



Youth Intern Not-for-Profit Program

Thank you for applying to the Peterborough Community Futures Development Corporation's **Youth Intern Not-for Profit Program**. Detailed below are the contents of the supporting documentation package that must be submitted with your request for funding. This should provide sufficient information to permit an assessment and decision on your application. Peterborough CFDC may request additional information or clarification of the data provided. All information provided will be kept strictly confidential.

The **Youth Intern Not-for-Profit Program** objectives are to support incremental economic development projects throughout Peterborough County. Projects that may be supported include community strategic planning on a local level, research and feasibility studies, tourism initiatives, and events, seminars/workshops along with small scale technology or capital projects. Submissions that demonstrate active partnerships are encouraged. **Preference will be given to applications committed to providing matching funding.** Each internship is limited to 6 months and eligible costs may not exceed \$15,000 (or \$2,500 per month).

Please complete and sign the accompanying Peterborough CFDC request for funding form and return it with the supporting documentation package to:

**Eastern Ontario Development Program Committee
Peterborough Community Futures Development Corporation
351 Charlotte Street
Peterborough, ON K9J 2W1**

Applications can be sent via fax at 705.745.2369

Applications are assessed on the following criteria:

- a. A not-for-profit organization located and conducting activities in Peterborough County.
- b. Proposed intern is under the age of 30 and has graduated with a degree, diploma or Ontario Ministry Certificate from a post-secondary institution.
- c. Preference will be given to graduates in the fields of economics/business development, telecommunications, engineering, marketing, sciences, technology and trade.
- d. Potential for long-term job creation.
- e. Community and economic development in Peterborough County.
- f. Sound project budget and work plan.
- g. All projects will be required to submit monthly reporting and a final report that will include a summary of activities, accomplishments and a financial reconciliation of the project.

All Funds must be expended by March 31, 2010

If the application is approved, Peterborough Community Futures Development Corporation will prepare a letter of understanding with terms, conditions and monthly reporting requirements. CFDC contributions will be subject to a 10% hold back until applicant has completed the project, met all project requirements as laid out in the letter of understanding and/or until a final report and budget is received by Peterborough Community Futures Development Corporation.

Any questions or concerns regarding the application process or the **Youth Intern Not-for Profit Program** should be directed to:

Judy Heffernan, General Manager
Phone: 705.745.5434
Fax: 705.745.2369
Email: comdev@cdc.on.ca



351 Charlotte Street
Peterborough, ON K9J 2W1

Youth Intern Program – Not For Profit

Organization: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

Purpose: _____

Amount Requested: _____

Authorizing Signature

Date

Name

1. Organization Profile

Contact Person: _____

Position: _____

Fax: _____ Email: _____

Organization name: _____

Organization address: _____

City: _____ Postal Code: _____

Description of organization or group: (Please include mission, activities, membership, and purpose. Please attach a list of board members or principles and a copy of charter or articles of incorporation.)

Classification of organization:

- Not for profit Municipal government First Nations
 Other – (specify) _____

How many employees do you have? _____ Full-time _____ Part-time _____

Number of Youth internships requested _____

2. Project profile

Describe in detail the hiring plan and process for supervising/mentoring the intern

Give a description of the project the intern would undertake.

Statement of Work to be undertaken:

A. Job description

Outline the intern's role in the organization

B. Work plan

Please provide

- a) outline of specific tasks
- b) deliverables/outcomes

<u>Project Tasks</u>	<u>Anticipated Deliverables/Outcomes</u>	<u>Time Frame</u>

Person responsible for supervising/mentoring the intern

Name: _____

Position: _____

Address: _____

Related experience: _____

Exit plan for intern:

Describe plan to assist intern in finding a job within Peterborough County:

What is the objective to be achieved by the organization by hiring a youth intern?

3. Project Costs

Project Costs	Total	Sources of Funds	Amount
Intern Salary:		CFDC (max. \$2,500/month)	
Matched Funding from:			
			TOTAL

Attached:

- Job Description
- History of Association/Organization
- Business Registration, Letters of Incorporation or Not for Profit Status (Required)**