January 25, 2013

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: AES/025/2012]

On October 3, 2012, the Department of Advanced Education and Skills received your request for access to the following records:

_I am requesting under the Access to Information Act copies of all applications/proposals submitted to the Department of Advanced Education and Skills by any groups, associations, agencies, community groups, corporations, etc from Bell Island. In addition, I am requesting details of the funding for the associated approved proposals, budget breakdown for each contract and the associated sponsor of each program funded on Bell Island._

As per your email dated Oct. 4, 2012, the time frame for this request has been identified to include the last five years (2007-2012).

The Office of the Information and Privacy Commissioner, in accordance with paragraph 16(2)(c) of the Access to Information and Protection of Privacy Act provided an extension on October 22 for an additional 30 days. This extended the deadline to respond to Nov. 22, 2012. Section 16(2)(c) states:

16(2) In addition to the authority under subsection (1), with the approval of the commissioner, the head of a public body may extend the time for responding to a request as follows:
   (c) where the commissioner otherwise considers that it is fair and reasonable to do so, as the commissioner considers appropriate.

This is to inform you that your request for access to these records has been granted in part. In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

Access to the remaining records, and/or information contained within the records, has been refused in accordance with the following exceptions to disclosure, as specified in the Access to Information and Protection of Privacy Act (the Act):

Section 27(1)(b) The head of a public body shall refuse to disclose to an applicant information that would reveal commercial, financial, labour relations, scientific or technical information of a third party, that is supplied, implicitly or explicitly, in confidence and is treated consistently as confidential information by the third party.

Section 30(1) The head of a public body shall refuse to disclose personal information to an applicant.
As required by subsection 7(2) of the Act, we have severed information that is excepted from disclosure and have provided you with as much information as possible.

Section 43 of the Act provides that you may ask the Information and Privacy Commissioner to review this partial refusal of access or you may appeal the refusal to the Supreme Court Trial Division. A request to the Information and Privacy Commissioner shall be made in writing within 60 days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
34 Pippy Place
P. O. Box 13004, Stn. A
St. John’s, NL, A1B 3V8
Telephone: (709) 729-6309
Facsimile: (709) 729-6500

In the event that you choose to appeal to the Supreme Court, you must do so within 30 days of the date of this letter. Section 60 of the Act sets out the process to be followed when filing such an appeal.

If you have any further questions, please feel free to contact the ATIPP Coordinator, Alicia Sutton, at telephone number 729-5152.

Yours sincerely,

[Signature]

Darrin Pike
Deputy Minister

Enclosure
### Cashflow Forecast, Revenue and Record of Expenditures - ABE Level I & One to One Literacy Programs

#### Anticipated Revenue 10-11

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I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

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## OGRAM Cashflow Forecast; Revenue and Record of Expenditures - ABE Level I & One to One Literacy Programs

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#### Notes

- I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

---

Signature: [Signature]

Note: Signature required must be from an employer representative, not the instructor.

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Signature: [Signature]

Note: Signature required must be from an employer representative, not the instructor.

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Signature: [Signature]

Note: Signature required must be from an employer representative, not the instructor.
### Anticipated Revenue 10-11

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</table>

I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):

**Note:**
- The table above outlines the anticipated revenue for different categories for terms 1, 2, and 3. It includes details for the Department of Education, HRSDC (Service Canada), Sponsoring Organization, and Other. The budgeted, actual, and difference figures are provided for each category. The total revenue and the number of weeks for each period are also specified.}

---

**Note:**
- The table above outlines the anticipated revenue for different categories for terms 1, 2, and 3. It includes details for the Department of Education, HRSDC (Service Canada), Sponsoring Organization, and Other. The budgeted, actual, and difference figures are provided for each category. The total revenue and the number of weeks for each period are also specified. It also includes a certification statement at the bottom of the page.
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<th>DIFFERENCE</th>
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## Projected Budget 2010-11

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\* 11.25%\*16; \*21\*21

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<p>| i -20 first | $32,270    | $0                  | $1,367.90         | $0               | $3,710                 | $3,000    | $2,500| $7,402.58| $18,412.24| $68,602.72 |
| 21 second  | $32,270    | $0                  | $1,000            | $0               | $1,000                 | $3,000    | $1,000| $5,000| $10,000| $53,270 |</p>
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I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

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Date: [Date]
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<th>DIFFERENCE</th>
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<th>ACTUAL</th>
<th>DIFFERENCE</th>
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<td>60,000</td>
<td>3,000</td>
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<td>60,000</td>
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I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):

Signature (signature required must be from an employer representative, not the instructor):
# ABE Level I and Basic Literacy Programs

**Literacy Grants Funding 2010-11**

*Bell Island Adult Education Association – Program Renewal Levels I & II*

<table>
<thead>
<tr>
<th>Items</th>
<th>Amount provided by the Department of Education</th>
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</thead>
<tbody>
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<td>Salaries + MERC</td>
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<tr>
<td>Telephone/Fax/Internet</td>
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</tr>
<tr>
<td>Rent</td>
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</tr>
<tr>
<td>Office Supplies</td>
<td>1,000</td>
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<tr>
<td>Resources/Materials</td>
<td>3,000</td>
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<tr>
<td>Administration</td>
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<tr>
<td>Other</td>
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<tr>
<td>Field trips</td>
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<td><strong>Total</strong></td>
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ABE Level I and Basic Literacy Programs

Literacy Grants Funding 2010-11

*Bell Island Adult Education Association – Program Expansion Level III*

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<th>Items</th>
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<tr>
<td>Equipment Lease</td>
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<td>Office Supplies</td>
<td>1,000</td>
</tr>
<tr>
<td>Resources/Materials</td>
<td>10,000</td>
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<tr>
<td>Administration</td>
<td>2,500</td>
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<tr>
<td>Other</td>
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<td>Field trips</td>
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<tr>
<td>Total</td>
<td>$62,000</td>
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### Projected Budget 2010-11

**ABE Level I and Basic Literacy Programs**

**Site:** Bell Island Educational Program ABE Level 1 and 2

**Sponsored By:** Bell Island Educational Committee

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<tr>
<th>Items</th>
<th>Total cost of the item</th>
<th>Amount received from other funding source(s)</th>
<th>Amount requested from Dept. of Education</th>
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<td>Salaries + MERC DETAILS</td>
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<td>$45,000</td>
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<tr>
<td><strong>Increased</strong></td>
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<tr>
<td>Equipment Lease DETAILS</td>
<td>$4,000</td>
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<td>$2,000</td>
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<tr>
<td><strong>Slight decrease</strong></td>
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<td>Telephone/Fax/internet DETAILS</td>
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<td><strong>Slight increase</strong></td>
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<tr>
<td>Office Supplies DETAILS</td>
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<tr>
<td><strong>Same as 09/11</strong></td>
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<tr>
<td>Resources/Materials DETAILS</td>
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<tr>
<td>Publicity DETAILS的方式</td>
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<td>Administration DETAILS</td>
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<td>Other Travel DETAILS</td>
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<td><strong>New item</strong></td>
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<tr>
<td>Other Training DETAILS</td>
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</table>

**Total**

$77,300

$15,300

$62,000

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**Signature of signing officer (Board Member):**

[Signature]

**Date:**

June 30, 2010

---

**Title of signing officer:**

Chair
Comments:
The Bell Island Educational program has had
progress in its goal with every child and retaining
students. Due to the financial circumstances of the
school, making their alliance for increased support
and additional funding is essential that a process of support
for its individual needs should be established. This
would be done in conjunction with the Department
of W.C.E. Education and the Committee input and
determined by the Bell Island Educational Committee

Computer/IT Equipment Status:
Presently the committee has two outdated
desk top computers. This is a major stumbling
block to enhancing the learning process of our
students.
### Projected Budget 2010-11

#### ABE Level 3

**Site:** Bell Island Educational Program ABE Level 3

**Sponsored By:** The Bell Island Educational Committee

<table>
<thead>
<tr>
<th>Items</th>
<th>Total cost of the item</th>
<th>Amount received from other funding source(s)</th>
<th>Amount requested from Dept. of Education</th>
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<tr>
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<td>Equipment Lease DETAILS</td>
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<td>Telephone/Fax/Internet</td>
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<td>Rent DETAILS</td>
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<tr>
<td>Heat &amp; Light DETAILS</td>
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<td>Office Supplies DETAILS</td>
<td>$3,000</td>
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<td>Resources/Materials DETAILS</td>
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<td>Other Travel DETAILS</td>
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<td><strong>$19,000</strong></td>
<td><strong>$55,000</strong></td>
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</table>

---

*Signature of signing officer (Board Member)*

*Title of signing officer*

*Date*

David Brazil

Chair

June 30, 2010
Comments: The success of the Level I and II ARE program over the past 20 months has proven that the ability to offer a Level IT program and recruit adequate participants is attainable.

Computer/IT Equipment Status: Presently no computer equipment. We will need complete computer equipment if the Level IT program is approved.
Bell Island

Budget 2009-10

Revenue Breakdown:

Guaranteed Revenue

Department of Education Literacy Grant $41,000
Your Organization $3,000
Other in-kind $7,000
TOTAL $51,000

Potential Revenue $10,000

TOTAL Guaranteed and Potential $61,000

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<td>Telephone/Fax/Internet</td>
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<tr>
<td>Rent</td>
<td></td>
<td>3,000</td>
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</tr>
<tr>
<td>Heat &amp; Light</td>
<td></td>
<td>1,000</td>
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Signing officer (Board Member) **PLEASE PRINT**

Title of signing officer

Signature of signing officer (Board Member) Date
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</table>

I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):
## SITE NAME: B C A B E
Cashflow Forecast, Revenue and Record of Expenditures - ABE Level I & One to One Literacy Programs

### ANTICIPATED REVENUE 10-11

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<th>Term 3</th>
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I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):

---

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---

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Signature (signature required must be from an employer representative, not the instructor):
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<th>BUDGET ITEMS</th>
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<th>DIFFERENCE</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
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I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):
### Anticipated Revenue 10-11

<table>
<thead>
<tr>
<th>Department of Education</th>
<th>Budgeted (Dept of Ed Grant)</th>
<th>Actual (Dept of Ed Grant)</th>
<th>Difference</th>
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</thead>
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<table>
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I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature: [Signature]
Date: [Date]

I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature: [Signature]
Date: [Date]
<table>
<thead>
<tr>
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<th>TERM 1</th>
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<th>TERM 3</th>
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<td>In-Kind</td>
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</tr>
<tr>
<td>Potential</td>
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<tr>
<td>TOTAL</td>
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SEPT 8/09 - NOV 27/09 # of weeks 12

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</table>

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Signature (signature required must be from an employer representative, not the instructor):

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Signature (signature required must be from an employer representative, not the instructor):

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Signature (signature required must be from an employer representative, not the instructor):
SITE NAME: BELL ISLAND RECREATION AND SOCIAL COMMISSION - ABE PROGRAM

Cashflow Forecast, Revenue and Record of Expenditures - ABE Level I & One to One Literacy Programs

| 2008-09 |
|---|---|---|---|
| **REVENUE RECEIVED** |  |  |  |
| Department of Education | $ |  |  |
| Sponsoring Organization | $ |  |  |
| Other | $ |  |  |
| **TOTAL** | $ |  |  |
| **BUDGET ITEMS** | Annual Budget (Dept of Ed Grant) | **BUDGETED** | **ACTUAL** | **DIFFERENCE** |
| SALARIES | 20,500 |  |  |  |
| FACILITIES: |  |  |  |  |
| Equipment | $ |  |  |  |
| Tele/Fax/Net | $ |  |  |  |
| Rent | $ |  |  |  |
| H&L | $ |  |  |  |
| MATERIALS | $ |  |  |  |
| PUBLICITY | $ |  |  |  |
| **TOTAL** | $ |  |  |  |

I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):
### BELL ISLAND HALF AND HALF EDUCATIONAL PROGRAM

Cashflow Forecast, Revenue and Record of Expenditures - ABE Level 1 & One to One Literacy Programs

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<tr>
<td>In-Kind</td>
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<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Potential</td>
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<tr>
<td><strong>TOTAL</strong></td>
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**SEPT 8/09 - NOV 27/09 # of weeks 12**

**DEC 1/09 - FEB 26/10 # of weeks 13**

**MAR 1/10 - ___/10 (Closure date) # of weeks ___**

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<th>ACTUAL</th>
<th>DIFFERENCE</th>
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<th>ACTUAL</th>
<th>DIFFERENCE</th>
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<tr>
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<td>-</td>
</tr>
</tbody>
</table>

*Signature (signature required must be from an employer representative, not the instructor):*

I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):
Bell Island

Budget 2009-10

Revenue Breakdown:

Guaranteed Revenue

Department of Education Literacy Grant $ 41,000
Your Organization $ 3,000
Other In-kind $ 7,000
TOTAL In-kind $ 51,000

Potential Revenue $ 10,000

TOTAL Guaranteed and Potential $ 61,000

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<th>Items</th>
<th>Total cost of the Item</th>
<th>Amount received from other funding source(s)</th>
<th>Amount received from DOE</th>
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<tbody>
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<tr>
<td>Equipment Lease</td>
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<td></td>
</tr>
<tr>
<td>Telephone/Fax/Internet</td>
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<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td></td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Heat &amp; Light</td>
<td></td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Materials</td>
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<tr>
<td>Total</td>
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<td>$ 41,000</td>
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Signing officer (Board Member) **PLEASE PRINT**

Title of signing officer

Signature of signing officer (Board Member)

Date
Revenue Breakdown:

Guaranteed Revenue
Department of Education Literacy Grant $41,000
Your Organization $3,000
Other $700
TOTAL $51,000

Potential Revenue $10,000

TOTAL Guaranteed and Potential $61,000

<table>
<thead>
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<th>Items</th>
<th>Total cost of the item</th>
<th>Amount received from other funding source(s)</th>
<th>Amount received from DOE</th>
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<tr>
<td>Heat &amp; Light</td>
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<tr>
<td>Materials</td>
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<td>Total</td>
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<td>51,000</td>
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</tbody>
</table>

DAVID BRAZIL
Signin officer (Board Member) PLEASE PRINT

Title of signing officer

Signature of signing officer (Board Member) 4/13/09

Date
# Bell Island Half and Half Educational Program

**Cashflow Forecast, Revenue and Record of Expenditures - ABE Level I & One to One Literacy Programs**

## Anticipated Revenue 09-10

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenue Received</td>
<td>Revenue Received</td>
<td>Revenue Received</td>
</tr>
<tr>
<td>Department of Education</td>
<td>$41,000</td>
<td>$14,000</td>
<td>$</td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td>$3,000</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>In-Kind</td>
<td>$7,000</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Potential</td>
<td>$10,000</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$51,000</td>
<td>$24,000</td>
<td>$</td>
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</tbody>
</table>

**Budget Items**

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Annual Budget (Dept of Ed Grant)</th>
<th>Budgeted</th>
<th>Actual</th>
<th>Difference</th>
<th>Budgeted</th>
<th>Actual</th>
<th>Difference</th>
<th>Budgeted</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$32,000</td>
<td></td>
<td>9,600</td>
<td>0</td>
<td></td>
<td>9,600</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Facilities**

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Budgeted</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td></td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,000</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td>1,000</td>
<td>500</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>17,400</td>
<td>500</td>
</tr>
</tbody>
</table>

I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):

---

**Note:** All terms are represented in the table with corresponding revenue and budgeted/actual amounts. The table also includes a section for facilities and travel expenses. Each column is labeled with the term it represents (Term 1, Term 2, Term 3). The budgeted, actual, and difference columns are included for each item listed. The table concludes with a certification section indicating that the information is accurate and complete.
<table>
<thead>
<tr>
<th>BUDGET ITEMS</th>
<th>Annual Budget (Dept of Ed Grant)</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>$32,000</td>
<td>$9,600</td>
<td>$9,600</td>
<td>$11,400</td>
</tr>
<tr>
<td>FACILITIES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
</tr>
<tr>
<td>Tele/Fax/Net</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
</tr>
<tr>
<td>Rent</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>0</td>
</tr>
<tr>
<td>H &amp; L</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
</tr>
<tr>
<td>MATERIALS</td>
<td>1,000</td>
<td>500</td>
<td>500</td>
<td>0</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>1,000</td>
<td>300</td>
<td>300</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>17,900</td>
<td>17,400</td>
<td>500</td>
<td>17,400</td>
</tr>
</tbody>
</table>

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Signature (signature required must be from an employer representative, not the instructor):

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTICIPATED REVENUE 09-10</td>
<td>TERM 1</td>
<td>TERM 2</td>
</tr>
<tr>
<td>Department of Education</td>
<td>$41,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td>$3,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>In-Kind</td>
<td>$7,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Potential</td>
<td>$10,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$51,000</td>
<td>$24,000</td>
</tr>
</tbody>
</table>

SEPT 8/09 - NOV 27/09 # of weeks 12 | DEC 1/09 - FEB 26/10 # of weeks 12 | MAR 2/10 - _______10 (Closure date) # of weeks ___

I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):

Signature (signature required must be from an employer representative, not the instructor):
Site: Bell Island (Half and Half Educational Program)

Budget 2009-10

Revenue Breakdown:

Guaranteed Revenue

Department of Education Literacy Grant $ 41,000
Your Organization $ 2,000
Other $ 6,000
TOTAL $ 51,000

Potential Revenue

Foundations $ 2,000

TOTAL Guaranteed and Potential $ 51,000

<table>
<thead>
<tr>
<th>Items</th>
<th>Total cost of the item</th>
<th>Amount received from other funding source(s)</th>
<th>Amount received from DOE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$ 31,500</td>
<td>$ 31,500</td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Lease</td>
<td>$ 2,000</td>
<td>$ 2,000</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>Telephone/Fax/Internet</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>Rent</td>
<td>$ 4,000</td>
<td>$ 4,000</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>Heat &amp; Light</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>$ 5,000</td>
<td>$ 2,000</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>Publicity/Travel</td>
<td>$ 1,500</td>
<td>$ 1,500</td>
<td>$ 1,500</td>
</tr>
</tbody>
</table>

Total $ 51,000 $ 10,000 $ 41,000

David Brazil
Signing officer (Board Member) PLEASE PRINT

Chair
Title of signing officer

Signature of signing officer (Board Member)  Date
June 30, 09
Please complete all appropriate sections of this application and send the completed form to:

Division of Adult Learning and Literacy
Department of Education
4\textsuperscript{th} Floor, West Block, Confederation Building
P.O. Box 8700
St. John's, NL, A1B 4J6
Fax: (709) 729-6246

Faxed copies are acceptable but originals must also be mailed. All applications must be received by a Department of Education representative on or before September 30, 2008.

NOTE: Incomplete applications will not be considered. Other documentation may be required, upon request. All documentation must be submitted and approved by the Department before a funding contract will be offered.

SECTION A

I agree that the organization I represent meets the 2008-09 Terms and Conditions of Funding as specified by the Department of Education.

I agree that my organization can provide additional supporting and/or evidentiary documentation, as requested.

