



## Wildfire Business Transition Program Self-Directed Training Plan

The Wildfire Business Transition - Self Directed Training Program is intended to help businesses and not-for-profits (organizations) impacted by the 2017 wild fire season, to identify their training needs and to provide financial support to meet those needs.

### **Eligible Organization and Training Plan Application**

This application will be used to:

1. assess your organization's eligibility for the program
2. outline the type of training activity required to help your organization move forward to economic stability

If your Application is eligible for funding, you will be notified by Community Futures, and provided copies of the Owner/Manager and Employee Training Request forms.

Legal Name of Organization

Address

<input type="text"/>	<input type="text"/>	<input type="text"/>
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City

Postal Code

Phone Number

Name of Community your business operates in

Indicate your Business Type from the list below

- Accommodation & Food Services / Restaurant
- Agriculture/ Farming/ Ranching
- Arts, Entertainment and Recreation
- Associations, Non-profits, Charities
- Construction
- Educational Services/ Training Consultants
- First Nations Cultural Livelihoods
- Healthcare & Social Assistance
- Manufacturing
- Mining
- Physical Education/ Training/ Sports
- Professional, Scientific, Technical Services
- Real Estate and Leasing
- Retail Trade
- Services – Cleaning, Maintenance, Landscaping
- Services- Personal Care, Hair Dressing, Esthetics, Etc.
- Services- Pet/ Cattle/ Horses
- Timber / Lumber Trade
- Trades – except construction
- Transportation and Warehousing
- Trapping, Fishing, Hunting and Guide Outfitting
- Other

Specify the person who will be the primary contact for the Community Futures Wildfire Business Transition Program and has the authority to approve training.

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First Name

Last Name

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Phone Number

Email Address

Please answer the following questions by circling **YES** or **NO**.

1. Your organization is a:

a. Business. **YES**  **NO**

b. Not-For-Profit engaged in revenue generating activities. **YES**  **NO**

i. If **YES**, briefly describe the Not-For-Profit activities:

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2. Has your organization been negatively affected by the 2017 wildfire season?

**YES**  **NO**

3. Does your organization have less than 50 employees? **YES**  **NO**

4. Has your organization had a Net Profit of less than \$250,000 in the past 12 months? **YES**  **NO**

5. Was your organization in operation prior to July 7, 2017? **YES**  **NO**

6. Is your organization still in operation? **YES**  **NO**

Where available, please provide one of the following registration numbers:

BC Registry Number	
Extra-Provincial Registry Number	
BC Societies Registry Number	
CRA Business Number	

Other (please explain): \_\_\_\_\_

**Please review the Funding Terms & Conditions below:**

- ✓ Organizations meeting eligibility requirements are not guaranteed funding.
- ✓ Funds are limited and will be made available on a first-come, first-served basis.
- ✓ Approval of applications does not constitute an endorsement of any training provider, training course, or program.
- ✓ All applications will be assessed on a case by case basis.  
All decisions regarding the eligibility of organizations, participants, training providers, training programs, and reimbursable costs will be made by Community Futures.
- ✓ This funding is not intended to replace existing funding that may be available through the Canada Jobs Grant or other Work BC programs. While there is no requirement for businesses to access other funding sources for requests up to \$10,000, organizations must disclose in their training plan if they have other funding sources for the same training.
- ✓ Due to the limited funds available under this program, applicants are encouraged to apply for other funding sources where appropriate. Community Futures reserves the right to deny or limit funding where other programs are deemed to be more appropriate.

**I have read and understand the Funding Terms & Conditions above.**

## Training Plan

Eligible organizations can apply for up to a maximum of \$10,000 in training funding as follows:

- Up to \$2,500 per owner/manager for self-identified Business Coach and/or self-identified eligible training and travel expenses.
- Up to \$7,500 for self-identified employee training and travel expenses, not to exceed \$2,500 per employee.

*See sample training plan at the end of this application package.*

Please complete the following:

1. Describe the impact the fires had on the organization and how it has influenced training needs.

2. Provide a description of the type(s) of training needed.

3. Describe how this training will help the organization move forward to economic stability.

4. Do you require assistance with developing a training plan and/or identifying training resources? **YES**  **NO**

If **YES**, Community Futures will contact you for an appointment.

## Application Certification

I have the authority to submit this application. **YES** **NO**

➤ I attest that all information is true, accurate, and complete. **YES** **NO**

➤ I understand that any false statements or deliberate omissions may disqualify the application. **YES** **NO**

➤ Sampling and spot audits will be used to verify information provided in this application. Community Futures reserves the right to contact participants, trainers or any other person in order to substantiate the claims, training activities or other related matters.

- I agree to retain and provide all receipts and information regarding the training funded by the Community Futures Wildfire Support Program. **YES** **NO**

- In the event that any funds provided to our organization are not used for the intended purpose, I agree to return the unused funds to Community Futures. **YES** **NO**

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Completed by

Date

## Submitting your application

- If the Community Futures Wildfire Business Transition Committee requires any further information about your application, you will be contacted by Laurie Rice.
- If your application is not eligible for funding, you will be notified by e-mail.
- If your Application is eligible for funding, you will be notified by e-mail and provided copies of the Owner/Manager and Employee Training Request forms.
- The Training Request forms will provide detailed descriptions of the exact type of training requested, location of training, costs associated with the training, and training dates.

Once you have completed this application you can:

- ✓ Mail it to:
  - Community Futures North Cariboo
  - 335A Vaughan Street, Quesnel, BC V2J 2T1
- ✓ Fax it to:
  - 250-992-7700
- ✓ E-Mail to:
  - [info@cfquesnel.com](mailto:info@cfquesnel.com)

You will be contacted within 10 business days.

If you have any questions, please call Laurie Rice at 250-255-2485 or toll free at 1-855-782-5049.



## SAMPLE TRAINING PLAN

### 1. Describe the impact the fires had on the organization and how it has influenced training needs.

The wildfires of 2017 had an impact on our organization by (loss of employees, loss of revenue, damage so needed to relocate, other)

To be sustainable or generate additional revenue our organization would need to have (training needs)

### 2. Provide a description of the type(s) of training needed.

Provide a bullet list of identified training and a short description.

### 3. Describe how this training will help the organization move forward to economic stability.

We currently have staff that require this training because they are (new, have expired certifications or tickets, we have identified new skill set requirements and/or needs).

This training will provide the skills (name them) to help our organization to (remain in compliance with legislation, be successful, be competitive, to generate new revenue, other).