



## *Workforce Development Initiative (WDI)*

# Continuing Education Program Application Form

### **General Information**

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The Project Application Form sets out the information that dairy industry associations and learning institution partners (hereinafter referred to as the Applicants) must provide to the Canadian Dairy Commission (CDC) for funding consideration under the Continuing Education Program.

The CDC reserves the right to request additional information from the Applicants as may be required by the CDC Selection Committee to complete its evaluation of the application.

### **Confidentiality of Applications**

The CDC will hold in strict confidence the content of any discussion and/or information supplied by the Applicants pursuant to an application under the CDC Continuing Education Program. As Crown Corporation, the CDC is bound by the provisions of the *Access to Information Act* and the *Privacy Act*.

### **Support and guidance during the application process**

The CDC is available to answer questions, provide guidance throughout the application process, and review draft applications for completeness prior to submission. Applicants who require assistance in preparing their submission should contact:

Marc Lalonde, CDC Representative  
Email: [marclalonde.cdc@gmail.com](mailto:marclalonde.cdc@gmail.com)  
Phone: (613) 407-2962

### **Application Format**

Please include **all the subject headings** listed in the following pages in your application. **All of the information requested** in sections 1 through 6 of the Application Form must be provided in order for it to be evaluated by the CDC.

To complete Section 5 of the Application Form, the Applicants should use the Project Timeline Template provided in **Appendix A**.

To complete Section 6 of the Application Form, the Applicants should use the Project Cost Template provided in **Appendix B**.

## 1 Project information

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### 1.1 Title of the Project

### 1.2 Information about the Applicants

- Provide the following information for both Applicants:
  - names of dairy industry association and learning institution
  - contact persons
  - addresses
  - telephone numbers
  - email addresses
  - websites

## 2 Essential eligibility criteria

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### 2.1 Explain how the project meets all of the following essential eligibility criteria of the WDI Continuing Education Program:

- The application is submitted by a partnership between a recognized learning institution and a dairy industry association (national or provincial).
- The application partners are able to enter into a tripartite agreement with the CDC.

## 3 Evaluation of the Applicants

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- 3.1 Describe the Applicants' managerial skills and experience in developing and producing course content and programs and in delivering them to a target audience and if applicable, demonstrate the Applicants' ability to outsource some or all of the course content design.
- 3.2 Describe the Applicants' managerial skills in promoting course content and programs and provide recent examples of achievements in this area.
- 3.3 Provide the business and GST numbers for both Applicants.
- 3.4 Provide letters of incorporation for both Applicants.

## 4 Nature of the project

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### 4.1 Project overview

#### 4.1.1 Objectives

- Provide an overview of the project, including its scope and objectives.

#### 4.1.2 *Expected results*

- Describe the expected results to be achieved with this project.

## 4.2 **Description of the project**

Please provide the following required information in writing:

- Describe what training or educational needs are being met by the course content to be developed under this project. How were those needs identified (consultations, studies, etc.)? Provide any data or research to support this assessment.
- Describe in detail the course content and material to be developed for the program or the course, including the areas of dairy production or manufacturing that are targeted.
- What type/level of employees are targeted by the course content (dairy herdsman, plant workers, cheese makers, etc.).
- How many workers are expected to be trained?
- What type of confirmation/certificate will be issued to students upon completion of the course or the program and will it be recognized by the industry or the government?
- Describe the promotional plan that will be put in place to attract the targeted audience.
- How will the course/program be delivered (learning institution, in-plant, e-learning, etc.)? Will the course/program be offered on a part-time or full-time basis? How often will the course/program be offered?
- Will the course material be offered in both official languages and if so, how will you ensure the quality of the translation?
- Provide the performance indicators and targets that will be used to evaluate the project

## 5 **Project details**

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### 5.1 **Project plan**

#### 5.1.1 *Timeline*

- Provide a project timeline: key activities, time estimates, and expected dates at which progress reports and the final report will be provided to the CDC. Indicate the expected completion date for the project. Please use the Project Timeline Template provided in Appendix A.

### 5.2 **Experience and expertise in training and education**

- If the course/program content will be developed “in-house” by industry experts, professors and/or staff:
  - Describe the role of each staff member of the learning institution and/or dairy industry association and mention their title, background in education, and/or relevant industry experience and expertise.
  - Describe the facilities to be used in the development and delivery of the course/program content.

- If the Applicants intend to work with contractors and consultants to develop and deliver (if applicable) the course/program content:

Provide the names of all the contractors and the consultants who will be involved in the development, production and delivery of the course/program content.

- Describe the role and implication of each contractors and consultants.
- Describe the skills and the expertise of each contractors and consultants in relation to the consultation and/or course/program content development needs of the project. Provide resumes if relevant.

## **6 Project costs**

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### **6.1 Description of eligible costs**

- Describe and evaluate the costs of each activity of the project. Please use the Project Cost Template provided in Appendix B. the WDI Continuing Education Program Guide for “Eligible Expenses”.

#### *6.1.1 Estimated direct labour costs*

- List and describe the estimated direct labour costs for the project. Provide as many details as possible and specify to which activity each cost is associated (examples: content development, production of course materials, and production of promotional materials).

#### *6.1.2 Estimated contractors and consultants cost*

- Include the estimated contractors and consultants costs for the project. Provide as many details as possible and specify to which activity each cost is associated (see previous examples). Please include the contract/proposal provided by the contractors and/or consultants.

#### *6.1.3 Estimated direct material costs*

- List and describe the estimated direct material costs for the project. Provide as many details as possible and specify to which activity each cost is associated (see previous examples).

### **6.2 Financial resources**

- The Applicants agree to submit to a credit check if deemed necessary by the CDC.

#### *6.2.1 Other sources of funding (if applicable)*

- Provide a list of all other sources of funding related to the course/program content development and delivery and the amount of funding secured.

## APPENDIX A

### *Project Timeline Template*

<b><i>Key Activities</i></b>	<b><i>Name of In-House Resource &amp; Title</i></b>	<b><i>Name of Contractor or Consultant Resource &amp; Title</i></b>	<b><i>Timeline</i></b>