I am an authorized signing authority for my organization's Governing Body.

\begin{center}
\textbf{David Brazil} \\
Signing officer (printed) \\
\textbf{Chair} \\
Title of signing officer \\
\textbf{Dec 30, 08} \\
Date
\end{center}

SECTION B

\begin{center}
Organization name: Bell Island Recreation and Social Commission, Town of Wabana \\
Contact person: David Brazil \\
Title: Chair \\
Organization's street address: West Mines Road \\
Organization's complete mailing address (P.O. Box/Street number, city, postal code): P.O. Box 911, Bell Island, NL, A0A 4H0 \\
Telephone #: (709) 729-1068 \\
Fax #: (709) 729-3181 \\
Toll-free #: \\
E-mail: davidbrazil@go.gov.nl.ca \\
Website: www.bellisland.net
\end{center}
Has this organization received previous literacy grant funding? Yes □ No □

If "Yes", please list the source and amount for the past three years:
2007-08: 
2006-07: 
2005-06: 

GOVERNANCE

Please provide information on all current members of the organization’s governing body.

<table>
<thead>
<tr>
<th>Name</th>
<th>Board Position/Title</th>
<th>Address (Home)</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Brazil</td>
<td>Chair</td>
<td>St. John's, NL</td>
<td>729-6890</td>
<td><a href="mailto:david.brazil@gov.nt.ca">david.brazil@gov.nt.ca</a></td>
</tr>
<tr>
<td>Paula King</td>
<td>Treasurer</td>
<td>Bell Island</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gary Gosine</td>
<td>Vice Chair</td>
<td>Bell Island</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norm King</td>
<td>Secretary</td>
<td>Bell Island</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe Somerton</td>
<td>Director</td>
<td>Bell Island</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Organizations must have at least two signing authorities. Please list all signing authorities.

David Brazil, Paula King, Gary Gosine

INSTRUCTOR

Please attach instructor’s resume and proof of qualifications.

SECTION C

1. Carefully read the eligible expenditure categories as outlined in the 2008-09 Terms and Conditions of Funding.
2. Complete the budget chart on the next page.
3. Verify the information by providing the signature of an organizational representative with signing authority.
### Proposed Budget 2008-09

<table>
<thead>
<tr>
<th>Item</th>
<th>Total cost of the Item</th>
<th>Guaranteed and Potential Revenue</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries (Rates above $20/hr must have the difference secured from another funding source)</td>
<td>$28,000</td>
<td></td>
<td>$28,000</td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 rooms - $700/mo for both</td>
<td>$7,000</td>
<td>$8,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book, materials, assessment tools, computer programs, etc.</td>
<td>$7,000</td>
<td>$1,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Publicity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public call for clients, advertising, papers</td>
<td>$2,000</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Others (Specify item and source)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stipend, travel to CONA and related job fair</td>
<td>$7,000</td>
<td>$7,000</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$51,000</td>
<td>$19,000</td>
<td>$41,000</td>
</tr>
</tbody>
</table>

**Revenue Breakdown:**

a) Guaranteed Revenue
   - Your Organization $3,000
   - Other (specify)  $7,000

b) Potential Revenue (Specify Sources)
   - $16,000

Guaranteed and Potential Revenue: TOTAL $10,000

**Name of signing officer (please print)**

David Brazil

**Title of signing officer**

Chair

**Signature of signing officer**

David Brazil

**Date**

April 2008
SECTION D

- Attach a minimum of 2 letters from community partners, community organizations, or participants indicating support for your proposal. NOTE: Support letters must indicate how they will assist the program and the type of support being provided i.e., financial or in-kind donations (please be specific).

- Attach the most recent financial report for the sponsoring organization. This financial report must be signed by a member of the governing body, with signing authority. By signing the financial report, the member is certifying that:
  - the organization is in good financial standing;
  - he/she is authorized to sign on behalf of the organization;
  - that the information contained in this report is accurate and reported in the proper period; and
  - all supporting documentation is available for audit if required by the Department.
Mayor
Gary Gosine

Deputy Mayor
John Pendergast

Councillors
Joe Somerton
Pat Craig
Brian Kent
Dr. Alexa Laurie
Kevin McCarthy

Town
Manager/Town
Clerk
Diane Butler

Admin Assistant
Marilyn Stoyles

Acct. Rec. Officer
Joe Donkers

2008 10 08
Ms. Cindy Christopher
Dept. of Education

Dear Ms. Christopher:

This is to advise that the Town of Wabana wholeheartedly supports the implementation of an ABE Level 1 course for Bell Island. This course would definitely enhance the educational needs of some of our people. We sincerely hope this program can be approved for our community.

Yours sincerely,

Gary Gosine,
Mayor
SITE NAME: BELL ISLAND RECREATION AND SOCIAL COMMISSION - ABE PROGRAM

Cashflow Forecast, Revenue and Record of Expenditures - ABE Level I & One to One Literacy Programs

2008-09

<table>
<thead>
<tr>
<th>BUDGET ITEMS</th>
<th>ANNUAL BUDGET (DEPT OF ED GRANT)</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
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<td>16,000</td>
<td>13,500</td>
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<tr>
<td>FACILITIES:</td>
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<tr>
<td></td>
<td>Equipment</td>
<td>$ 3,000</td>
<td>3,000</td>
<td>2,600</td>
</tr>
<tr>
<td></td>
<td>Tele/Fax/Net</td>
<td>$ 2,000</td>
<td>2,000</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td>Rent</td>
<td>$ 7,000</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td></td>
<td>H &amp; L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATERIALS</td>
<td>$ 1,500</td>
<td>1,500</td>
<td>1,300</td>
</tr>
<tr>
<td>PUBLICITY</td>
<td></td>
<td>$ 3,500</td>
<td>3,500</td>
<td>3,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$ 22,000</td>
<td>20,500</td>
<td>15,500</td>
</tr>
</tbody>
</table>

REVENUE RECEIVED

| Department of Education | $ 20,500 |
| Sponsoring Organization | $ 2,500  |
| Other                  | $ 5,000  |

TOTAL: $ 28,000

I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature (signature required must be from an employer representative, not the instructor):

[Signature]
Please complete all appropriate sections of this application and send the completed form to:

Division of Adult Learning and Literacy
Department of Education
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Fax: (709) 729-6246

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SECTION A

I agree that the organization I represent meets the 2008-09 Terms and Conditions of Funding as specified by the Department of Education.

I agree that my organization can provide additional supporting and/or evidentiary documentation, as requested.

I am an authorized signing authority for my organization’s Governing Body.

David Brazil
Signing officer (printed)

Chair
Title of signing officer

Signature of signing officer

Date 30.08

SECTION B

Organization name Bell Island Recreation and Social Commission, Town of Weelsa

Contact person David Brazil  Title Chair

Organization’s street address West Mines Road

Organization’s complete mailing address (P.O. Box/Street number, city, postal code)
P.O. Box 911, Bell Island, NL A0A 4H0

Telephone # (709)729-1068  Fax # (709)488-3181  Toll-free #

E-mail davidbrazil@gov.nl.ca  Website www.bellisland.net
Has this organization received previous literacy grant funding? Yes ☐ No ☐

If "Yes", please list the source and amount for the past three years.
2007-08: 
2006-07: 
2005-06:

GOVERNANCE

Please provide information on all current members of the organization's governing body.

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</tr>
</thead>
<tbody>
<tr>
<td>David Brazil</td>
<td>Section 30 Chair</td>
<td>9 John's Rd, NL</td>
<td>729-6890</td>
<td><a href="mailto:davidbrazil@gov.nl.ca">davidbrazil@gov.nl.ca</a></td>
</tr>
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<tr>
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<td>Bell Island</td>
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<td></td>
</tr>
</tbody>
</table>

Organizations must have at least 2 two signing authorities. Please list all signing authorities.

David Brazil, Paula King, Gary Gosine

INSTRUCTOR

Please attach instructor's resume and proof of qualifications.

SECTION C

1. Carefully read the eligible expenditure categories as outlined in the 2008-09 Terms and Conditions of Funding.

2. Complete the budget chart on the next page.

3. Verify the information by providing the signature of an organizational representative with signing authority.
### Proposed Budget 2008-09

<table>
<thead>
<tr>
<th>Item</th>
<th>Total cost of the item</th>
<th>Guaranteed and Potential Revenue</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
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<td>$28,000</td>
</tr>
<tr>
<td>Facilities</td>
<td>10 months x $500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&amp; rooms - $700/mo for both</td>
<td>$7,000</td>
<td>$8,000</td>
<td>$5,000</td>
</tr>
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<td>Materials</td>
<td>$7,000</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>Book, materials, assessment tools, computer programs, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publicity</td>
<td>$2,000</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Public call for clients, advertising, papers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (Specify item and source) Stipends, travel to career and related job fair</td>
<td>$7,000</td>
<td>$7,000</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$51,000</td>
<td>$10,000</td>
<td>$41,000</td>
</tr>
</tbody>
</table>

**Revenue Breakdown:**

a) Guaranteed Revenue  
   Year Organization  
   $3,000 
   Other (specify) HCE $2,000 
   Other (specify) 

b) Potential Revenue (Specify Sources)  
   $ 
   $ 
   Guaranteed and Potential Revenue: TOTAL $10,000

**Signature of signing officer**

**Date**
SECTION D

☐ Attach a minimum of 2 letters from community partners, community organizations, or participants indicating support for your proposal. NOTE: Support letters must indicate how they will assist the program and the type of support being provided i.e., financial or in-kind donations (please be specific).

☐ Attach the most recent financial report for the sponsoring organization. This financial report must be signed by a member of the governing body, with signing authority. By signing the financial report, the member is certifying that:
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  o he/she is authorized to sign on behalf of the organization;
  o that the information contained in this report is accurate and reported in the proper period; and
  o all supporting documentation is available for audit if required by the Department.
## Cashflow Forecast, Revenue and Record of Expenditures - ABE Level 1 & One to One Literacy Programs

### TERM 1

<table>
<thead>
<tr>
<th>BUDGET ITEMS</th>
<th>ANNUAL BUDGET (DEPT OF ED GRANT)</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
<th>DIFFERENCE</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
<th>DIFFERENCE</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>15,000.00</td>
<td>12,000.00</td>
<td>12,000.00</td>
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I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature: [Signature]

Signature (signature required must be from an employer representative, not the instructor):

Section 271(b)

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I certify that the information contained in this report is accurate and reported in the proper period. All supporting documentation is available for audit.

Signature: [Signature]

Signature (signature required must be from an employer representative, not the instructor):
November 18, 2009

Mr. Geoff Newman  
Manager of Grants to Youth Serving Agencies  
Department of Human Resources, Labour and Employment  
Confederation Building  
St. Johns, NL  
A1C 5V3

Dear Mr. Newman,

Boys and Girls Clubs of Wabana have been operating the RANT program for nearly two years now and it has achieved success far beyond our expectations. Firstly, we have worked with three other clubs to deliver an employment program that is second to none.

We have also partnered with Memorial University on three initiatives related to the employment of our youth. We have described the first two initiatives in past letters. The third involves a new program designed for younger members called Be Green. With SIFE we have developed a third manual for usage in this program which has been so beneficial in the delivery of business ideas with the younger children.

We are extremely pleased with our accomplishments and look forward to further expansion and additions to the program. It is fast becoming one of the most important initiatives that we have ever undertaken and we are so grateful to the provincial Government for your support.

Due to the changes at the Provincial level the Boys and Girls Clubs of NL have given control of the RANT program to Wabana. We have completed all the administration on year two and worked with the other sites to complete the objectives.

The St. Johns Club has completed its program with RANT and will not be participating in the final year. This is mainly due to change in programming at the club and the fact that
they no longer have the teen population to participate in this initiative. To that end we wish to involve the James Hornell Boys and Girls Club in Buchans. This program will focus its last year on youth retention and a specific effort will be made to address this issue in rural areas. We want our youth to understand that there is a future in Newfoundland and Labrador for them.

Therefore, much of our effort will be focused on helping our youth to understand the market driven economy and assist them in choosing courses of study that will keep them at home in this province.

Again, we thank-you for your support and look forward to our continued relationship with the Youth Services Division.

Yours truly,

Leona Ezekiel  
Wabana Boys and Girls Club
RANT- Recognizing and Nurturing Talent

Project Description

RANT is a program designed to effectively assist teens and older youth in achieving their education and career goals and expose younger children to positive future opportunities.

Teen RANT (ages 13-20)

Today’s knowledge-based economy demands a well-educated and skilled workforce. The youth we serve deserve a dedicated program that ensures they have access to the resources and supports necessary to develop and execute a plan for future success.

Technology has become more and more important to our society, and by providing our youth with access to technology it will assist them in reaching their highest potential. Computers can uplift our youth and bring them a brighter future; they are a gateway to educational resources, learning enhancement games and homework help.

The youth at the Boys and Girls Clubs of Newfoundland Labrador can benefit from access to technology in a number of ways:

Benefits:

1. Children are learning faster and are becoming smarter
   - They are growing up computer literate and will have that as an advantage. Computer literacy is a huge job qualification that will put them a step ahead

2. Raised educational levels
   - Access to technology such as internet programs can improve reading skills, build memory, enhance hand eye coordination and improve math skills.
3. Improved self esteem and self confidence
   • By mastering computer skills youth build self esteem and self confidence and because of this they are better able to obtain employment and pursue educational goals. Learning software can help youth learn about human rights, leadership and health issues, it provides access to information that allows youth to learn marketable skills, required information and be heard by others, all of these qualities will aid youth in making healthier life choices and alternatives.

Technology Program Components:

The following training sessions in the area of technology will be made available to all RANT participants.

I. Word Processing
   • Efficient use of keyboard and controls
   • Typing accuracy and speed
   • File saving, sharing and transferring
   • Correcting punctuation and using spell check.

II. Internet
   • Topic search and site navigation
   • Narrowing down information
   • Printing from the internet.

III. Internet Safety
   • Presentation from RNC on internet safety and cyber-bullying awareness.

IV. Email
   • Creating email accounts
   • Inserting email footer scripts
   • Recognizing and writing formal and informal emails for specific purpose.

V. Computer Peripherals
• Connecting and installing hardware, printers, scanners and web cams
• Uploading from external sources, digital cameras, and USB mass storage function.

VI. Presentation Programs
• Familiarization with presentation programs
• Creating heading and sub-text
• Changing font and background effects
• Inserting clip-art
• Designing an effective presentation for a focus audience.

VII. Spreadsheet Programs
• Creating basic spreadsheets
• Understanding the basics of spreadsheet formulas
• Creating pie, bar, and line graphs from a data collection
• Inserting data and labelling graphs.

VIII. Graphic Drawing Creating Programs
• Creating digital drawings
• Developing information posters for print.

IX. Technology presentations at local post secondary schools
• Introduction to the available courses and programs in the field of technology offered at Memorial University, College of the North Atlantic, Academy Canada, and Centrac College of Business, Trades and Technology.

X. Job Shadowing
• Job shadowing and career relevant volunteer placements in the area of technology will be made available to the RANT participants.
RANT – Recognizing and Nurturing Talent

Project Description

RANT is a program designed to effectively assist teens in achieving their education and career goals and to expose younger children to positive future opportunities. This initiative will benefit children and youth from the Bell Island, Norris Arm and Buchans.

- Teen RANT
- Pre-teen RANT

Teen RANT (ages 13-17)

Today's knowledge-based economy demands a well-educated and skilled workforce. The youth we serve deserve a dedicated program that ensures they have access to the resources and supports necessary to develop and execute a plan for future success.

Pre-teen RANT (ages 10-12)

Young people are more likely to make positive choices if they are given the right supports and opportunities in their own communities early on. While much of our efforts will concentrate on teens, it is important to reach younger children with an early intervention strategy so they can understand the importance of education and work before pressures to dismiss school or drop out even exist.

Demographics

Wabana

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Goals, Objectives and Achievements

Goals:

1. Actively engage youth in development of future education and career planning.

Each participant completed in take and goal setting forms. The information acquired from the forms identified future career and salary expectations, subject areas of interest, subject areas that need improvement and much more. The information acquired from these forms laid the stepping stones that tailored the RANT program to each individual participant.

In an effort to help the participants identify their career goals HRLE staff will be asked to AGAIN assist this new group with Labour Market research that includes the demand, salary and qualifications for career options of interest. This provides a knowledge base that helps the participants chose courses they needed to achieve their career goals.

The focus of pre-teen RANT participants is related to long term vision and staying in school. At this age the members are guided through a process that ensures they understand what their future looks like and what they need to get there. Most of the sessions are related to building confidence, self esteem and improving subject areas in school. Once this is achieved the younger members are guided through business development, interview processes and exploration of future careers. We will also move forward to the delivery of Be Green with SIFE Memorial which focuses on the development of an environmentally responsible business.
2. Improve Self Esteem of Children and Youth

Staff members noticed a significant increase in the participants over the short time the program was offered. The positive and supportive environment that staff and members of the Boys and Girls Club create for each other has been a key element in this. Success, academic achievements and other accomplishments, are noted and celebrated at the Clubs. Individual achievements such as attending school for a complete week, completing assignments, attending all RANT sessions are all applauded and celebrated. By the end of the 2007-2008 school year staff witnessed increased study time, requests for help and positive attitudes towards final exams. This positive attitude stemmed from a growing sense of belief in themselves and their abilities.

Our pre-teen members also experienced a growth in self-confidence and self-esteem. Life and social skill sessions such as Dealing with Anger, Dealing with Being Left Out, Goal Setting, Who Am I and so many more provided skills and created an atmosphere that allowed members to express themselves in a positive manner. Also, our pre-teens success and achievements were acknowledged and celebrated.

4. Reduce Barriers Identified by Youth

The barriers that were identified by youth included:

a. Not having access to career information

In partnership with the Department of Human Resources, Labour and Employment our teen participants were given a tour and learned how to use the resources of the HRLE resource centre. Using Career Cruising software, the RANT members were able to research job opportunities, salaries and pre-requisites for careers of interest to them. Our Teens also attended career fairs, Skills Canada Competitions and Lab Extravaganza at Memorial.
b. Working (paying jobs) too many hours

Many discussions were held with our teens to identify why they were working so many hours. Some teens were working over 35 hours a week and trying to attend school and complete assignments. We have noticed over the past few years, the number of minimum wage positions open to our youth have dramatically increased. It is easier than ever before for our teens to find a part-time position. The RANT program recognizes that it is important for our youth to have part-time jobs but needed to create a way to help our teens create balance in their lives. Youth led discussions were held and as a result. The TEENS wanted RANT contracts created to prove their commitment to the program and to themselves. In addition to this, several participants asked RANT staff to help them approach school guidance counselors to see if it was possible to be assigned extra work to make up for lost time. Not only were extra assignments given but the participants also signed contracts with their schools!

RANT staff noted that the Labour Market information that the members researched at HRLE was one of the incentives that helped refocus some of them back to school. For the first time they had a clear picture of what needed to be completed to achieve their goals.

c. Home life did not lend support for study or scholastic achievement,

The Boys and Girls Club offered a quiet place, with tutors and other educational supports, for our members. To add to this, all achievements from completing homework, passing tests, increased attendance, to improving grades are all celebrated and rewarded with incentives.

5. Demonstrate to children at a young age the importance of advanced education and planning for future career opportunities.

Our pre-teen RANT members are presented with a wide variety of information on careers and what is necessary for achieving them. Coordinators used the Junior Achievement model of the “Economics of Staying in School” to demonstrate the reality of education and career choices.

Also, an exciting partnership with SIFE Memorial was formed and the program “Think Green” was offered. This is a program delivered by ACE (SIFE) Memorial that teaches youth basic business skills enabling them to run their very own profitable recycling enterprise. These skills were taught through a series of sessions and covered areas such as the business plan, communication, team work, accounting, ethics, marketing and interview skills.

