



EASTERN ONTARIO DEVELOPMENT PROGRAM

SKILLS DEVELOPMENT

Purpose:

To support local community based initiatives which support the development of the labour force that will meet the needs of the business community, encourage new local entrepreneurs and attract external investment within CFDC's services area.

Eligible Secondary Recipients:

Eligible secondary recipients are:

- Non-profit organizations (municipal organizations, corporations, community development organizations and associations);
- Legal commercial entities including individuals, corporations, partnerships, cooperatives or trusts;
- Aboriginal organizations; and,
- Groups or alliances of those described above where a lead recipient has been identified.

Eligible Activities:

Eligible activities may include but are not limited to:

- On the job training;
- In-house or out-sourced classroom training;
- Business management skills development;
- Network management training;
- Workshops; and,
- Seminars.

Eligible activities relate to incremental training for new hires, existing employees, entrepreneurs and SMEs. Training for summer students, temporary jobs, or part time jobs less than 20 hours per week, are normally not eligible.

Eligible Costs:

Eligible costs are reasonable, incremental and required to carry out the eligible activities specified, including but not limited to:

- Trainer's wages and benefits;
- Trainee's wages and benefits;
- Travel expenses;
- Software, textbooks, manuals, etc. directly related to the skill training;
- Registration fees; Course purchases; Professional fees; and,
- Certification fees.

Eligible costs for Not-for-Profit Secondary Recipients may be up to 100% of total eligible costs.

Eligible costs for Private Sector Secondary Recipients may be up to 50% of total eligible costs.

The maximum contribution with respect to any one employee will normally not exceed \$5000 with a maximum of \$25,000 to any one Secondary Recipient.