positively an important labour market issue that needs addressing.
- The degree to which the project will make a positive change to the local labour market through the achievement of deliverables, performance measures, expected outcomes and milestones.
- The degree to which the project's deliverables, milestones, and expected outcomes are well-planned and provide value for funding invested.
- Project deliverables that can be sustained and or propose an innovative approach to addressing or investigating a labour market issue will receive greater weighting in the evaluation.

QUESTIONS

Questions about the Call for Proposal should be addressed to Justin Falconer, Senior Director, Workforce WindsorEssex in writing by email at jfalconer@workforcewindsorEssex.com. Questions will be answered until Wednesday, June 5th, 2019.

HOW TO SUBMIT

Project Applications are due to Workforce WindsorEssex on or before **Friday, June 7th, 2019** at 5pm. Late submissions will not be accepted. Complete applications should be sent by email in a single PDF document to Justin Falconer, Senior Director, Workforce WindsorEssex, to jfalconer@workforcewindsorEssex.com.