The next phase or BE GREEN will be offered to the new participants. Program manual attached.
Expose teens to a wide variety of career options

RANT participants will attend work fairs in and around their communities. They will work with their school to launch a work fair that will include all labour market information on their areas. They will have the opportunity to reach other teens and share this information through the outreach that these Fairs will provide.

They will also be given expanded opportunities to visit job sites in Grand Falls/Windsor, Wabana and St. Johns. The Coordinator will also attempt to host webinars and other electronic information sharing sessions with participants.

6. Improve knowledge base of youth so that their chosen career field is attainable

At the HRLE resource centre youth were instructed on how to access Labour Market information. With these new skills our participants will be able to identify the pre-requisites that were needed to obtain their future career goal. Armed with this information our youth will be better prepared to choose courses and were more focused on their education.

The current youth identified subject areas that needed improvement and through the RANT program Boys and Girls Clubs were able to hire tutors in Math, Science, English, French, Social Studies and so on.

With the tremendous amount of educational supports that we were able to put in place there our members reported an increase interest in school, increased focus on subject work, increased desire to perform well academically and an increase in grades. Two RANT participants significantly improved their grades and were awarded $4000 scholarships for post secondary education.

7. Aid youth in the discovery of the types of careers that suit their individual abilities and interests.

Along with the career exploration techniques that were offered through HRLE, Career Fairs and other field trips RANT members also had access to the Choices Planner from the Department of Education. This software is designed to help youth match their interests and abilities with career options. We will use this software for our rural youth and all new participants enrolled.

8. Give youth hands on volunteer and work experience.
At all clubs the RANT participants were presented with the opportunities to volunteer with the club. RANT members also had the chance to move through a selection process that included resume writing and interview skills to gain summer employment at the clubs.

There were members who used the summer to gain experience in career fields that they are pursuing. For example, one teen member worked as a carpenter’s assistant over the summer and has since approached the Coordinator of the RANT for assistant in pre-registering at a local college for a Carpenter’s trade.

Job Shadowing and career relevant volunteer placements will be further developed in Phase III.

9. New Outreach Strategy

- New outreach strategies include extending the RANT program into other Boys and Girls Clubs in Newfoundland and Labrador. We hope to reach more teens in and around rural areas of our province.

- We are going to extend our outreach into the schools and community centers in these areas. We want to reach out to as many teens as possible in our community and make the RANT program available to them.

- Through the time spent with some of our teen RANT members we have come to understand that high school is not working for some of our participants. Many of our members have expressed to us that if they have to continue attending high school that they will not be able to cope with the stress and are likely to drop out. We want to make alternate schooling available to these members at the Boys and Girls Club so that these teens are successful in obtaining their high school diploma thus building a solid foundation for their future.

Objectives:

1. Support youth in their current studies through school work assistance including tutoring, homework assistance, and involvement in school life.

   a. Education Resource staff (qualified teachers) and tutors will be hired to assist youth with study, assignments and other school work.
b. Volunteers from Students for Literacy also played a larger role in assist our members with homework completion.

c. RANT staff and participants will hold discussions with school guidance counselors and other school staff to provide information on the RANT program. Several participants signed contracts of commitment for their schools and for the RANT program during the previous phases. In reward for the renewed interest in school work the participants were awarded with the opportunity to complete extra assignments to make up for lost time and to improve their grades. We will continue this very successful process in phase three.

2. Provide information on post-secondary options based on career interests of youth.
   a. Information from Colleges and Universities will be gathered and distributed.

   b. Discussions will held on pre-requisites and entrance requirements. This will enable the youth to make course selections that empower them to succeed.

3. Enhance employment readiness through improvement of literacy skills, research abilities and exposure to advanced technology.
   a. RANT participants will avail of seminars on resume writing, job search techniques and interviewing skills

   b. HRLE will provide instruction on searching for jobs on line and research Labour Market Information.

Provide work experience and skill development through work field placements and volunteer opportunities
c. Most of our participants were successful in finding summer employment—utilizing their new job search, resume writing and interview skills

d. Opportunities to volunteer as youth mentors at the Boys and Girls Clubs will be presented

e. This aspect will grow in Phase III.

4. Assist youth to achieve their goals, first by helping them to identify options and interests, by goal setting and creating a vision for the future.

The following methods were very successful in the past and will be utilized again.

a. Bridges software was used to allow youth to explore their interest and see what career opportunities resulted from that.

b. Staff at HRLE lead youth in Labour Market Research. The youth discovered the demand, salaries and other information about careers that were of interest to them.

c. Goal setting forms were completed by all members, allowing RANT staff to tailor the program to individual needs. The information from these forms allowed staff to guide the youth in course selections.

Extend RANT to another Rural Area

• In 2009 we extended the RANT program into Norris Arm. RANT has seen significant results in a short period of time and we feel that another rural area (Buchans) can also see such positive results. Buchans has seen most of their youth leave NL over the past decades and we feel we have an obligation to assist with at least providing enough information on our positive outcomes that may have future youth reconsider their options.
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<td>Transportation-Teen RANT ($2000 x 3 sites)</td>
<td></td>
<td>$6000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Use (3 sites)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrator accounting etc $10000 Wabana</td>
<td></td>
<td>$8000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$127000</strong></td>
</tr>
</tbody>
</table>

BGCCAN- Boys and Girls Clubs of Canada Foundation
CAAWS – Canadian Association for the Advancement of Women and Sport
Feb. 19, 2010

Ellen Chalker, Program Consultant
Dept. of Human Resources, Labour & Employment
P.O. Box 8700
St. John’s, NL
A1B 4J6

Dear Ms. Chalker:

Please find enclosed our completed application for Grants to Youth Organizations Program, Financial Report, Program Report, List of Board of Directors and an estimated Budge for 2010.

Should you have any questions, please do not hesitate to contact me at 488-2288.

Sincerely,

[Signature]

Leona Ezekiel
Executive Director/Treasurer

Enc.
Career, Employment and Youth Services Division
Department of Human Resources, Labour and Employment

GRANTS TO YOUTH ORGANIZATIONS PROGRAM

Section 1: General Information

Name of Organization: Wabana Boys & Girls Club
Permanent Mailing Address: P.O. Box 539, Bell Island, NL A0A 1W0
E-Mail Address: wbqenf.@inh.com
Contact Person: Leon A. Ehrich 1 Position: Executive Director
Telephone: (h) 709-488 (b) 2288 Fax: 709-488-2226
No. of Paid Staff: Full-Time 2 Part-Time 1 No. of Adult Volunteers: 45

Section 2: Type of Grant Requested

Administrative ☑ Special Project ☐ Amount Requested $40,000.00

Section 3: Client/Groups Served

Type of Organization: Provincial Governing Body ☐ Regional/Community Agency ☐
No. of Youth Served: 380 No. of Communities Served: 1 Age Groups Served: 5-18 yrs.
(Annually)

What policies and practices does your organization follow to include youth who may have increased challenges for participation (e.g., inability to pay)?

Children x families are asked to pay a registration fee of $3.00 or $5.00 ages 14-18. But no child or youth turned away, estimated they would be able to pay.

Section 4: Purpose of Program/Service/Duration of Program(s)

Are there any other organizations in your area with similar programs? Specify.

We are the only organization in this Island to offer a wide variety of programs/reports, programs without involving a wide variety of programs/reports.

What is the main purpose of your organization?

We are based on youth services to our members. A wide range of programs that would affect their health, nutrition, education. We offer programs that engage them in making positive choices in their future lives.

List affiliations/partnerships with other organizations (if applicable).

1. St. John's Waterman
2. St. John's Grounds Corp.
3. Dr. Walter Johnson Hospital
4. RCMP
5. High School vs Jr. High. We assist any group that matches our programs for children & youth.
List major programs/services/activities of your organization:

<table>
<thead>
<tr>
<th>Programs and Services/Activities</th>
<th>Location</th>
<th>Short Description</th>
<th>Duration Start &amp; End Date</th>
<th># of Youth Participants</th>
<th>Age Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leadership Weekend</td>
<td>Bishops Falls</td>
<td>Train Youth Leaders in our program</td>
<td>Sept. 11 - 13/10</td>
<td>22</td>
<td>15 - 18</td>
</tr>
<tr>
<td>RANT</td>
<td>Bell Island</td>
<td>Educating youth in the knowledge that they will benefit them in decision for further education.</td>
<td>08.09 - Present</td>
<td>62</td>
<td>12 - 18</td>
</tr>
<tr>
<td>Canadian Tire Jumpstart</td>
<td>Bell Island</td>
<td>Specialized martial arts</td>
<td>Sept. 09 - Present</td>
<td>65</td>
<td>8 - 18</td>
</tr>
<tr>
<td>Wellness/Nutrition</td>
<td>Bell Island</td>
<td>There are new programs which we have incorporated into our daily activities. We do an 8 week program with 50 Afternoon members.</td>
<td>Daily 07:30 - 09:30</td>
<td>25</td>
<td>5 - 14</td>
</tr>
<tr>
<td>Coaching</td>
<td>Bell Island</td>
<td>Ours is a great way of teaching our youth members with reading &amp; written &amp; oral communications. We have improved members of the coaching program this last year.</td>
<td>Usually 2 days per week</td>
<td>15</td>
<td>5 - 12</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Bell Island</td>
<td>Our tutors work of trained for the Monday - Thursday to assist members with work they find difficult.</td>
<td>12 - 25 per day</td>
<td>5 - 14</td>
<td></td>
</tr>
</tbody>
</table>
If request is for a special project grant, please complete the following:

Description of Target Group and Age of Clients:


Project Title: __________________________ Location: __________________________

Project Overview:


Project Description:


Objectives:


Duration of Project: __________ Start Date: __________ Completion Date: __________

### Section 5: Organizational Considerations

**Incorporated:** Yes [x] No [ ] In Process [ ]

Registered with Revenue Canada as a charitable organization?  Yes [x] No [ ]

Business Number: __________________________

Year Formed: 1955

Written Constitution: Yes (please attach) [ ] No [ ]

Liability Insurance (Mandatory):  Amount of Coverage: 1,000,000

Insurer: Hedgewood Ins

Principal Officers: Bd. Of Dir. [x] Exec. Com. [ ] Other (Specify): [ ]

Elected [ ] Appointed [ ] How Often/By Whom: __________________________

**President/Chair:** Stephen Fitzgerald  **Treasurer:** Leon E. Kirk

Name: __________________________ Address: __________________________ Telephone: __________________________

Name: __________________________ Address: __________________________ Telephone: __________________________

In what type of facility is your agency/organization housed? Private [ ] Provincial [ ] Municipal [ ] Other (Specify): Community....
What methods for monitoring and evaluating programs and/or special projects are in place?

1. Open door policy with members so we can speak with them everyday.
2. Ask insights from members in regard to new ideas they would like to see at our club.
3. Have a good rapport with the parents and community as a whole.
4. Partner with other organizations that don't pertain to our members.

I do questioner, annual or monthly just keeping up talking it over member.

Section 6: Financial Considerations

Fiscal Year: From: **01/10/10** To: **3/12/10**

Financial statement for last complete fiscal year attached: Yes [ ] No [ ]

Budget request to HRLE related to a special project [ ] OR Budget request to HRLE related to organization's administrative expenses [ ]

Rental/mortgage costs incurred by your organization per year (if applicable): __________________________

Please complete the following section relating to either your special project grant or administrative grant request:

<table>
<thead>
<tr>
<th>Details</th>
<th>Total Expenses</th>
<th>Amount Requested From HRLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honoraria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Administration</td>
<td></td>
<td>Attached</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>40,000.00</td>
</tr>
</tbody>
</table>

If amount requested is different from previous year, please give details of proposed increase:

________________________________________________________________________

________________________________________________________________________
Please complete the following section relating to sources of funding in addition to this grant request:

<table>
<thead>
<tr>
<th>Operations/Administration</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization's Contribution</td>
<td></td>
</tr>
<tr>
<td>Other Provincial Departments (specify)</td>
<td></td>
</tr>
<tr>
<td>Federal Government Departments (specify)</td>
<td></td>
</tr>
<tr>
<td>Municipal Government</td>
<td></td>
</tr>
<tr>
<td>Business/Private Sector</td>
<td></td>
</tr>
<tr>
<td>Other (eg: fundraising, fees, National Office contribution) (specify)</td>
<td></td>
</tr>
<tr>
<td>Total funding other sources</td>
<td></td>
</tr>
</tbody>
</table>

If request is for a special project grant, is there a possibility that the program will continue and, if so, what is the plan to sustain the project?

Section 7: Conditions

Departmental funding may be used only for the purposes specified in this application. Once the Department has agreed to provide financial assistance, no substantial change in these activities shall be made without the consent of the Department and it shall be at the discretion of the Department to determine what constitutes substantial change in each case.

The Department reserves the right to determine the extent and type of information required to support payment of the grant. Further, the Department may require that an audit be undertaken to verify the purposes for which Government funds have been utilized.

Any funding not used for these purposes must be returned to the Department.

The organization is wholly responsible for its own debts. The Department will not consider any application to pay debts.

If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied (i.e. deductions for income tax, unemployment insurance, etc.)

Whenever appropriate, public acknowledgement of funding by the Department is expected. Publications should clearly acknowledge the Department's assistance. A standard statement of acknowledgement is available on request.

The organization agrees to respect and apply the spirit and provisions of existing human rights legislation.

Under the Access to Information and Protection of Privacy Act, members of the public may request and obtain access to information held in Provincial Government records. Should a request be received for information about this grant application, the Department will consult with you prior to disclosing any information. It should be noted, however, that only personal information and certain third-party confidential financial information may be withheld. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

A successful proponent with respect to this program shall be required to complete contractual arrangements with the Department to confirm the agreement between the parties.
Section 8: Authorization

Please list persons with signing authority:

a. [Signature]
b. [Signature]
c. [Signature]

We, the undersigned, certify that to the best of our knowledge, this contains a full and correct account of all matters stated within.

Name: [Signature] Position: [Position]
Name: [Signature] Position: [Position]

IMPORTANT: Please check to ensure the following documents are included with your completed grant application. Any application that does not have all these documents attached will not be considered:

☐ A financial statement for the previous year that includes a breakdown of HRLE grant contribution (audited if available)
☐ Annual report or report of activities
☐ A detailed budget for the year for which the funds are being requested
☐ A complete list of board of directors/executive committee

Please forward completed applications by Monday April 26, 2010 to:

Ellen Chalker, Program Consultant
Department of Human Resources, Labour and Employment
P. O. Box 8700
St. John's, NL
A1B 4J6
Respectfully compiled and submitted by:

Leona Ezekiel

Executive Director/Treasurer

BREAKDOWN:

INCOME

EXPENDITURES
Wabana Boys & Girls Club
Program Report
Year Ending 2009

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>SECTIONS</th>
<th>PARTICIPANTS</th>
<th>Door</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GYM:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>35</td>
<td>402</td>
<td>Jan 799</td>
</tr>
<tr>
<td>Boys Indoor Soccer</td>
<td>9</td>
<td>89</td>
<td>Feb 908</td>
</tr>
<tr>
<td>Co-Ed Soccer (5-7)</td>
<td>12</td>
<td>204</td>
<td>Mar. 1,216</td>
</tr>
<tr>
<td>Co-Ed Soccer (8-11)</td>
<td>12</td>
<td>216</td>
<td>Apr. 820</td>
</tr>
<tr>
<td>Co-Ed Softball (11-16)</td>
<td>12</td>
<td>218</td>
<td>May 923</td>
</tr>
<tr>
<td>Co-Ed Softball (8-11)</td>
<td>13</td>
<td>283</td>
<td>June 644</td>
</tr>
<tr>
<td>Co-Ed T-Ball</td>
<td>13</td>
<td>282</td>
<td>Jul. &amp; Aug. 1,787</td>
</tr>
<tr>
<td>Daily Warm-ups (Exercises)</td>
<td>10</td>
<td>234</td>
<td>Sept. 965</td>
</tr>
<tr>
<td>Dodgeball</td>
<td>21</td>
<td>387</td>
<td>Oct. 1,273</td>
</tr>
<tr>
<td>Free Play</td>
<td>243</td>
<td>6,629</td>
<td>Nov. 1,338</td>
</tr>
<tr>
<td>Free Throw</td>
<td>6</td>
<td>74</td>
<td>Dec. 847</td>
</tr>
<tr>
<td>Get BUSY Program</td>
<td>104</td>
<td>2,528</td>
<td></td>
</tr>
<tr>
<td>Girls Indoor Soccer</td>
<td>8</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>Hockey Skills</td>
<td>1</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Indoor Baseball</td>
<td>5</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Jr. &amp; Intermediate Hockey</td>
<td>47</td>
<td>758</td>
<td></td>
</tr>
<tr>
<td>Little League Soccer</td>
<td>14</td>
<td>206</td>
<td></td>
</tr>
<tr>
<td>Little League Softball</td>
<td>13</td>
<td>247</td>
<td></td>
</tr>
<tr>
<td>Low Organized Games</td>
<td>19</td>
<td>410</td>
<td></td>
</tr>
<tr>
<td>Novice &amp; Jr. Hockey</td>
<td>39</td>
<td>613</td>
<td></td>
</tr>
<tr>
<td>Races</td>
<td>4</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>Scrap Hockey</td>
<td>55</td>
<td>711</td>
<td></td>
</tr>
<tr>
<td>Scrap Soccer</td>
<td>6</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>Scrap Softball</td>
<td>8</td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td>27</td>
<td>356</td>
<td></td>
</tr>
<tr>
<td>Soccer Baseball</td>
<td>46</td>
<td>823</td>
<td></td>
</tr>
<tr>
<td>Tag</td>
<td>4</td>
<td>71</td>
<td></td>
</tr>
<tr>
<td>Volleyball (Co-Ed)</td>
<td>4</td>
<td>61</td>
<td></td>
</tr>
<tr>
<td>Volleyball Bump</td>
<td>31</td>
<td>278</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

821

16,519

**GAMES ROOM:**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Sessions</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aim &amp; Roll</td>
<td>18</td>
<td>259</td>
</tr>
<tr>
<td>Air Hockey</td>
<td>365</td>
<td>730</td>
</tr>
<tr>
<td>Activity</td>
<td>Number</td>
<td>Total</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>Arts &amp; Crafts</td>
<td>24</td>
<td>241</td>
</tr>
<tr>
<td>Bingo</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>Coloring</td>
<td>106</td>
<td>466</td>
</tr>
<tr>
<td>Computers</td>
<td>406</td>
<td>807</td>
</tr>
<tr>
<td>Hand Hockey</td>
<td>29</td>
<td>224</td>
</tr>
<tr>
<td>Nintendo / Atari / Xbox</td>
<td>702</td>
<td>1,007</td>
</tr>
<tr>
<td>Nintendo Wii</td>
<td>601</td>
<td>974</td>
</tr>
<tr>
<td>Ping Pong</td>
<td>685</td>
<td>1,375</td>
</tr>
<tr>
<td>Pool</td>
<td>660</td>
<td>1,411</td>
</tr>
<tr>
<td>Rock Band</td>
<td>284</td>
<td>404</td>
</tr>
<tr>
<td>Shuffle Board</td>
<td>38</td>
<td>108</td>
</tr>
<tr>
<td>Table Soccer</td>
<td>64</td>
<td>177</td>
</tr>
</tbody>
</table>

