

Workplace Opportunities: Removing Barriers to Equity

Concept Paper Template

Notice to Applicants:

The funding program under which your organization is applying has specific eligibility requirements. The completed Concept Paper should clearly demonstrate how the proposed project meets these requirements. The Labour Program must receive the completed Concept Paper by the closing date noted in the Call for Concept. Documentation received after a posted closing date will not be accepted.

The information collected through the submission of the completed Concept Paper will be used, and may be disclosed, for the purposes of assessing the merits of your Concept Paper. As part of the assessment process, the information may be shared with external consultants, review committee members, officials in other departments, federal, provincial and/or territorial governments or Members of Parliament. It may also be used and/or disclosed for policy analysis, research, and/or evaluation purposes. These additional uses and/or disclosures of information will not impact on your project.

In the event that the completed document contains personal information, the personal information will be administered in accordance with the *Privacy Act*. The completed document is also subject to the *Access to Information Act* (ATIA). The ATIA provides every person with a right of access to information under the control of the department, subject to a limited set of exemptions. Instructions for obtaining access to this information are outlined in the government publication Info Source which may be accessed at the following website address: infosource.gc.ca.

Workplace Opportunities: Removing Barriers to Equity

Labour Program

(Internal Use Only)

File Number: _____

PART 1 - ORGANIZATION INFORMATION

Organization Name	Legal Name of Organization (if different)	
Street address	City/Town	
Province/Territory	Postal Code	
Name and Title of contact person		Telephone Number
E-mail Address		Language of correspondence
Canada Revenue Agency Business Number (9 digits + 2 letters + 4 digits):	Date organization was established (yyyy/mm/dd):	

To verify your business number, visit www.cra-arc.gc.ca

PART 2 - PROJECT INFORMATION

A. PROJECT IDENTIFICATION

1. Project Title:

2. Planned Project Start Date (yyyy/mm/dd):

3. Planned Project End Date (yyyy/mm/dd):

4. Project funding requested (\$):

B. ELIGIBILITY CRITERIA

1. Which category best describes your organization (choose one):

☐ Federally regulated private sector employer

☐ Non-governmental organization

☐ Employer association or council

☐ Not-for-profit organization

☐ Sector associations or council

☐ Academic Institution

☐ Union

2. Which sector(s) will be the focus of your project (select all that apply):

☐ Banking

☐ Communications

☐ Transportation

☐ "Other"

3. Which designated group(s) will be the focus of your project (select all that apply):

☐ Women

☐ Aboriginal peoples

☐ Persons with disabilities

☐ Members of visible minorities

4. Which occupational group(s) will be the focus of your project (select all that apply):

☐ Senior Managers

☐ Middle and Other Managers

☐ Professionals

☐ Semi-Professionals and Technicians

☐ Supervisors

☐ Supervisors: Crafts and Trades

☐ Administrative and Senior Clerical Personnel

☐ Skilled Sales and Service Personnel

☐ Skilled Crafts and Trades Workers

☐ Clerical Personnel

☐ Intermediate Sales and Service Personnel

☐ Semi-Skilled Manual Workers

☐ Other Sales and Service Personnel

☐ Other Manual Workers

5. Program Outcome(s) (select all that apply):

☐ Improve representation of one or more of the four designated groups within workplaces and occupational groups experiencing low representation as outlined in the Call for Concepts.

☐ Improved understanding among stakeholders of industry specific barriers to inclusion and effective human resources practices to address them.

☐ Development of new inclusion tools and guides tailored to industry specific needs.

PART 3 - PROJECT DESCRIPTION

1. Objectives - Please describe your proposed objectives (must be clearly linked to program objectives).

PART 3 - PROJECT DESCRIPTION (cont'd)

2. Activities - Please describe your proposed major project activities.

PART 3 - PROJECT DESCRIPTION (cont'd)

3. Expected Results - Please describe your proposed expected results (must be clearly linked to the project objectives).

PART 3 - PROJECT DESCRIPTION (cont'd)

4. Does the proposed project fit with your organization's other activities? ☐ Yes ☐ No

If "Yes", please describe how.

5. Please include any past experience with Employment and Social Development Canada/Service/Labour funding programs and the results of the project.

6. Please list other organizations, networks or partners that will support the project.

7. Is the proposed project national or regional in scope? National ☐ Regional ☐

Please provide a brief description of the project's scope (e.g., city, province).

PART 4 - BUDGET INFORMATION

Funding of up to \$500,000 total per fiscal year is available in the form of grants and contributions and may be distributed in whole or in part to approved projects, provided recipients contribute financially (no minimum) or in-kind to the project.

Will financial contributions form part of the project budget?

☐ Yes

☐ No

Will in-kind contributions form part of the project budget?

☐ Yes

☐ No

A. ANTICIPATED SOURCES OF FUNDING			
Source Name	Source Type	Cash	In-kind (\$ value)
Total funding for the Project			

B. BUDGET - Please provide an estimate of anticipated budget cost/needs (if known)			
Cost Category	Planned Expenditure (\$)		
	Labour Funding Program	Other - Cash	Other - In-kind
Total Estimated Expenditures			

PART 5 - DECLARATION

In order for your Concept Paper to be assessed, it must be completed and signed by the official representative(s) of the applicant organization in accordance with the organization's by-laws or other constituting documents. The person(s) signing this template certify(ies) the following:

- A. I certify that I have the capacity and that I am authorized to sign and submit this Concept Paper on behalf of the organization named in Part 1;
- B. I certify that the information provided in this Concept Paper and supporting documentation is true, accurate, and complete to the best of my knowledge; and
- C. I certify that the organization and any person lobbying on its behalf is in compliance with the *Lobbying Act, R.S.C., 1985, c. 44 (4th Supp.)* and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this Concept Paper.

_____ Signatory Name (please print)	_____ Title (please print)
_____ Signature	_____ Date

_____ Signatory Name (please print)	_____ Title (please print)
_____ Signature	_____ Date

_____ Signatory Name (please print)	_____ Title (please print)
_____ Signature	_____ Date