**Total Events:** 3,963

**Total Attendance:** 8,198

---

**SPECIAL EVENTS:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Number</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be Green Program</td>
<td>10</td>
<td>117</td>
</tr>
<tr>
<td>Blessing of the Christmas Tree</td>
<td>1</td>
<td>25</td>
</tr>
<tr>
<td>Bowling Park Swim</td>
<td>1</td>
<td>47</td>
</tr>
<tr>
<td>Breakfast &amp; Pictures with Santa</td>
<td>1</td>
<td>69</td>
</tr>
<tr>
<td>Christmas Party</td>
<td>2</td>
<td>59</td>
</tr>
<tr>
<td>Education Session (Smoking)</td>
<td>1</td>
<td>26</td>
</tr>
<tr>
<td>Floor Hockey Tournament</td>
<td>8</td>
<td>113</td>
</tr>
<tr>
<td>Get B.U.S.Y. Swimming</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>Glo Bowling</td>
<td>1</td>
<td>54</td>
</tr>
<tr>
<td>Glo Skating</td>
<td>1</td>
<td>42</td>
</tr>
<tr>
<td>Guessing Jar (Easter &amp; Christmas)</td>
<td>24</td>
<td>413</td>
</tr>
<tr>
<td>Halloween Party</td>
<td>1</td>
<td>37</td>
</tr>
<tr>
<td>Hand Hockey Tournament</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>Martial Arts (12 &amp; Over)</td>
<td>21</td>
<td>186</td>
</tr>
<tr>
<td>Martial Arts (8-11 years)</td>
<td>22</td>
<td>510</td>
</tr>
<tr>
<td>Martial Arts Meet &amp; Greet</td>
<td>1</td>
<td>56</td>
</tr>
<tr>
<td>Kiddies Dance</td>
<td>2</td>
<td>134</td>
</tr>
<tr>
<td>Killick Coast Games (Softball)</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>Magic Show</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Mini Carnivals</td>
<td>3</td>
<td>113</td>
</tr>
<tr>
<td>Movie &amp; Popcorn</td>
<td>1</td>
<td>31</td>
</tr>
<tr>
<td>Ping Pong Tournaments</td>
<td>2</td>
<td>46</td>
</tr>
<tr>
<td>Pool Tournaments</td>
<td>9</td>
<td>89</td>
</tr>
<tr>
<td>Salmonier Nature Park</td>
<td>1</td>
<td>58</td>
</tr>
<tr>
<td>Science Fair</td>
<td>1</td>
<td>48</td>
</tr>
<tr>
<td>Sports Day</td>
<td>30</td>
<td>374</td>
</tr>
<tr>
<td>Valentine Party</td>
<td>1</td>
<td>103</td>
</tr>
</tbody>
</table>
Members for 2009  380
Door (members checked in)  11,520
Sessions  4,941
Participants  27,686

Highlights of Programming for 2009:

GYM: We still carry out many different sports programs at the club, but we are constantly changing some activities, as we always try and meet the needs of what our members would like to do. We thank all those from the community and former members who come in to take part in activities at the club with the members. As always we continue to have a large range of low organized activities during free play sessions, soccer baseball and dodgeball are favorites of our members. Our gym is used on a daily bases, starting off with an exercise program, which kick starts the members energy levels. Also the gym is used by other organizations that support activities for children and youth.

GAMES ROOM: We are pleased to offer pool, shuffleboard, ping pong and table top soccer. Wiki and PS2 have become some of the most used games at the club. But as always we limit the amount of time each member stays at these games by allowing them to sign up for 20 min. intervals only. Members and staff often take part in tournaments in pool and ping pong.

ARTS AND CRAFTS: Arts and crafts are a big thing here at the club from coloring contests to making items from clay and play dough. Doing special projects for all occasions. With the assistance of our mentors we always try to stay on top of the newer projects that may be of interest to our members.

SPECIALS: Training for our Summer Staff comprises of clinics for rules and regulations of games to etiquette of staff, so they are well equipped for the task of running summer programs. Many different fundraisers such as ticket sales, Our President’s single man walk-a-thon and recycling. Many organizations help raise funds for our club: Volunteer Fire Brigade Floor Hockey Tournament, Kiwanis and Knights of Columbus and we can not forget the owners of the stores on Bell Island who always support us. Also we have our Summer and Fall Fair, Community Christmas Tree, and many small sports tournaments. Many thanks to Sears for their After School Program also the Christmas Wish Tree, Canadian Tire Jumpstart for their tremendous support to the well being of our members.
MARTIAL ARTS: We are very pleased that 2009 saw us given the opportunity to offer our members Mixed Martial Arts. Canadian Tire Jumpstart made it possible for our members to take part in this very well structured program instructed by Sensei Tom Nolan. This has been a program that has drawn much interest from our members and we hope that we will be able to continue for future members.

SUMMER PROGRAMS: There are a wide variety of sports and fun activities that our some 380 members can take part in over the summer months. A wide range of programs for ages 5-18 male and female. We offer T-ball, soccer, baseball, softball, special softball tournaments with youth from off the island and Away Days to take our members to places of fun and learning. We are very lucky to each year to obtain summer staff who make our job easier and without whom we would not be able to put off the programming.

LIFE SKILLS/TUTORING: Tutoring is available 4 days per week. Under the tutelage of our Education Resource Person, members obtain assistance with schoolwork that they find difficult. We also have computers with high-speed internet that is available to them for homework resources.

The past few years we have been involved in programming through the Provincial Government and Boys and Girls Clubs of Canada which focuses on Wellness (Exercise and Healthy Lifestyles for our members. We have also been privileged to be able to offer to our members healthy snacks when they come to the club. We have been Junk Food Free since 2004 and the members still practice healthy eating while at the club.

Overview:

Another year has passed and with it we saw a wide variety of different programs being offered. The generous support of businesses in our community, former members and all three divisions of government, Federal, Provincial & Municipal. Boys and Girls Clubs of Newfoundland & Labrador and Boys and Girls Clubs of Canada, have made this another successful year for the Wabana Boys & Girls Club. As program report shows, our numbers are on par with last year; as we lose our older members we are getting new members in the younger age group.
1. Steve Fitzgerald  President
2. Shelly Murphy  Secretary
3. Sophie Hammond  Vice-President
4. Leona Ezekiel  Treasure/Ex. Dir.
5. Brenda Sweeney  Director
6. Lori Hann  Director
7. Brian Kent  Director
8. Pat Mansfield  Director
9. Judy Newman  Director
10. Norm Newman  Director
11. Const. Steve Pike  Director
12. Const. Jamie Hawkins  Director
13. Catherine Hawkins  Director
14. Const. Jeff Brace  Director
PROPOSED BUDGET
WABANA BOYS AND GIRLS CLUB
2010

PROJECTED INCOME
December 15, 2010

Honorable Joan Burke
Minister
Human Resources Labour and Employment
Government of Newfoundland and Labrador
Confederation Building
P.O. Box 8700
St. Johns, NL
A1B 4J6

Dear Minister Burke,

Firstly, the three Boys and Girls Clubs would like to thank your department for the support to our clubs in the past. We would also like to say thanks to your staff as they have been so help-ful in assisting us to meet our goals related to this program.

Attached you will find the new proposal and budget for the year 2011 for the RANT (Recognizing and Nurturing Talent) program for the Boys and Girls Clubs in Norris Arm, Buchans and Bell Island. The RANT program is an educational and skill development program for youth ages 13-20. There is also a significant component for the younger members ages 8-12 related to environmental conservation. The program has been growing each year and we now have well over 400 active members who get many supports daily including, tutoring, mentoring, knowledge about the labor force, exposure to many career options, environmental stewardship and many other services.

These youth would not have access to the supports outlined in the proposal without this excellent program. We ask that you support the continuation of the RANT program for the three communities. We would be happy to meet with you should you have any questions.
Thank-you again for the support from your department.

Yours truly,

Leona Ezekiel

[Signature]

Executive Director
Wabana Boys and Girls Club
R.A.N.T.
2011
Recognizing and Nurturing Talent

Project Description

RANT is a program designed to effectively assist teens in achieving their education and career goals and to expose younger children to positive future opportunities. To help them learn to respect themselves and their environment and to assist them in developing their creativity through self discovery. This initiative will benefit children and youth from the Bell Island, Norris Arm and Buchans.

There are two age groups involved in the RANT program. They will be changed slightly from 2010 as we have had considerable interest in children under age 10 who want to participate in the environmental component. Therefore the pre-teen age group will change from 10-12 to ages 8-12.

RANT for 2011 will maintain all of the goals and objectives from the previous year and will include a few additions which will be described under the Expansion heading at the end of this proposal.

Teen RANT (ages 13-20)

Today's knowledge-based economy demands a well-educated and skilled workforce. The youth we serve deserve a dedicated program that ensures they have access to the resources and supports necessary to develop and execute a plan for future success.

Pre-teen RANT (ages 8-12)

Young people are more likely to make positive choices if they are given the right supports and opportunities in their own communities early on. While much of our efforts will concentrate on teens, it is important to reach younger children with an early intervention strategy so they can understand the importance of education and work before pressures to dismiss school or drop out even exist.
Demographics Important Observations

1. A total of 472 children/youth were involved between the three sites.
2. It costs approximately $258.00/year per member for a five day a week service.
3. 83% of all teens completed all requirements of the program and 94% of pre-teens. Attending one or more times a week.
4. Feedback from parents was 97% positive and the other 3% was not dissatisfied but could not articulate the overall advantages to their child.
5. Surveys (both written and verbal) with the teens indicated that 100% of those who responded benefitted in some way from the program.
6. 87% of teens felt we could do more by adding more skill based exposure such as in heavy equipment operation, aquaculture development and (mainly from the girls) a chance to design their own clothes from recycled material.
7. The age of the pre-teens was changed from 8-12 because the younger members had such an interest in the environmental program.

TOTALS THREE SITES

Pre-teen

Male – 119 Female - 134

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<thead>
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<th>8-10</th>
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<td>Female</td>
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Teen Rant Age range 13-20

Male – 111 Female - 108

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<th>Age</th>
<th>13-14</th>
<th>15</th>
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<td>11</td>
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<td>12</td>
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</table>
Wabana

<table>
<thead>
<tr>
<th></th>
<th>Teen</th>
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<tbody>
<tr>
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<tr>
<td>Female</td>
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Pre-teen

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<tbody>
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<tr>
<td>Female</td>
<td>28</td>
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<td>19</td>
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</table>

Teen Rant Age range 13-20
Goals, Objectives and Achievements

Goals:

1. Actively engage youth in development of future education and career planning.

Each participant will complete in-take and goal setting forms. The information acquired from the forms will identify future career and salary expectations, subject areas of interest, subject areas that need improvement and much more. The information acquired from these forms will lay the stepping stones that tailor the RANT program to each individual participant.

In an effort to help the participants identify their career goals HRLE staff will be asked to again assist this new group with Labour Market research.
that includes the demand, salary and qualifications for career options of interest. This provides a knowledge base that helps the participants chose courses they needed to achieve their career goals.

The focus of pre-teen RANT participants is related to long term vision and staying in school. At this age the members are guided through a process that ensures they understand what their future looks like and what they need to get there. Most of the sessions are related to building confidence, self esteem and improving subject areas in school. Once this is achieved the younger members are guided through business development, interview processes and exploration of future careers. We will also move forward to the delivery of Be Green with SIFE Memorial which focuses on the development of an environmentally responsible business.

2. Improve Self Esteem of Children and Youth

Staff members noticed a significant increase in the participants over the short time the program was offered. The positive and supportive environment that staff and members of the Boys and Girls Club create for each other has been a key element in this. Success, academic achievements and other accomplishments, are noted and celebrated at the Clubs. Individual achievements such as attending school for a complete week, completing assignments, attending all RANT sessions are all applauded and celebrated. By the end of the 2010 school year staff witnessed increased study time, requests for help and positive attitudes towards final exams. This positive attitude stemmed from a growing sense of belief in themselves and their abilities.

Our pre-teen members also experienced a growth in self-confidence and self-esteem. Life and social skill sessions such as Dealing with Anger, Dealing with Being Left Out, Goal Setting, Who Am I and so many more provided skills and created an atmosphere that allowed members to express themselves in a positive manner. Also, our pre-teens success and achievements were acknowledged and celebrated.

WE will be expanding on this component with young children in 2011. Please see expansion plans at bottom of proposal.

4. Reduce Barriers Identified by Youth

The barriers that were identified by youth included:

a. Not having access to career information
In partnership with the Department of Human Resources, Labour and Employment our teen participants were given a tour and learned how to use the resources of the HRLE resource centre. Using Career Cruising software, the RANT members were able to research job opportunities, salaries and pre-requisites for careers of interest to them. Our Teens also attended career fairs, Skills Canada Competitions and Lab Extravaganza at Memorial.

b. Home life did not lend support for study or scholastic achievement.

The Boys and Girls Club offered a quiet place, with tutors and other educational supports, for our members. To add to this, all achievements from completing homework, passing tests, increased attendance, to improving grades are all celebrated and rewarded with incentives.

5. Demonstrate to children at a young age the importance of advanced education and planning for future career opportunities.

Our pre-teen RANT members are presented with a wide variety of information on careers and what is necessary for achieving them. Coordinators used the Junior Achievement model of the "Economics of Staying in School" to demonstrate the reality of education and career choices.

Also, an exciting partnership with SIFE Memorial was formed and the program "Think Green" was offered. This is a program delivered by ACE (SIFE) Memorial that teaches youth basic business skills enabling them to run their very own profitable recycling enterprise. These skills were taught through a series of sessions and covered areas such as the business plan, communication, team work, accounting, ethics, marketing and interview skills.

The next phase or BE GREEN was offered to the new participants. It was because of this exciting environmental awareness program that so many more of our younger children wanted to get involved. We therefore had to drop the age requirement to 8 as many younger children wanted to participate.

Expose teens to a wide variety of career options

RANT participants will attend work fairs in and around their communities. They will work with their school to launch a work fair that will include all labour market information on their areas. They will have the opportunity to reach other teens and share this information through the outreach that these Fairs will provide.
They will also be given expanded opportunities to visit job sites in Grand Falls/Windsor, Wabana and St. Johns. The Coordinator will also attempt to host webinars and other electronic information sharing sessions with participants.

The webinars are in the works for this coming year and staff and some teens will be able to be connected across the province as well as with others across the country to share ideas.

6. Improve knowledge base of youth so that their chosen career field is attainable.

At the HRLE resource centre youth were instructed on how to access Labour Market information. With these new skills our participants will be able to identify the pre-requisites that were needed to obtain their future career goal. Armed with this information our youth will be better prepared to choose courses and were more focused on their education.

The current youth identified subject areas that needed improvement and through the RANT program Boys and Girls Clubs were able to hire tutors in Math, Science, English, French, Social Studies and so on.

With the tremendous amount of educational supports that we were able to put in place there our members reported an increase interest in school, increased focus on subject work, increase desire to perform well academically and an increase in grades. Two RANT participants significantly improved their grades and were awarded $4000 scholarships for post secondary education.

7. Aid youth in the discovery of the types of careers that suit their individual abilities and interests.

Along with the career exploration techniques that were offered through HRLE, Career Fairs and other field trips RANT members also had access to the Choices Planner from the Department of Education. This software is designed to help youth match their interests and abilities with career options. We will use this software for our rural youth and all new participants enrolled.

NOTE – Youth have identified areas of interest that they wish us to focus on for the coming year. Again please see expansion ideas at the bottom.
8. Give youth hands on volunteer and work experience.

At all clubs the RANT participants were presented with the opportunities to volunteer with the club. RANT members also had the chance to move through a selection process that included resume writing and interview skills to gain summer employment at the clubs.

There were members who used the summer to gain experience in career fields that they are pursuing. For example, some of the teens worked on the environmental component of the program over the summer and are now pursuing information on careers related to farming, aquaculture etc.

Job Shadowing and career relevant volunteer placements will be further developed in the next phase.

Objectives:

1. Support youth in their current studies through school work assistance including tutoring, homework assistance, and involvement in school life.

   a. Education Resource staff (qualified teachers) and tutors will be hired to assist youth with study, assignments and other school work.

   b. Volunteers from Students for Literacy also played a larger role in assist our members with homework completion.

   c. RANT staff and participants will hold discussions with school guidance counselors and other school staff to provide information on the RANT program. Several participants signed contracts of commitment for their schools and for the RANT program during the
previous phases. In reward for the renewed interest in school work the participants were awarded with the opportunity to complete extra assignments to make up for lost time and to improve their grades. We will continue this very successful process in phase three.

2. Provide information on post-secondary options based on career interests of youth.
   a. Information from Colleges and Universities will be gathered and distributed.

   b. Discussions will held on pre-requisites and entrance requirements. This will enable the youth to make course selections that empower them to succeed.

3. Enhance employment readiness through improvement of literacy skills, research abilities and exposure to advanced technology.
   a. RANT participants will avail of seminars on resume writing, job search techniques and interviewing skills

   b. HRLE will provide instruction on searching for jobs on line and research Labour Market Information.

Provide work experience and skill development through work field placements and volunteer opportunities

   c. Most of our participants were successful in finding summer employment –utilizing their new job search, resume writing and interview skills

   d. Opportunities to volunteer as youth mentors at the Boys and Girls Clubs will be presented

   e. This aspect will grow in the next phase.
4. Assist youth to achieve their goals, first by helping them to identify options and interests, by goal setting and creating a vision for the future.

The following methods were very successful in the past and will be utilized again.

a. Bridges software was used to allow youth to explore their interest and see what career opportunities resulted from that.

b. Staff at HRLE lead youth in Labour Market Research. The youth discovered the demand, salaries and other information about careers that were of interest to them.

c. Goal setting forms were completed by all members, allowing RANT staff to tailor the program to individual needs. The information from these forms allowed staff to guide the youth in course selection.

Program Expansion

There were two main areas of interest that were identified by each age group from the last program year. One area is related to the self-esteem of the younger children and the other is to expand the personal creativity of the teens.

Pre-teen group ages 8 – 12 years

Every month each site provided a written report to the Coordinator outlining how the goals are being met, the numbers and ages of participants and any deficiencies that might be occurring. A common thread that came from the reports at each site last year was the incredible desire of the younger children to want to HELP. They would come to the club each day and ask if there was anything they could do to help staff, or assist with programs etc. Some children would even be seen with a broom attempting to sweep the floor or they would bring things in to HELP with the programming like recyclables or games or in some cases they would just follow staff around to watch what they did. Since this was occurring so regularly we decided to make it a more formal component to the program for 2011.

Research indicates that when children feel helpful and useful they have a much more heightened sense of self worth, they feel they are contributing in a positive way to their surroundings and generally their overall health both mentally and physically is improved. To that end we are creating a new component for the
younger children called “From local to Global”. The children will be given an opportunity to “volunteer” once a month for a total of one hour. This could consist of 5 minutes one day or ten the next. It will be loosely recovered as this could be cumbersome for staff but generally it will be reasonably accurate. Staff will provide feedback to the children on how helpful they were during the month and given lots of praise for their efforts. They will not be awarded incentives for this as that does not demonstrate true volunteerism but will be able to attend a volunteer thank-you party at the end of the year. That will demonstrate the LOCAL part.

The GLOBAL component relates to having children understand what it is like for other children around the world. They will be shown films on various parts of the world (as deemed appropriate) and can see how other people like Doctors without Borders and Free the Children are working to help children in other parts of the world. The children will have a greater appreciation for what they have and we believe that they will become kinder citizens who have a greater sense of compassion. Some of the children will also get to meet two teen girls who are going to Africa this coming summer to help build a school in Kenya. This will enable the little children to think a little more broadly and expose them to careers in the global giving world.

The second expansion to the program is targeted towards the teens. We have had great success in demonstrating to the teens what is available for them to pursue after they complete their secondary school. They have had opportunities to visit various work sites, work fairs and educational institutions. However, they have also asked for more practical experience in consideration of some occupations. There is a significant interest (especially from the girls) related to home and fashion design. In discussion with the teens we have developed a new component to the program called Buy Design Café. The components would see the youth learn about designing clothes (through the use of recycled materials), learning to knit, craft, and also learn about interior design. We would need to purchase supplies such as sewing machines, knitting material as well as to pay instructors etc. It is intended that a tutorial would be held at least twice a month on various aspects of design. We would also look into traditional craft making such as snow shoes, fly tying etc. as these are components that were mentioned by the male youth. The reason it is called BUY design is because the youth will get an opportunity to sell their products at various times throughout the year and they will be highlighted at the Fall Fair in November.

This may take on a slightly different form in Norris Arm and Buchans depending on the availability of crafters and artists. However, the request from both of those sites includes further follow-up of careers such as forestry, aquaculture and farming. We are therefore requesting a small increase in funds for both of those sites so that the youth will be able to visit more facilities. When field trips are
planned there is a significant cost related to bussing and more support is needed in this area.
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BGCCAN - Boys and Girls Clubs of Canada Foundation
CAAWS – Canadian Association for the Advancement of Women and Sport
Mar. 03, 2011

Ellen Chalker, Program Consultant
Dept. of Human Resources, Labour & Employment
P.O. Box 8700
St. John’s, NL
A1B 4J6

Dear Ms. Chalker:

Please find enclosed our completed application for Grants to Youth Organizations Program, Financial Report, Program Report, List of Board of Directors and an estimated Budget for 2011.

Should you have any questions, please do not hesitate to contact me at 488-2288.

Sincerely,

[Signature]

Leona Ezekiel
Executive Director/Treasurer

[Encl. stamp]
Section 1: General Information

Name of Organization: WABANA Boys & Girls Club
Permanent Mailing Address: P.O. Box 539 Bell Island NL A0A 4H0
Contact Person: [name redacted]
Telephone: (b) 709-488-2280 Fax: 709-488-2286
No. of Paid Staff: Full-time 2 Part-time 1

Section 2: Type of Grant Requested

Administrative [x] Special Project []
Amount Requested $40,000

Section 3: Client/Groups Served

Type of Organization: Provincial Governing Body [x] Regional/Community Agency [ ]
No. of Youth Served: 376 No. of Communities Served: 1 Age Groups Served: 5-18 yrs.

What policies and practices does your organization follow to include youth who may have increased challenges for participation (eg: inability to pay)?

As per age 5-13 = $3.00 Age 14-18 = $5.00 Many of our members

Section 4: Purpose of Program/Service/Duration of Program(s)

Are there any other organizations in your area with similar programs? Specify.
The Webana Boys & Girls Club is the only organization on the island that offers a holistic variety of sports, workshops, creative arts, and 2 extracurricular activities.

What is the main purpose of your organization?

Our main objective is youth services to our members. That is important to us. We want to be there for our members.

List affiliations/partnerships with other organizations (if applicable).

1. [name redacted] 2. [name redacted] 3. [name redacted] 4. [name redacted] 5. [name redacted]
List major programs/services/activities of your organization:

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<tr>
<th>Programs and Services/Activities</th>
<th>Location</th>
<th>Short Description</th>
<th>Duration Start &amp; End Date</th>
<th># of Youth Participants</th>
<th>Age Group</th>
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<td>For example:</td>
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<tr>
<td>1. Leadership Weekend</td>
<td>Bishops Falls</td>
<td>Train Youth Leaders in our program</td>
<td>Sept. 9 – 11/11</td>
<td>22</td>
<td>15 - 18</td>
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<td>Martial Arts</td>
<td>Bill Island</td>
<td>Members are taught the disciplines of different Martial Arts &amp; move up in belts.</td>
<td>Started in 2009 and is on going</td>
<td>30</td>
<td>5 - 14</td>
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<tr>
<td>RANT</td>
<td>Bill Island</td>
<td>Being members the knowledge that they can use in everyday life.</td>
<td>2010 - July 2011</td>
<td>55</td>
<td>12 - 18</td>
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<tr>
<td>Core Wellness/Nutrition</td>
<td>Bill Island</td>
<td>Become - Healthy eating, Wise choices for good choice.</td>
<td>2010 - May</td>
<td>Daily</td>
<td>20 - 35</td>
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<tr>
<td>Intoxicity</td>
<td>Bill Island</td>
<td>This is done 4 days per week Mon - Fri. Intox assist members with subjects they don’t understand</td>
<td>On going</td>
<td>10 - 25</td>
<td>5 - 14</td>
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<tr>
<td>Duke It Easy</td>
<td>Bill Island</td>
<td>Deal with issues of Body Image, Bullying, Good Health Habits.</td>
<td>Started renew Program 2010</td>
<td>3 days per wk</td>
<td>5 - 14</td>
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</table>
If request is for a special project grant, please complete the following:

Description of Target Group and Age of Clients:


Project Title: ______________________ Location: ______________________

Project Overview:


Project Description:


Objectives:


Duration of Project: ___________ Start Date: ___________ Completion Date: ___________

Section 6: Organizational Considerations

Incorporated: Yes ☐ No ☐ In Process ☐ Inc. ☒

Registered with Revenue Canada as a charitable organization? Yes ☐ No ☐

Year Formed: 1955

Written Constitution: Yes (please attach) ☐ No ☐

Liability Insurance (Mandatory): Amount of Coverage: 1,000,000 Insurer: Wedgewood Ins.

Principal Officers: Bd. Of Dir. ☒ Exec. Com. ☐ Other (Specify): ☐

Elected ☐ Appointed ☐ How Often/By Whom: ______________________

Name: President/Chair
Name: Treasurer
Other Officer

Address: ______________________
Address: ______________________
Address: ______________________

Telephone: ______________________ Telephone: 488-2218(W)

In what type of facility is your agency/organization housed? Private ☐ Provincial ☐ Municipal ☐ Other (specify): Community
What methods for monitoring and evaluating programs and/or special projects are in place?

1. Feedback from students 2. Insight from teachers 3. Have a special working relationship with parents of the community 4. Parties with all community groups 5. Have a family member work on the project 6. Everyday visits 7. Most importantly, there is a lot of discussion with the teachers.

Section 6: Financial Considerations

Fiscal Year: From: 01/01/11 To: 31/12/11

Financial statement for last complete fiscal year attached: Yes ☐ No ☐

Budget request to HRLE related to a special project ☐ OR Budget request to HRLE related to organization’s administrative expenses ☐

Rental/mortgage costs incurred by your organization per year (if applicable): __________________________

Please complete the following section relating to either your special project grant or administrative grant request:

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<th>Total Expenses</th>
<th>Amount Requested From HRLE</th>
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<td>$40,000.00</td>
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</tbody>
</table>

If amount requested is different from previous year, please give details of proposed increase:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4
Please complete the following section relating to sources of funding in addition to this grant request:

<table>
<thead>
<tr>
<th>Operations/Administration</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization’s Contribution</td>
<td></td>
</tr>
<tr>
<td>Other Provincial Departments (specify)</td>
<td></td>
</tr>
<tr>
<td>Federal Government Departments (specify)</td>
<td></td>
</tr>
<tr>
<td>Municipal Government</td>
<td></td>
</tr>
<tr>
<td>Business/Private Sector</td>
<td></td>
</tr>
<tr>
<td>Other (eg: fundraising, fees, National Office contribution) (specify)</td>
<td></td>
</tr>
<tr>
<td>Total funding other sources</td>
<td></td>
</tr>
</tbody>
</table>

If request is for a special project grant, is there a possibility that the program will continue and, if so, what is the plan to sustain the project?

---

Section 7: Conditions

Departmental funding may be used only for the purposes specified in this application. Once the Department has agreed to provide financial assistance, no substantial change in these activities shall be made without the consent of the Department and it shall be at the discretion of the Department to determine what constitutes substantial change in each case.

The Department reserves the right to determine the extent and type of information required to support payment of the grant. Further, the Department may require that an audit be undertaken to verify the purposes for which Government funds have been utilized.

Any funding not used for those purposes must be returned to the Department.

The organization is wholly responsible for its own debts. The Department will not consider any application to pay debts.

If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied (i.e. deductions for income tax, unemployment insurance, etc.)

Whenever appropriate, public acknowledgement of funding by the Department is expected. Publications should clearly acknowledge the Department’s assistance. A standard statement of acknowledgement is available on request.

The organization agrees to respect and apply the spirit and provisions of existing human rights legislation.

Under the Access to Information and Protection of Privacy Act, members of the public may request and obtain access to information held in Provincial Government records. Should a request be received for information about this grant application, the Department will consult with you prior to disclosing any information. It should be noted, however, that only personal information and certain third-party confidential financial information may be withheld. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

A successful proponent with respect to this program shall be required to complete contractual arrangements with the Department to confirm the agreement between the parties.
Section 8: Authorization

Please list persons with signing authority:

a. Stephen Fitzgerald
b. Lynden Gudinado
c. 

We, the undersigned, certify that to the best of our knowledge, this contains a full and correct account of all matters stated within.

Name: Stephen Fitzgerald Signature: [Signature] Position: Pres.
Name: Leona Koehler Signature: [Signature] Position: Ex. Dir./ Treasurer

IMPORTANT: Please check to ensure the following documents are included with your completed grant application. Any application that does not have all these documents attached will not be considered:

☐ A financial statement for the previous year that includes a breakdown of HRLE grant contribution (audited if available)
☐ Annual report or report of activities
☐ A detailed budget for the year for which the funds are being requested
☐ A complete list of board of directors/executive committee

Please forward completed applications by Tuesday April 26, 2011 to:

Ellen Chalker, Program Consultant
Career, Employment and Youth Services Division
Department of Human Resources, Labour and Employment
P. O. Box 8700
St. John's, NL
A1B 4J6
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Fitzgerald</td>
<td>President</td>
<td>Canadian</td>
</tr>
<tr>
<td>Shelly Murphy</td>
<td>Secretary</td>
<td>Canadian</td>
</tr>
<tr>
<td>Sophie Hammond</td>
<td>Vice-President</td>
<td>Canadian</td>
</tr>
<tr>
<td>Leona Ezekiel</td>
<td>Treasure/Ex. Dir.</td>
<td>Canadian</td>
</tr>
<tr>
<td>Brenda Sweeney</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Lori Hann</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Pat Mansfield</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Judy Newman</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Norm Newman</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Const. Jamie Hawkins</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Catherine Hawkins</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Melissa Skehans</td>
<td>Director</td>
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</tr>
<tr>
<td>Crystal Clarke</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Nora Hawco</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>LeAnn Bickford</td>
<td>Director</td>
<td>Canadian</td>
</tr>
</tbody>
</table>
PROJECTED INCOME

Section 27(1)(b)
Section 27(1)(b)

EXPENDITURE
<table>
<thead>
<tr>
<th>Income</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 27(1)(b)</td>
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</tbody>
</table>
Breakdown: Of some of the Income and Expenditures of the club for the year.

<table>
<thead>
<tr>
<th>Income:</th>
<th>Expenditures</th>
</tr>
</thead>
</table>

Compiled and Submitted by: Leona Ezekiel

Executive Director/Treasurer
# Wabana Boys & Girls Club

## Program Report

### Year Ending 2010

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>SESSIONS</th>
<th>PARTICIPANTS</th>
<th>Door</th>
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</thead>
<tbody>
<tr>
<td><strong>GYM:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badminton</td>
<td>1</td>
<td>13</td>
<td>Jan</td>
</tr>
<tr>
<td>Basketball</td>
<td>52</td>
<td>365</td>
<td>Feb</td>
</tr>
<tr>
<td>Be Green</td>
<td>30</td>
<td>559</td>
<td>Mar.</td>
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<tr>
<td>Boys Indoor Soccer</td>
<td>16</td>
<td>172</td>
<td>Apr.</td>
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<tr>
<td>Co-Ed Soccer (10-16)</td>
<td>12</td>
<td>195</td>
<td>May</td>
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<tr>
<td>Co-Ed Soccer (5-7)</td>
<td>14</td>
<td>178</td>
<td>June</td>
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<tr>
<td>Co-Ed Softball (10-16)</td>
<td>12</td>
<td>272</td>
<td>Sept.</td>
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<tr>
<td>Co-Ed T-Ball &amp; Scrap T-Ball</td>
<td>13</td>
<td>274</td>
<td>Nov.</td>
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<tr>
<td>Dodgeball</td>
<td>108</td>
<td>1,838</td>
<td>Dec.</td>
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<tr>
<td>Exercise Program</td>
<td>108</td>
<td>2,599</td>
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<tr>
<td>Free Play</td>
<td>491</td>
<td>3,884</td>
<td>11,586</td>
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<tr>
<td>Free Throw</td>
<td>2</td>
<td>12</td>
<td></td>
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<tr>
<td>Get BUSY Program</td>
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<td>21</td>
<td></td>
</tr>
<tr>
<td>Girls Free Play</td>
<td>18</td>
<td>143</td>
<td></td>
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<tr>
<td>Indoor Baseball</td>
<td>3</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>Jr. &amp; Intermediate Hockey</td>
<td>63</td>
<td>776</td>
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<tr>
<td>Little League Softball</td>
<td>12</td>
<td>244</td>
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<tr>
<td>Low Organized Games</td>
<td>15</td>
<td>308</td>
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<tr>
<td>Novice &amp; Jr. Hockey</td>
<td>29</td>
<td>351</td>
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<tr>
<td>R.A.N.T.</td>
<td>26</td>
<td>329</td>
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<tr>
<td>Races</td>
<td>5</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>Scrap Hockey</td>
<td>26</td>
<td>294</td>
<td></td>
</tr>
<tr>
<td>Scrap Soccer</td>
<td>5</td>
<td>50</td>
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<tr>
<td>Scrap Softball</td>
<td>3</td>
<td>31</td>
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<tr>
<td>Soccer</td>
<td>47</td>
<td>623</td>
<td></td>
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<tr>
<td>Soccer Baseball</td>
<td>72</td>
<td>1,384</td>
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<tr>
<td>Tag</td>
<td>9</td>
<td>119</td>
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<tr>
<td>Volleyball Bump</td>
<td>29</td>
<td>204</td>
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</table>

| Total                              | 1,251    | 15,790        |       |

### GAMES ROOM:

<table>
<thead>
<tr>
<th>GAMES ROOM:</th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aim &amp; Roll</td>
<td>12</td>
<td>177</td>
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<tr>
<td>Air Hockey</td>
<td>426</td>
<td>852</td>
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<tr>
<td>Arts &amp; Crafts</td>
<td>32</td>
<td>414</td>
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<tr>
<td>Bingo</td>
<td>25</td>
<td>243</td>
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<tr>
<td>Coloring</td>
<td>130</td>
<td>724</td>
<td></td>
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<tr>
<td>Activity</td>
<td>2009 Count</td>
<td>2010 Count</td>
<td></td>
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<tr>
<td>--------------------------------</td>
<td>------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Computers</td>
<td>275</td>
<td>545</td>
<td></td>
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<tr>
<td>Hand Hockey</td>
<td>28</td>
<td>234</td>
<td></td>
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<tr>
<td>Homework Classes</td>
<td>93</td>
<td>577</td>
<td></td>
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<tr>
<td>Nintendo / Atari / Xbox</td>
<td>1,192</td>
<td>1,782</td>
<td></td>
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<tr>
<td>Nintendo Wii</td>
<td>1,233</td>
<td>2,152</td>
<td></td>
</tr>
<tr>
<td>Ping Pong</td>
<td>1,058</td>
<td>2,096</td>
<td></td>
</tr>
<tr>
<td>Pool</td>
<td>1,377</td>
<td>1,805</td>
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</tr>
<tr>
<td>Table Soccer</td>
<td>104</td>
<td>298</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>5,985</strong></td>
<td><strong>11,899</strong></td>
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</table>

**SPECIAL EVENTS:**

<table>
<thead>
<tr>
<th>Event</th>
<th>2009 Count</th>
<th>2010 Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baking</td>
<td>1</td>
<td>46</td>
</tr>
<tr>
<td>Basketball Tournament (3 on 3)</td>
<td>1</td>
<td>36</td>
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<tr>
<td>Blessing of the Christmas Tree</td>
<td>1</td>
<td>47</td>
</tr>
<tr>
<td>Bowling Park Swim</td>
<td>2</td>
<td>110</td>
</tr>
<tr>
<td>Breakfast &amp; Pictures with Santa</td>
<td>1</td>
<td>67</td>
</tr>
<tr>
<td>Christmas Party</td>
<td>2</td>
<td>54</td>
</tr>
<tr>
<td>Community Night</td>
<td>1</td>
<td>26</td>
</tr>
<tr>
<td>Earth Day / Spot Light</td>
<td>1</td>
<td>58</td>
</tr>
<tr>
<td>Easter Egg Hunt</td>
<td>1</td>
<td>41</td>
</tr>
<tr>
<td>Easter Egg Painting</td>
<td>1</td>
<td>39</td>
</tr>
<tr>
<td>Glo Bowling</td>
<td>1</td>
<td>53</td>
</tr>
<tr>
<td>Halloween Dance &amp; Sppok Room</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Halloween Party</td>
<td>1</td>
<td>41</td>
</tr>
<tr>
<td>Hand Hockey Tournament</td>
<td>8</td>
<td>86</td>
</tr>
<tr>
<td>Hockey Tournament &amp; Showdown</td>
<td>2</td>
<td>68</td>
</tr>
<tr>
<td>Kiddles Dance</td>
<td>1</td>
<td>86</td>
</tr>
<tr>
<td>Kids Talent Show</td>
<td>1</td>
<td>48</td>
</tr>
<tr>
<td>Martial Arts (6 - 17)</td>
<td>43</td>
<td>345</td>
</tr>
<tr>
<td>Martial Arts (8 - 11 yrs)</td>
<td>45</td>
<td>523</td>
</tr>
<tr>
<td>Martial Arts (12 &amp; Over)</td>
<td>41</td>
<td>276</td>
</tr>
<tr>
<td>Mini Carnivals</td>
<td>2</td>
<td>90</td>
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<tr>
<td>Movie &amp; Popcorn</td>
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<td>31</td>
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<tr>
<td>Pool Tournaments</td>
<td>1</td>
<td>17</td>
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<tr>
<td>Santa Clause Parade</td>
<td>1</td>
<td>11</td>
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<tr>
<td>Valentine Party</td>
<td>1</td>
<td>110</td>
</tr>
<tr>
<td>Wii Bowling Tournament</td>
<td>1</td>
<td>15</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>163</strong></td>
<td><strong>2,474</strong></td>
</tr>
</tbody>
</table>

**Members for 2010** 380
**Door (members checked in)** 11,566
**Sessions** 7,399
**Participants** 30,163
Highlights of Programming for 2010:

GYM: We still carry out many different sports programs at the club, while constantly changing some activities, to try and meet the needs of what our members would like to do. We thank all those from the community and former members who come in to take part in activities at the club with the members. As always we continue to have a large range of low organized activities during free play sessions, soccer baseball and dodge ball are favorites of our members. Our gym is used on a daily bases, starting off with an exercise program, which kick starts the members energy levels. Also the gym is used by other organizations that support activities for children and youth.

GAMES ROOM: We are pleased to offer pool, shuffleboard, ping pong and table top soccer. Wiki and PS2 have become some of the most used games at the club, with Just Dance being a tremendous hit with the members. But as always we limit the amount of time each member stays at these games by allowing them to sign up for 20 min. intervals only. Members and staff often take part in tournaments in pool and ping pong and Wii Just Dance.

ARTS AND CRAFTS: Arts and crafts are a big thing at the club from coloring contests to making items from clay and play dough. Doing special projects for all occasions. With the assistance of our mentors we always try to stay on top of the interest of our members.

SPECIALS: Training for our Summer Staff comprises of clinics for rules and regulations of games to etiquette of staff, so they are well equipped for the task of running summer programs. Many different fundraisers such as ticket sales, Our President’s single man walk-a-thon and recycling. Many organizations help raise funds for our club: Volunteer Fire Brigade Floor Hockey Tournament, Kiwanis and Knights of Columbus and we can not forget the owners of the stores on Bell Island who always support us. Also we have our Summer and Fall Fair, Community Christmas Tree, and many small sports tournaments. Many thanks to Sears for their Christmas Wish Tree, Canadian Tire Jumpstart for their tremendous support to the well being of our members.

MARTIAL ARTS: We are very pleased that 2010 saw us saw us continue to offer our members Mixed Martial Arts. Canadian Tire Jumpstart made it possible for our members to take part in this very well structured program instructed by Sensei Tom Nolan. This has been a program that has drawn much interest from our members and we hope that we will be able to continue for future members. The numbers have declined some what but the dedication of those still involved is nothing but positive. They are moving up in belts and are still enjoying the program.

SUMMER PROGRAMS: There are a wide variety of sports and fun activities that our some 380 members can take part in over the summer months. A wide range of programs for ages 5-18 male and female. We offer T-ball, soccer, baseball, softball, special softball tournaments with youth from off the island and Away Days to take our members to places of fun and learning. We are very lucky to each year to obtain summer staff who make our job easier and without whom we would not be able to put off the programming.
LIFE SKILLS/TUTORING: Tutoring is available 4 days per week. Under the tutelage of our Education Resource People, members obtain assistance with schoolwork that they find difficult. We also have computers with high-speed internet that is available to them for homework resources.

The past few years we have been involved in programming through the Provincial Government and Boys and Girls Clubs of Canada which focuses on Wellness (Exercise and Healthy Lifestyles) for our members. We have also been privileged to be able to offer to our member’s healthy snacks when they come to the club. We have been Junk Food Free since 2004 and the members still practice healthy eating while at the club. I would like to thank, Mrs. Linda Andrews our coordinator for this program, who has gone above and beyond in her assistance to our club and members.

Overview:

Another year has passed and with it we saw a wide variety of different programs being offered. The generous support of businesses in our community, former members and all three divisions of government, Federal, Provincial & Municipal and Boys and Girls Clubs of Canada, have made this another successful year for the Wabana Boys & Girls Club. As program report shows, our numbers are on par with last year; as we lose our older members we are getting new members in the younger age group.
Erin Kavanagh  
St. Michael’s Regional High  
Bell Island, NL A0A 4H0

David Brazil  
House of Assembly  
Confederation Building  
St. John’s, NL

Mr. Brazil,

As an Instructional Resource Teacher at St. Michael’s Regional High School on Bell Island, I have daily interactions with adolescents of various ages and backgrounds. During the last four months I have observed a need for additional educational and extra-curricular resources, particularly for the female student population.

Many of the young girls at our school lack the necessary skills and resources to exercise appropriate self-care. I would like to address issues such as personal hygiene, sexual relationships, teen pregnancy, self-esteem, violence and friendship through a series of group activities that will inform, engage and inspire the female students at our school.

In order to successfully implement this program, I must be able to motivate the students to become involved. To promote involvement, I require financial assistance to purchase items such as self-esteem promoting books and magazines for independent student use, games, crafts and movies for Girl’s Nights which will promote positive and safe peer relations and health related items such as condoms, sanitary napkins and tampons for personal care education sessions.

Approximately 100 female students at St. Michael’s will benefit from this project which will be put into action with the help of teacher, community and student volunteers. In order to adequately implement this program and provide the students with suitable materials, I am requesting financial support in the amount of $5000.00. This amount, approximately $50.00 per student, will be used for personal materials and bi-weekly activities throughout the rest of this school year and if possible, the 2011-2012 school year.

Your consideration of this matter is deeply appreciated and I look forward to hearing from you.

Sincerely,

Erin Kavanagh  
erinkavanagh@esdni.ca, W: (709) 488-2828, C: 

February 23, 2011
Chalker, Ellen D.

From: Wabana Boys and Girls Club [wbgc@nf.aibn.com]
Sent: Wednesday, September 14, 2011 5:59 PM
To: Chalker, Ellen D.
Subject: RE: Bell Island Girls Project
Attachments: Board of Directors 2011.docx

Mrs. Chalker,

The Wabana Boys and Girls Club will still broker the monies for St. Michael’s School. We will accept the monies and then write a cheque for whatever amount you give them, directly to the school. We will assist them in whatever way we can but they will pay their own bills or purchase whatever is required. Attached is a current list of our Board of Directors.

Regards,

Leona Ezekiel
Executive Director

From: Chalker, Ellen D. [mailto:echalker@gov.nl.ca]
Sent: September-12-11 2:03 PM
To: wbgc@nf.aibn.com
Subject: Bell Island Girls Project

Hi Leona
We have had a request to sponsor the project for this term at St. Michael’s. Is the Board at the Boys and Girls Club still a partner, using your Insurance and paying their bills, if we come up with some money and send it to you? We have this on file but I am just making sure that you are still supporting this.
Thank you.
Ellen

Ellen Chalker, HRLE
Program Consultant
709.729.0725 (phone)

“This email and any attached files are intended for the sole use of the primary and copied addressee(s) and may contain privileged and/or confidential information. Any distribution, use or copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender.”
### Wabana Boys & Girls Club

#### Board of Directors 2011

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Hann</td>
<td>President</td>
<td>Canadian</td>
</tr>
<tr>
<td>Stephen Fitzgerald</td>
<td>V-President</td>
<td>Canadian</td>
</tr>
<tr>
<td>Const. Steve Brown</td>
<td>Secretary</td>
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<td>Sophie Hammond</td>
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<td>Michael Lahey</td>
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<td>Director</td>
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<td>Const. Leo Doiron</td>
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<td>Melissa Brown</td>
<td>Director</td>
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</tr>
<tr>
<td>Ashley Somerton</td>
<td>Director</td>
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</tr>
<tr>
<td>Leona Ezekiel</td>
<td>Executive Director</td>
<td>Canadian</td>
</tr>
</tbody>
</table>
April 20, 2009

Ms. Ellen Chalker, Program Consultant
Dept. of Human Resources, Labour & Employment
P.O. Box 8700
St. John’s, NL
A1B 4J6

Dear Ms. Chalker,

Please find enclosed our completed application for Grants to Youth Organizations Program.

Also enclosed are the required documents:

1. Financial Report
2. Projected Budget
3. List of Directors
4. Program Report

Should you have any questions, please do not hesitate to contact me at 488-2288.

Sincerely,

[Signature]
Leona Ezekiel
Executive Director/Treasurer
Career, Employment and Youth Services Division
Department of Human Resources, Labour and Employment

GRANTS TO YOUTH ORGANIZATIONS PROGRAM

Section 1: General Information
Name of Organization: Wabana Boys & Girls Club
Permanent Mailing Address: P.O. Box 25
E-Mail Address: wbgca@nl.ca
Contact Person: Leona Ezeri
Position: Executive Director
Telephone: (b) Fax:
No. of Paid Staff: Full-Time 2 Part-Time 1 No. of Adult Volunteers: 49

Section 2: Type of Grant Requested
Administrative ☑ Special Project ☐ Amount Requested 40,000.00

Section 3: Client Groups Served
Type of Organization: Provincial Governing Body ☐ Regional/Community Agency ☐
No. of Youth Served: 380 No. of Communities Served: 1 Age Groups Served: 5-18 (Annually)
What policies and practices does your organization follow to include youth who may have increased challenges for participation (eg: inability to pay)?
We also implement a registration fee (minimal) but no child is refused entry due to inability to pay.

Section 4: Purpose of Program/Service/Duration of Program(s)
Are there any other organizations in your area with similar programs? Specify.
No other organization offers the services that we do - also your sports specialty programming is offered 5 days per week.
We offer Wellness Programs & Nutrition, Food building & Cooking, Food Free
Since 2004.
What is the main purpose of your organization?
Youth Services - We offer League Sports - the usual Pool, Ping Pong, Wii, etc.
After school hours; 4 kids per week - Computer & High Speed Internet.
Three weekly workshops that are beneficial to members in their learning to remain active and free of society.
List affiliations/partnerships with other organizations (if applicable).
1. Health Care (Dr. Walter Timmins Hospital) 2. Rooms of Welcome
3. RCM 4. Long Caras (Cys)
We also partner with other groups that cater to & assist children & youth.
List major programs/services/activities of your organization:

<table>
<thead>
<tr>
<th>Programs and Services/Activities</th>
<th>Location</th>
<th>Short Description</th>
<th>Duration Start &amp; End Date</th>
<th># of Youth Participants</th>
<th>Age Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>For example:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Leadership Weekend</td>
<td>Bishops Falls</td>
<td>Train Youth Leaders in our program</td>
<td>Sept. 11 – 13/09</td>
<td>22</td>
<td>15 - 18</td>
</tr>
<tr>
<td>Cool Moves GET Busy</td>
<td>Bell Island</td>
<td>Speaker Programs, Leadership Skills, Training in written &amp; oral communication</td>
<td>2008-2009, Mar 31/09</td>
<td>Cool Moves 23</td>
<td>13 - 18</td>
</tr>
<tr>
<td>CANADIAN TREE Jumpstart</td>
<td>Bell Island</td>
<td>Summer Camp, Day Away Day</td>
<td>2008-2009</td>
<td>75</td>
<td>5-18</td>
</tr>
<tr>
<td>Provincial Wellness</td>
<td>Bell Island</td>
<td>Taught Members Special Healthy Food Choices</td>
<td>9 Month in 2008</td>
<td>25 per day</td>
<td>5-18</td>
</tr>
<tr>
<td>Nutrition</td>
<td>Bell Island</td>
<td>Learning how to grocery shop for Nutrition Food, 3D modeling</td>
<td>6 mons in 2008</td>
<td>32 per day</td>
<td>5-18</td>
</tr>
</tbody>
</table>
If request is for a special project grant, please complete the following:

Description of Target Group and Age of Clients:


Project Title: _____________________________________________________________________ Location: _____________________________________________________________________

Project Overview:


Project Description:


Objectives:


Duration of Project: ____________ Start Date: ____________ Completion Date: ____________

Section 5: Organizational Considerations

Incorporated: Yes ☑ No ☐ In Process ☐

Registered with Revenue Canada as a charitable organization? Yes ☑ No ☐

Year Formed: 1956 Written Constitution: Yes (please attach) ☐ No ☐

Liability Insurance (Mandatory): Amount of Coverage: 1,000,000.00 Insurer: Wedgewood Insurance

Principal Officers: Bd. Of Dir. ☑ Exec. Com. ☐ Other (Specify): ☐

Elected ☐ Appointed ☑ How Often/By Whom:

President/Chair: Stephen A. [Redacted] Name: [Redacted] Telephone: [Redacted]

Treasurer: [Redacted] Name: [Redacted] Telephone: 688-2288 (w)

Other Officer: Brenda Sweeney Name: [Redacted] Telephone: [Redacted]

In what type of facility is your agency/organization housed? Private ☐ Provincial ☐ Municipal ☑ Other (specify): Community Owned
### Section 6: Financial Considerations

**Fiscal Year:** From: 01/01/09 To: 31/12/09  
Financial statement for last complete fiscal year attached: Yes [ ] No [ ]

Budget request to HRLE related to a special project [ ] OR Budget request to HRLE related to organization’s administrative expenses [ ]

Rental/mortgage costs incurred by your organization per year (if applicable): ____________________________

Please complete the following section relating to either your special project grant or administrative grant request:

<table>
<thead>
<tr>
<th>Details</th>
<th>Total Expenses</th>
<th>Amount Requested From HRLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honoraria</td>
<td>[Signature]</td>
<td>40,000.00</td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If amount requested is different from previous year, please give details of proposed increase:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Please complete the following section relating to sources of funding in addition to this grant request:

<table>
<thead>
<tr>
<th>Operations/Administration</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization's Contribution</td>
<td></td>
</tr>
<tr>
<td>Other Provincial Departments (specify)</td>
<td></td>
</tr>
<tr>
<td>Federal Government Departments (specify)</td>
<td>Please see attached</td>
</tr>
<tr>
<td>Municipal Government</td>
<td></td>
</tr>
<tr>
<td>Business/Private Sector</td>
<td></td>
</tr>
<tr>
<td>Other (eq: fundraising, fees, National Office contribution) (specify)</td>
<td></td>
</tr>
<tr>
<td>Total funding other sources</td>
<td></td>
</tr>
</tbody>
</table>

If request is for a special project grant, is there a possibility that the program will continue and, if so, what is the plan to sustain the project?

---

**Section 7: Conditions**

Departmental funding may be used only for the purposes specified in this application. Once the Department has agreed to provide financial assistance, no substantial change in these activities shall be made without the consent of the Department and it shall be at the discretion of the Department to determine what constitutes substantial change in each case.

The Department reserves the right to determine the extent and type of information required to support payment of the grant. Further, the Department may require that an audit be undertaken to verify the purposes for which Government funds have been utilized.

Any funding not used for these purposes must be returned to the Department.

The organization is wholly responsible for its own debts. The Department will not consider any application to pay debts.

If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied (i.e. deductions for income tax, unemployment insurance, etc.)

Whenever appropriate, public acknowledgement of funding by the Department is expected. Publications should clearly acknowledge the Department's assistance. A standard statement of acknowledgement is available on request.

The organization agrees to respect and apply the spirit and provisions of existing human rights legislation.

Under the Access to Information and Protection of Privacy Act, members of the public may request and obtain access to information held in Provincial Government records. Should a request be received for information about this grant application, the Department will consult with you prior to disclosing any information. It should be noted, however, that only personal information and certain third-party confidential financial information may be withheld. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

A successful proponent with respect to this program shall be required to complete contractual arrangements with the Department to confirm the agreement between the parties.
Section 8: Authorization

Please list persons with signing authority:

a. Stephen Fitzgerald
b. Brenda Sweeney
c. Leon Ezeriel

We, the undersigned, certify that to the best of our knowledge, this contains a full and correct account of all matters stated within.

Name: Leon Ezeriel Signature: __________________________ Position: Executive Director
Name: Stephen Fitzgerald Signature: __________________________ Position: President

IMPORTANT: Please check to ensure the following documents are included with your completed grant application. Any application that does not have all these documents attached will not be considered:

☐ A financial statement for the previous year that includes a breakdown of HRLE grant contribution (audited if available)
☐ Annual report or report of activities
☐ A detailed budget for the year for which the funds are being requested
☐ A complete list of board of directors/executive committee

Please forward completed applications by May 25, 2009 to:

Ellen Chalker, Program Consultant
Department of Human Resources, Labour and Employment
P. O. Box 8700
St. John's, NL
A1B 4J6
<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prepared and Submitted by:
Leong Ezekiel, Executive Director

Breakdown:
Income:

Expenditures:
PROPOSED BUDGET
WABANA BOYS AND GIRLS CLUB
2009

PROJECTED INCOME

Section 27(1)(b)
Section 27(1)(b)

EXPENDITURE
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Steve Fitzgerald</td>
<td>President</td>
</tr>
<tr>
<td>2.</td>
<td>Shelly Murphy</td>
<td>Secretary</td>
</tr>
<tr>
<td>3.</td>
<td>Sophie Hammond</td>
<td>Vice-President</td>
</tr>
<tr>
<td>4.</td>
<td>Leona Ezekiel</td>
<td>Treasure/Ex. Dir.</td>
</tr>
<tr>
<td>5.</td>
<td>Brenda Sweeney</td>
<td>Director</td>
</tr>
<tr>
<td>6.</td>
<td>Lori Hann</td>
<td>Director</td>
</tr>
<tr>
<td>7.</td>
<td>Brian Kent</td>
<td>Director</td>
</tr>
<tr>
<td>8.</td>
<td>Pat Mansfield</td>
<td>Director</td>
</tr>
<tr>
<td>9.</td>
<td>Judy Newman</td>
<td>Director</td>
</tr>
<tr>
<td>10.</td>
<td>Norm Newman</td>
<td>Director</td>
</tr>
<tr>
<td>11.</td>
<td>Const. Steve Pike</td>
<td>Director</td>
</tr>
<tr>
<td>12.</td>
<td>Const. Jamie Hawkins</td>
<td>Director</td>
</tr>
<tr>
<td>13.</td>
<td>Catherine Hawkins</td>
<td>Director</td>
</tr>
<tr>
<td>14.</td>
<td>Const. Jeff Brace</td>
<td>Director</td>
</tr>
</tbody>
</table>
## Wabana Boys & Girls Club

### Program Report

Year Ending 2008

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>SESSIONS</th>
<th>PARTICIPANTS</th>
<th>Door</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GYM:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Badminton</td>
<td>10</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>58</td>
<td>511</td>
<td></td>
</tr>
<tr>
<td>Boys Indoor Soccer</td>
<td>9</td>
<td>100</td>
<td>628</td>
</tr>
<tr>
<td>Co-Ed Soccer (5-7)</td>
<td>15</td>
<td>184</td>
<td>501</td>
</tr>
<tr>
<td>Co-Ed Soccer (8-10)</td>
<td>15</td>
<td>250</td>
<td>691</td>
</tr>
<tr>
<td>Co-Ed Softball (11-16)</td>
<td>15</td>
<td>261</td>
<td>1,028</td>
</tr>
<tr>
<td>Co-Ed Softball (8-10)</td>
<td>15</td>
<td>243</td>
<td>907</td>
</tr>
<tr>
<td>Co-Ed T-Ball</td>
<td>15</td>
<td>168</td>
<td>637</td>
</tr>
<tr>
<td>Daily Warmups (Exercises)</td>
<td>10</td>
<td>219</td>
<td>1,937</td>
</tr>
<tr>
<td>Dodgeball</td>
<td>31</td>
<td>489</td>
<td>711</td>
</tr>
<tr>
<td>Fitness &amp; Wellness Program</td>
<td>25</td>
<td>410</td>
<td>616</td>
</tr>
<tr>
<td>Free Play</td>
<td>251</td>
<td>4,902</td>
<td>1,017</td>
</tr>
<tr>
<td>Free Throw</td>
<td>8</td>
<td>90</td>
<td>848</td>
</tr>
<tr>
<td>Get BUSY Program</td>
<td>142</td>
<td>3,289</td>
<td>9,521</td>
</tr>
<tr>
<td>Girls Indoor Soccer</td>
<td>7</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>Indoor Baseball</td>
<td>5</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>Jr &amp; Intermediate Hockey</td>
<td>73</td>
<td>1,048</td>
<td></td>
</tr>
<tr>
<td>Kickboxing</td>
<td>4</td>
<td>81</td>
<td></td>
</tr>
<tr>
<td>Little League Baseball</td>
<td>12</td>
<td>138</td>
<td></td>
</tr>
<tr>
<td>Little League Soccer</td>
<td>15</td>
<td>170</td>
<td></td>
</tr>
<tr>
<td>Little League Softball</td>
<td>15</td>
<td>233</td>
<td></td>
</tr>
<tr>
<td>Low Organized Games</td>
<td>36</td>
<td>491</td>
<td></td>
</tr>
<tr>
<td>Novice &amp; Jr. Hockey</td>
<td>48</td>
<td>615</td>
<td></td>
</tr>
<tr>
<td>Races</td>
<td>4</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>Roller Blading</td>
<td>2</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Scrap Hockey</td>
<td>65</td>
<td>756</td>
<td></td>
</tr>
<tr>
<td>Scrap Soccer</td>
<td>36</td>
<td>377</td>
<td></td>
</tr>
<tr>
<td>Scrap Softball</td>
<td>6</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Soccer Baseball</td>
<td>46</td>
<td>793</td>
<td></td>
</tr>
<tr>
<td>Volleyball</td>
<td>5</td>
<td>81</td>
<td></td>
</tr>
<tr>
<td>Volleyball Bump</td>
<td>23</td>
<td>168</td>
<td></td>
</tr>
</tbody>
</table>

**Total: 1,021**

<table>
<thead>
<tr>
<th>GAMES ROOM:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aim &amp; Roll</td>
<td>18</td>
<td>131</td>
</tr>
<tr>
<td>Air Hockey</td>
<td>321</td>
<td>642</td>
</tr>
<tr>
<td>Arts &amp; Crafts</td>
<td>48</td>
<td>368</td>
</tr>
<tr>
<td>Activity</td>
<td>2007</td>
<td>2008</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Bingo</td>
<td>3</td>
<td>29</td>
</tr>
<tr>
<td>Coloring</td>
<td>65</td>
<td>338</td>
</tr>
<tr>
<td>Computers</td>
<td>488</td>
<td>1,210</td>
</tr>
<tr>
<td>Hand Hockey</td>
<td>31</td>
<td>270</td>
</tr>
<tr>
<td>Nintendo / Atari / Xbox</td>
<td>1,179</td>
<td>2,035</td>
</tr>
<tr>
<td>Ping Pong</td>
<td>390</td>
<td>802</td>
</tr>
<tr>
<td>Pool</td>
<td>744</td>
<td>1,267</td>
</tr>
<tr>
<td>Rock Band</td>
<td>184</td>
<td>395</td>
</tr>
<tr>
<td>Shuffle Board</td>
<td>53</td>
<td>249</td>
</tr>
<tr>
<td>Table Soccer</td>
<td>63</td>
<td>151</td>
</tr>
<tr>
<td>Wii</td>
<td>176</td>
<td>456</td>
</tr>
</tbody>
</table>

**Total:** 3,763 8,343

**SPECIAL EVENTS:**

<table>
<thead>
<tr>
<th>Event</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bike Safety Program</td>
<td>1</td>
<td>278</td>
</tr>
<tr>
<td>Blessing of the Christmas Tree</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>Bowling Park Swim</td>
<td>2</td>
<td>96</td>
</tr>
<tr>
<td>Breakfast &amp; Pictures with Santa</td>
<td>1</td>
<td>67</td>
</tr>
<tr>
<td>Christmas Party</td>
<td>2</td>
<td>68</td>
</tr>
<tr>
<td>Clean up Day</td>
<td>1</td>
<td>37</td>
</tr>
<tr>
<td>Community Night</td>
<td>1</td>
<td>47</td>
</tr>
<tr>
<td>Easter Basket Contest</td>
<td>25</td>
<td>312</td>
</tr>
<tr>
<td>Floor Hockey Tournament</td>
<td>17</td>
<td>221</td>
</tr>
<tr>
<td>Fun Day</td>
<td>2</td>
<td>54</td>
</tr>
<tr>
<td>Get B.U.S.Y. Night</td>
<td>1</td>
<td>44</td>
</tr>
<tr>
<td>Get B.U.S.Y. Swimming</td>
<td>1</td>
<td>29</td>
</tr>
<tr>
<td>Halloween Party</td>
<td>1</td>
<td>56</td>
</tr>
<tr>
<td>Hand Hockey Tournament</td>
<td>2</td>
<td>41</td>
</tr>
<tr>
<td>Killick Coast Games (Softball)</td>
<td>6</td>
<td>65</td>
</tr>
<tr>
<td>Salmonier Nature Park</td>
<td>1</td>
<td>46</td>
</tr>
<tr>
<td>Science Fair</td>
<td>1</td>
<td>46</td>
</tr>
<tr>
<td>Skating &amp; Hot Chocolate</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>Sports Day</td>
<td>27</td>
<td>358</td>
</tr>
<tr>
<td>Valentine Party</td>
<td>1</td>
<td>24</td>
</tr>
</tbody>
</table>

**Total:** 95 1,936

**Members for 2008**

- 348

**Door (members checked in)**

- 9,521

**Sessions**

- 4,879

**Participants**

- 26,671
Highlights of Programming for 2008

GYM: Sports are carried out in volleyball, soccer, badminton, basketball and hockey. As always we continue to have a large range of low organized activities during free play sessions, such as soccer baseball, dodge ball, races and exercise activities. Our gym is used on a daily bases and often used by other organizations who support activities for children and youth.

GAMES ROOM: We are pleased to offer pool, shuffleboard, ping pong and table top soccer. We have PS2, Nintendo, air hockey, and tabletop and shuffleboard games. Members and staff often take part in tournaments in pool and ping pong. This year we added interactive electronic games with Rock Band and Wii. These games make sure that the members are active participants and not just sat in front of the TV. We also have movie and popcorn days at special times.

ARTS AND CRAFTS: Arts and crafts are a big thing here at the club from coloring contests to making items from clay and play dough. Doing special projects for mothers’ & fathers’ day, Easter, Christmas, St. Patrick’s Day, we cover all occasions.

We try and incorporate new arts & crafts that the members would enjoy. Making sure that there is something for all ages.

SPECIALS: Training for our Summer Staff comprises of clinics on rules and regulations of games to etiquette of staff, so they are well equipped for the task of running summer programs. Many different fundraisers such as ticket sales, walk-a-thon and recycling. Many organizations help raise funds for our club: Volunteer Fire Brigade Floor Hockey Tournament, Kiwanis and Knights of Columbus and we cannot forget the business owners on Bell Island who always support The Wabana Boys & Girls Club. Also we have our Summer and Fall Fair, Community Christmas Tree, and many small sports tournaments. Boys and Girls Clubs of Newfoundland & Labrador have been most gracious in obtaining funding for us through the Canadian Tire Jump Start Program, Sears After School and the United Way, which allows us to add a wider range of activities for our members. This past year we have dealt with National Office for a Get Busy/Cool Moves program that saw two of our teenage members take on the running of this program. Also this program taught our younger members leadership skills, decision making abilities and gave them the necessary skills to assist with running programs at their club. Most importantly it has implanted in them the ideals that will allow them to become Teen Mentors at our club. This program was a win win situation for the club as well as the members.

SUMMER PROGRAMS: There are a wide variety of sports and fun activities that our some 380 members can take part in over the summer months. A wide range of programs for ages 5-18 male and female. We offer T-ball, soccer, baseball, softball, special softball tournaments with youth from off the island and Away Days to take our members to places of fun and learning. We are very lucky to each year to obtain summer staff through Federal and Provincial Grants, who make our job easier and without whom we would not be able to put off the summer programming.
TUTORING: Tutoring is available 4 days per week. Under the tutelage of our Education Resource People, who alternate days, members obtain assistance with schoolwork that they find difficult. Also they use computers with high speed internet to search the www for many of their school projects.

2008 has seen us become involved in programming through the Provincial Government and Boys and Girls Clubs of Canada which focus on Wellness (Exercise and Healthy Lifestyles) for our members. Under the umbrella of Boys and Girls Clubs of Newfoundland we have been Junk Food Free since 2004 and these programs help us keep programs going that will benefit our members in all aspects of their lives.

Overview:

We have once again completed another year which saw a wide variety of programs being offered. This would not have been possible without the generous support of businesses in our community, former members and all three divisions of government, Federal, Provincial & Municipal. Boys and Girls Clubs of Newfoundland & Labrador and Boys and Girls Clubs of Canada. As you can see by our program report, our numbers are once again on the rise with an increase in our program sessions, due in thanks to the extra programming we were successful in obtaining.

Some of the Programs sponsored by other groups:

Canadian Tire Jumpstart - Sears Christmas Wish Tree - Sears After School Program -
Boys & Girls Club of Newfoundland & Labrador (RANT) -
Boys & Girls Clubs of Canada (Get Busy/Cool Moves) – Nutrition Grant – Funding for Tutors – Foundation Grant
Town of Wabana – Program Funding  Government of NL – Student Workers – Wellness Grant
Government of Canada – Student Workers and Alumni Coordinator

General programming made possible through donations from business on the island, Alumni Members and Friends of the Wabana Boys & Girls Club
November 5, 2008

Mr. Geoff Newman
Manager of Grants to Youth Serving Agencies
Department of Human Resources, Labour and Employment
Government of Newfoundland and Labrador
P.O. Box 8700
St. Johns, NL
A1B 4J6

Dear Geoff,

Boys and Girls Clubs of Newfoundland and Labrador have been operating the RANT program for nearly a year now and it has achieved great success. Firstly, we have expanded RANT to three sites because the need at the Mundy Pond Club was so great that we felt obligated to support the youth from this area as well as Buckmaster's Circle and Bell Island. Of course this also means that we have incurred increased costs. In the upcoming year we are anticipating being able to extend the RANT program to Norris Arm in central Newfoundland. The youth in this area are facing many of the same issues as urban youth but are also unique in the sense that they feel it is necessary to leave the province for work in Alberta as many of their family members are doing. We are hoping to decrease this outward trend and offer youth the knowledge they need to obtain a great career here at home.

We have had many successes in creating partnerships with other institutions as were listed in the recent report that I sent to you. Again, we partnered with Memorial University on two initiatives related to the program. The first is with SIFE Memorial (Students in Free Enterprise) who worked all summer with our pre-teens to assist them in developing business plans, learn interview skills and to begin a recycling business. We are also delivering this into the fall program with SIFE and we expect to offer the support to several hundred more kids. This is an unexpected bonus for the program because we had not targeted these kinds of numbers. We also dropped the age of the pre-teen RANT from 10 to 6 and custom designed the program for the younger members. The program was highlighted as part of the World competition held in Singapore in October at which the SIFE team would the world cup.

The second partnership with Memorial is related to research. It became apparent that we needed to expand our knowledge of the trends related to the teen population and their work and study habits so we have contracted a Professor from MUN to design and deliver a survey to 500 students in schools around St. Johns. This work is on-going and we hope to have the results in 2 months.
We are extremely pleased with our accomplishments and look forward to further expansion and additions to the program. It is fast becoming one of the most important initiatives that we have ever undertaken and we are so grateful to the provincial Government for your support.

We have had many opportunities to speak publicly about the program and other sectors of business are taking notice. I recently spoke to the Home Builders Association about RANT and since then we have been asked to write a series of columns for the Workers Voice and for Industry Newfoundland and Labrador. They are focusing much of their upcoming issues on the youth population and we feel that it is because of this program that the trend is getting such close attention.

We thank you for your support ask for your continued assistance in expanding this program in scope and geography and ensuring that we are part of the solution in keeping youth in school and assisting them to move into meaningful higher paying careers.

Yours truly,

Jackie McIsaac
Provincial Coordinator
Boys and girls Clubs of NL
RANT
(Recognizing and Nurturing Talent)

Presented to

Department of Human Resources Labour and Employment
RANT
Recognizing and Nurturing Talent

Project Description

RANT is a program designed to effectively assist teens in achieving their education and career goals and to expose younger children to positive future opportunities. This initiative will benefit children and youth from the Bell Island, Buckmaster’s Circle, Mundy Pond and Norris Arm area’s and will include the following components:

- Teen RANT
- Pre-teen RANT

Teen RANT (ages 13-17)

Today's knowledge-based economy demands a well-educated and skilled workforce. The youth we serve deserve a dedicated program that ensures they have access to the resources and supports necessary to develop and execute a plan for future success.

Pre-teen RANT (ages 10-12)

Young people are more likely to make positive choices if they are given the right supports and opportunities in their own communities early on. While much of our efforts will concentrate on teens, it is important to reach younger children with an early intervention strategy so they can understand the importance of education and work before pressures to dismiss school or drop out even exist.

Demographics
Goals, Objectives and Achievements

Goals:

1. Actively engage youth in development of future education and career planning.

   Each participant completed in take and goal setting forms (INCOMPLETE). The information acquired from the forms identified future career and salary expectations, subject areas of interest, subject areas that need improvement and much more. The information acquired from these forms laid the stepping stones that tailored the RANT program to each individual participant.

   In an effort to help the participants identify their career goals HRLE staff assisted them with Labour Market research that included the demand, salary and qualifications for career options of interest. This provided a knowledge base that helped the participants chose courses they needed to achieve their career goals.

   The focus of pre-teen RANT participants is related to long term vision and staying in school. At this age the members are guided through a process that ensures they understand what their future looks like and what they need to get there. Most of the sessions are related to building confidence, self esteem and improving subject areas in school. Once this is achieved the younger members are guided through business development, interview processes and exploration of future careers.

2. Improve Self Esteem of Children and Youth
Staff members noticed a significant increase in the participants over the short time the program was offered. The positive and supportive environment that staff and members of the Boys and Girls Club create for each other has been a key element in this. Success, academic achievements and other accomplishments, are noted and celebrated at the Clubs. Individual achievements such as attending school for a complete week, completing assignments, attending all RANT sessions are all applauded and celebrated. By the end of the 2007-2008 school year staff witnessed increased study time, requests for help and positive attitudes towards final exams. This positive attitude stemmed from a growing sense of belief in themselves and their abilities.

Our pre-teen members also experienced a growth in self-confidence and self-esteem. Life and social skill sessions such as Dealing with Anger, Dealing with Being Left Out, Goal Setting, Who Am I and so many more provided skills and created an atmosphere that allowed members to express themselves in a positive manner. Also, our pre-teens success and achievements were acknowledged and celebrated.

4. **Reduce Barriers Identified by Youth**

The barriers that were identified by youth included:

a. Not having access to career information

   In partnership with the Department of Human Resources, Labour and Employment our teen participants were given a tour and learned how to use the resources of the HRLE resource centre. Using Career Cruising software, the RANT members were able to research job opportunities, salaries and pre-requisites for careers of interest to them. Our Teens also attended career fairs, Skills Canada Competitions and Lab Extravaganza at Memorial.
b. Working (paying jobs) to many hours

Many discussions were held with our teens to identify why they were working so many hours. Some teens were working over 35 hours a week and trying to attend school and complete assignments. We have noticed over the past few years, the number of minimum wage positions open to our youth have dramatically increased. It is easier than ever before for our teens to find a part-time position. The RANT program recognizes that it is important for our youth to have part-time jobs but needed to create a way to help our teens create balance in their lives. Youth led discussions were held and as a result. The TEENS wanted RANT contracts created to prove their commitment to the program and to themselves. In addition to this, several participants asked RANT staff to help them approach school guidance counselors to see if it was possible to be assigned extra work to make up for lost time. Not only were extra assignments given but the participants also signed contracts with their schools!

RANT staff noted that the Labour Market information that the members researched at HRLE was one of the incentives that helped refocus some of them back to school. For the first time they had a clear picture of what needed to be completed to achieve their goals.

c. Home life did not lend support for study or scholastic achievement.

The Boys and Girls Club offered a quiet place, with tutors and other educational supports, for our members. To add to this, all achievements from completing homework, passing tests, increased attendance, to improving grades are all celebrated and rewarded with incentives.

5. Demonstrate to children at a young age the importance of advanced education and planning for future career opportunities.

Our pre-teen RANT members are presented with a wide variety of information on careers and what is necessary for achieving them. Coordinators used the Junior Achievement model of the “Economics of Staying in School” to demonstrate the reality of education and career choices.

Also, an exciting partnership with SIFE Memorial was formed and the program “Think Green” was offered. This is a program delivered by ACE (SIFE) Memorial that teaches youth basic business skills enabling them to run their very own profitable recycling enterprise. These skills were taught through a series of sessions and covered areas such as the business plan, communication, team work, accounting, ethics, marketing and interview skills. The youth were then interviewed and employed in specific roles in the recycling business. Part of this
program was highlighted by the SIFE Memorial team who competed in Singapore for the World Cup in Community Business Enterprise. The Memorial Team won the World Cup title. Our pre-teen members were so excited to be a part of this program and are looking forward to working with SIFE in phase two which will begin in January.

6. **Expose teens to a wide variety of career options**

RANT participants attended the 2008 Skilled Trade Competition at the College of the North Atlantic. At this event they were introduced to a wide variety of skilled trades and were presented with the opportunity to gain hands on experience. Our members were permitted to weld, assisted in toilet installation, worked with a carpenter to construct a set of stairs and worked with a hair stylist.

Members participated in Memorial University’s Lab Extravaganza. They toured the laboratory facilities and were presented with information on a wide variety of careers. Several of our young people have decided to pursue careers in nutrition and biology – they have based their high school course selections on this!

RANT members were also given the opportunity to attend career fairs and speak with people employed in their fields of interest.

7. **Improve knowledge base of youth so that their chosen career field is attainable**

At the HRLE resource centre youth were instructed on how to access Labour Market information. With these new skills our participants were able to identify the pre-requisites that were needed to obtain their future career goal. Armed with this information our youth were better prepared to choose courses and were more focused on their education.

The youth identified subject areas that needed improvement and through the RANT program Boys and Girls Clubs were able to hire tutors in Math, Science, English, French, Social Studies and so on.

With the tremendous amount of educational supports that we were able to put in place there our members reported an increase interest in school, increased focus on subject work, increase desire to perform well academically and an increase in grades. **Two RANT participants significantly improved their grades and were awarded $4000 scholarships for post secondary education**
8. Aid youth in the discovery of the types of careers that suit their individual abilities and interests.

Along with the career exploration techniques that were offered through HRLE, Career Fairs and other field trips RANT members also had access to the Choices Planner from the Department of Education. This software is designed to help youth match their interests and abilities with career options.

9. Give youth hands on volunteer and work experience.

At all clubs the RANT participants were presented with the opportunities to volunteer with the club. RANT members also had the chance to move through a selection process that included resume writing and interview skills to gain summer employment at the clubs.

There were members who used the summer to gain experience in career fields that they are pursuing. For example, one teen member worked as a carpenter’s assistant over the summer and has since approached the Coordinator of the RANT for assistant in pre-registering at a local college for a Carpenter’s trade.

Job Shadowing and career relevant volunteer placements will be further developed in Phase II.

10. New Outreach Strategy

- New outreach strategies include extending the RANT program into other Boys and Girls Clubs in Newfoundland and Labrador. We hope to reach the teens in both the urban and rural areas of our province.

- We are going to extend our outreach into the schools and community centers in St. John’s and surrounding areas. We want to reach out to as many teens as possible in our community and make the RANT program available to them.

- Through the time spent with some of our teen RANT members we have come to understand that high school is not working for some of our participants. Many of our members have expressed to us that if they have to continue attending high school that they will not be able to cope with the stress and are likely to drop out. We want to make alternate schooling available to these members at the Boys and Girls Club so that these teens are successful in obtaining their high school diploma thus building a solid foundation for their future.
Objectives:

1. Support youth in their current studies through school work assistance including tutoring, homework assistance, and involvement in school life.

   a. Education Resource staff (qualified teachers) and tutors were hired to assist youth with study, assignments and other school work.

   b. Volunteers from Students for Literacy also played a larger role in assist our members with homework completion.

   c. RANT staff and participants held discussions with school guidance counselors and other school staff to provide information on the RANT program. Several participants signed contracts of commitment for their schools and for the RANT program. In reward for the renewed interest in school work the participants were awarded with the opportunity to complete extra assignments to make up for lost time and to improve their grades.

2. Provide information on post-secondary options based on career interests of youth.

   a. Information from Colleges and Universities were gathered and distributed.

   b. Discussions were held on pre-requisites and entrance requirements. This enabled the youth to make course selections that empowered them to succeed.

3. Enhance employment readiness through improvement of literacy skills, research abilities and exposure to advanced technology.

   a. RANT participants availed of seminars on resume writing, job search techniques and interviewing skills
b. HRLE provided instruction on searching for jobs on line and research Labour Market Information. They also gave a tour and explained their resources leaving an open invitation for our RANT participants to come back.

4. Provide work experience and skill development through work field placements and volunteer opportunities
   a. Most of our participants were successful in finding summer employment – utilizing their new job search, resume writing and interview skills
   b. Opportunities to volunteer as youth mentors at the Boys and Girls Clubs were presented
   c. This aspect will grow in Phase II. As the program was late starting (February 2008) there was not enough time to establish job shadowing opportunities.

5. Assist youth to achieve their goals, first by helping them to identify options and interests, by goal setting and creating a vision for the future.
   a. Bridges software was used to allow youth to explore their interest and see what career opportunities resulted from that.
   b. Staff at HRLE led youth in Labour Market Research. The youth discovered the demand, salaries and other information about careers that were of interest to them.
   c. Goal setting forms were completed by all members, allowing RANT staff to tailor the program to individual needs. The information from these forms allowed staff to guide the youth in course selections.

6. Revision of RANT on Bell Island

   • It is important to reach younger children with an early intervention strategy so they can understand the importance of education and work before pressures to dismiss school or drop-out even exist. We would like to revise the RANT program on Bell Island to focus on pre-teens (ages 10-12). In year one of RANT our pre-teens have experienced a growth in self-confidence and self-esteem, it is our goal to retain these members and build on the successes they have achieved.
7. Extend RANT to Rural Areas

- In 2009 we would like to extend the RANT program into Norris Arm. RANT has seen significant results in a short period of time in the urban area of St. John’s, we would like to bring the benefits of this program into rural areas of NL. We believe that because of the high teen population in the community of Norris Arm and the number of teens that have dropped out of high school, RANT’s goals and objectives would be well carried out in this area of NL.
Administrative Work Plan

Month One: Administrative Phase (July 2009)
- Establish guidelines for information gathering
- Begin participant/community outreach: New outreach strategies include extending RANT into rural areas of NL; extend outreach into the schools and community centers in St. John’s and surrounding areas.
- Begin Development of RANT Schedule for year two

Month Two: Planning Phase (August 2009)
- Continue participant recruitment
- Outreach to parents and community partners
- Begin teen orientation and program delivery
- Continued development of RANT schedule

Month Three: Implementation Phase (September 2009)
- Intake Forms for new members
- Youth goal setting sessions for new members from which an individualized plan will be made for each RANT participant based on information collected in these sessions.
- Goal Setting sessions for RANT participants that have progressed from Pre-teen RANT in year one to Teen RANT in year Two
- Provide Alternate schooling at the Boys and Girls Clubs

Month Four to Month Twelve: Implementation Phase continued (October 2009-June 2009)
- Delivery of pre-teen RANT sessions for new members (as outlined in year one)
- Personal career development assessment
- Exploration of educational requirements linking personal employment goals
- Career planning and decision making
- Provide information on the realities of an educated versus non educated workforce
- Explore influences on career goals such as labour Market options, skills and competencies, values, and educational background
- Assessment of tutoring and homework needs
- Delivery of homework assistance
- Deliver sessions to teen RANT on developing interview skills and making a good impression, building a resume, importance of volunteering and networking, goal planning, time management, basic work skills, work expectations, decision making, workplace etiquette, peer pressure and Self-esteem
• **Teen RANT participants who are attending level III** will be presented with a wide variety of information on post secondary scholarships. Facilitators will assist RANT participants in completing post secondary applications.

• **Deliver sessions to pre-teen RANT on study tips and organization, cyber bullying, internet safety, “Who am I”, goal planning, time management, career exploration, importance of volunteering, leadership.** (pre-teen RANT members are given the opportunity to be pre-teen mentors to younger members of the Boys and Girls Clubs, they will assist staff in program areas of the club and through this will gain leadership skills.), junior achievement model of “Economics of staying in school”.

• **SIFE Memorial “Think Green”** will deliver sessions to participants of pre-teen RANT that will teach youth basic business skills. Theses sessions will cover areas such as business plan, communication, team work, accounting, ethics, marketing and interview skills.

• Continued assessment and evaluation of program throughout implementation.

• Preparation for career/volunteer placements
<table>
<thead>
<tr>
<th>Item</th>
<th>Department of HRLE</th>
<th>Income from other sources</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Financial contribution ($) (Organization making contribution)</td>
<td>In-Kind Contribution (Organization Making contribution)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confirmed</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>Province wide Coordination (40 hours per week x $15 x 52(MERC))</td>
<td>$34,944</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RANT Coordination (15 hrs per week x $13 x 40 weeks x 4 sites MERC)</td>
<td>$34,944</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Support (15 hrs per week x $11 x 40 weeks x 2 sites MERC)</td>
<td>$29568</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Support ($10000 per annum)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session Materials and Supplies-Teen Rant ($2000 x 4 sites)</td>
<td>$4000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session Materials-Pre Teen Rant ($2000 x 4 sites)</td>
<td>$6000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incentives- Teen Rant (regular incentives, achievement packages, and graduation) ($3000 x 4 sites)</td>
<td>$6000</td>
<td></td>
<td></td>
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<tr>
<td>Incentives Pre Teen RANT ($1000 x 4 sites)</td>
<td>$2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation Teen RANT ($1000 x 4 sites)</td>
<td>$2000</td>
<td></td>
<td></td>
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<tr>
<td>Facility Use (4 sites)</td>
<td></td>
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BGCCAN - Boys and Girls Clubs of Canada Foundation
CAAWS - Canadian Association for the Advancement of Women and Sport
Appendix A
**RANT (Recognizing and Nurturing Talent) Registration Form**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Age:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. **Where do you attend school?**

2. **What level have you successfully completed in school?**

3. **Are you currently working? Where?**

4. **How many hours do you work per week?**

5. **When do you work these hours?**

6. **How do you get to and from work?**

7. **How much do you earn per hour?**

8. **What do you spend your money on?**
<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>9.</td>
<td>Do you often think about a future career?</td>
</tr>
<tr>
<td>10.</td>
<td>What would you like to do in the future?</td>
</tr>
<tr>
<td>11.</td>
<td>What do you hope to own in the future?</td>
</tr>
<tr>
<td>12.</td>
<td>What salary do you think you would need to afford what you want?</td>
</tr>
<tr>
<td>13.</td>
<td>What job/career do you think would pay the kind of salary you need?</td>
</tr>
<tr>
<td>14.</td>
<td>How are you doing in school?</td>
</tr>
<tr>
<td>15.</td>
<td>How often do you attend school?</td>
</tr>
<tr>
<td>16.</td>
<td>If you could get any supports that you needed from the Boys and Girls Club, what would they be?</td>
</tr>
<tr>
<td>17.</td>
<td>Are you committed to giving your time and effort to RANT so that you will achieve success?</td>
</tr>
</tbody>
</table>

**Your Future Starts Now!!!!!!!!!!!!!
# RANT (Recognizing and Nurturing Talent) Registration Form

**Name:**

**Age:**

**Gender:**

1. Where do you attend school?

2. What grade are you in?

3. What is your favourite subject?

4. What is your least favourite subject?

5. How are you doing in school?

6. Do you get along well with your teachers?

7. How do you get along with the rest of the students?
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>What do you do after school?</td>
</tr>
<tr>
<td>9</td>
<td>Have you thought about what you want to do when you finish school?</td>
</tr>
<tr>
<td>10</td>
<td>How much money would you like to make when you finish school?</td>
</tr>
<tr>
<td>11</td>
<td>What job/career do you think would pay the kind of money you need?</td>
</tr>
<tr>
<td>12</td>
<td>If you could get any supports that you needed from the Boys and Girls Club, what would they be?</td>
</tr>
<tr>
<td>13</td>
<td>Are you committed to giving your time and effort to RANT so that you will achieve success?</td>
</tr>
</tbody>
</table>

**Your Future Starts Now!!!!!!!!!!!!**
Boys and Girls Clubs of Newfoundland and Labrador

"A good place to be."

Mission and Values

Mission Statement

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Core Values Statement

Inclusion & Opportunity

We strive to offer children and youth from all economic, cultural and social backgrounds access to the resources, supports and opportunities that will enable them to overcome barriers and achieve their positive potential in life.

Respect & Belonging

We provide a safe, supportive place, where every child is listened to, treated with respect and valued in an environment of inclusion and acceptance. Our staff and volunteers model honesty, fair play, positive attitude, cooperation and respect for self and others.

Empowerment

We believe all young people can grow into responsible, contributing and self-reliant members of society. Children and youth are at the centre of everything we do. Through adventure, play and discovery, we encourage and empower them to develop healthy lifestyles, a life-long passion for learning, leadership and life skills, and a sense of social responsibility.

Collaboration

We work together with families and volunteers in each community, in partnership with the public and private sector, to create healthy community solutions to providing children and youth with what they need for optimal development.
May 9, 2008

Ellen Chalker
Career, Employment Youth Services Division
Dept. of Human Resources, Labour and Employment
P.O. Box 8700
St. John’s, NL
A1B 4J6

Ms. Chalker,

Please find enclosed our completed Grants to Youth Organization Program application and supporting documents.

Should you have any questions, please do not hesitate to contact me at 709-488-2288.

Sincerely,

Leona Ezekiel
Executive Director

Le
Encl.
Newfoundland
Labrador

Career, Employment and Youth Services Division
Department of Human Resources, Labour and Employment

GRANTS TO YOUTH ORGANIZATIONS PROGRAM

Section 1: General Information

Name of Organization: Wabana Boys and Girls Club
Permanent Mailing Address: P.O. Box 254, Bell Island, NL A0A 4X0
E-Mail Address: wh@enf.sympatico.ca
Contact Person: Lenore Exrad
Position: Executive Director
Telephone: (h) 488-2288  (b) 488-2288
Fax: 709 488-2226
No. of Paid Staff: Full-Time 2  Part-Time 1
Section 30
No. of Adult Volunteers: 5-2

Section 2: Type of Grant Requested

Administrative ☑ Special Project ☐ Amount Requested $40,000.00

Section 3: Client Groups Served

Type of Organization: Provincial Governing Body ☐ Regional/Community Agency ☐
No. of Youth Served: 380 No. of Communities Served: 1 Age Groups Served: 5-18
(Annually)

What policies and practices does your organization follow to include youth who may have increased challenges for participation (eg: inability to pay)?
Children of youth ages 5-18 use our facility and are welcome to take part in all activities. No child is ever turned away due to an inability to pay.

Section 4: Purpose of Program/Service/Duration of Program(s)

Are there any other organizations in your area with similar programs? Specify.
No other organization offers a full range of sports, special programs 5 days per week. Wellness Programs, etc.

What is the main purpose of your organization?
Youth Services - Our club offers children and youth a safe, secure environment as well as a place where they can meet friends. We strive to give them in-skills they will use in their daily lives.

List affiliations/partnerships with other organizations (if applicable).
Life Partner with the Certified Local, our Nutritionist at the Hospital. RPCF Sec. Services the partners with any organization that would benefit our members.
List major programs/services/activities of your organization:

<table>
<thead>
<tr>
<th>Programs and Services/Activities</th>
<th>Location</th>
<th>Short Description</th>
<th>Duration Start &amp; End Date</th>
<th># of Youth Participants</th>
<th>Age Group</th>
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</thead>
<tbody>
<tr>
<td>(Sample Program(s))</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Leadership Weekend</td>
<td>Bishops Falls</td>
<td>Train Youth Leaders in our program</td>
<td>Sept. 6 – 7/08</td>
<td>22</td>
<td>15 - 18</td>
</tr>
<tr>
<td><strong>TEEN MENTORS</strong></td>
<td>Bell Island</td>
<td>Young ment...</td>
<td>Sept - June...</td>
<td>8</td>
<td>15-18</td>
</tr>
<tr>
<td>Youth Volunteers</td>
<td>Bell Island</td>
<td>Younger members...</td>
<td>2004...</td>
<td>12</td>
<td>13-15</td>
</tr>
<tr>
<td><strong>Canadian Tire Jumpstart</strong></td>
<td>Bell Island</td>
<td>Experience, Healthy Eating</td>
<td>This program...</td>
<td>60+</td>
<td>5-18</td>
</tr>
<tr>
<td>Get Busy, Cool Moves</td>
<td>Bell Island</td>
<td>Leadership, Role Models, Healthy Eating</td>
<td>New Program...</td>
<td>4</td>
<td>10-18</td>
</tr>
</tbody>
</table>

New Program 2008 50+ 5-18.
If request is for a special project grant, please complete the following:

Description of Target Group and Age of Clients:


Project Title: ___________________________ Location: ___________________________

Project Overview:


Project Description:


Objectives:


Duration of Project: __________ Start Date: __________ Completion Date: __________

Section 5: Organizational Considerations

Incorporated: Yes ☒ No ☐ In Process ☐ Fed. No.: __________ Prov. No.: __________

Registered with Revenue Canada as a charitable organization? Yes ☒ No ☐ Number: __________

Year Formed: 1955 Written Constitution: Yes (please attach) ☐ No ☐

Liability Insurance (Mandatory): Amount of Coverage: __________ Insurer: Wedgewood Insurance

Principal Officers: Bd. Of Dir. ☒ Exec. Com. ☒ Other (Specify): ☐

Elected ☐ Appointed ☐ How Often/By Whom: Ex. Committee elected by Board of Directors who come from the Public

President/Chair: Stephen Fitzgerald Name: Reg. Durdle Name: Brenda Sweeney

Address: Address: Address:

Telephone: Telephone: Telephone:

In what type of facility is your agency/organization housed? Private ☐ Provincial ☐ Municipal ☐ Other (specify): Community Owned
Section 6: Financial Considerations

Fiscal Year: From: **01/01/08** To: **31/12/08**

Financial statement for last complete fiscal year attached: Yes ☐ No ☐

Budget request to HRLE related to a special project ☐ OR Budget request to HRLE related to organization's administrative expenses ☐

Rental/mortgage costs incurred by your organization per year (if applicable): ____________________________

Please complete the following section relating to either your special project grant or administrative grant request:

<table>
<thead>
<tr>
<th>Details</th>
<th>Total Expenses</th>
<th>Amount Requested From HRLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Materials</td>
<td>$1200.00</td>
<td>$1200.00</td>
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<tr>
<td>Salaries &amp; Benefits</td>
<td>$2500.00</td>
<td>$2500.00</td>
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<tr>
<td>Honoraria</td>
<td>$700.00</td>
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<tr>
<td>Facilities</td>
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<td>$1000.00</td>
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<tr>
<td>Office Administration</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$300.00</td>
<td>$300.00</td>
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<tr>
<td>Other (specify)</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Total</td>
<td>$5950.00</td>
<td>$5950.00</td>
</tr>
</tbody>
</table>

If amount requested is different from previous year, please give details of proposed increase:

__________________________________________________________________________________________

__________________________________________________________________________________________
Please complete the following section relating to sources of funding in addition to this grant request:

<table>
<thead>
<tr>
<th>Organization's Contribution</th>
<th>Operations/Administration</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Provincial Departments (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Government Departments (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business/Private Sector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (eg: fundraising, fees, National Office contribution) (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total funding other sources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If request is for a special project grant, is there a possibility that the program will continue and, if so, what is the plan to sustain the project?

Section 7: Conditions

Departmental funding may be used only for the purposes specified in this application. Once the Department has agreed to provide financial assistance, no substantial change in these activities shall be made without the consent of the Department and it shall be at the discretion of the Department to determine what constitutes substantial change in each case.

The Department reserves the right to determine the extent and type of information required to support payment of the grant. Further, the Department may require that an audit be undertaken to verify the purposes for which Government funds have been utilized.

Any funding not used for these purposes must be returned to the Department.

The organization is wholly responsible for its own debts. The Department will not consider any application to pay debts.

If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied (i.e. deductions for income tax, unemployment insurance, etc.)

Whenever appropriate, public acknowledgement of funding by the Department is expected. Publications should clearly acknowledge the Department's assistance. A standard statement of acknowledgement is available on request.

The organization agrees to respect and apply the spirit and provisions of existing human rights legislation.

Under the Access to Information and Protection of Privacy Act, members of the public may request and obtain access to information held in Provincial Government records. Should a request be received for information about this grant application, the Department will consult with you prior to disclosing any information. It should be noted, however, that only personal information and certain third-party confidential financial information may be withheld. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

A successful proponent with respect to this program shall be required to complete contractual arrangements with the Department to confirm the agreement between the parties.
Section 8: Authorization

Please list persons with signing authority:

a. Stephen Fitzgerald
b. Brenda Sweeney
c. Leona Ezekiel

We, the undersigned, certify that to the best of our knowledge, this contains a full and correct account of all matters stated within.

Name: Leona Ezekiel Signature: [Signature] Position: Executive Director
Name: Stephen Fitzgerald Signature: [Signature] Position: President

IMPORTANT: Please check to ensure the following documents are included with your completed grant application. Any application that does not have all these documents attached will not be considered:

☐ A financial statement for the previous year that includes a breakdown of HRLE grant contribution (audited if available)
☐ Annual report or report of activities
☐ A detailed budget for the year for which the funds are being requested
☐ A complete list of board of directors/executive committee

Please forward completed applications by JUNE 16, 2008 to:

Ellen Chalker, Program Coordinator
Department of Human Resources, Labour and Employment
P. O. Box 8700
St. John's, NL
A1B 4J6
PROPOSED BUDGET
WABANA BOYS AND GIRLS CLUB
2008

PROJECTED INCOME

Section 27(1)(b)
EXPENDITURE

Section 27(1)(b)
<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENDITURE</th>
</tr>
</thead>
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</tr>
<tr>
<td></td>
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</tbody>
</table>

WABANA BOYS & GIRLS CLUB  
ANNUAL FINANCIAL REPORT  
JAN. 01/07 – DEC. 31/07  
Section 27(1)(b)
Prepared and Submitted by:
Leona Ezekiel, Executive Director

(as per financial reports of
Mr. Reg Durdle, Treasurer)
# Wabana Boys & Girls Club
## Program Report
### Year Ending 2007

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>SESSIONS</th>
<th>PARTICIPANTS</th>
<th>Door</th>
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<tbody>
<tr>
<td><strong>GYM:</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Badminton</td>
<td>6</td>
<td>42</td>
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<tr>
<td>Basketball</td>
<td>32</td>
<td>360</td>
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<tr>
<td>Boys 5-8 Soccer</td>
<td>15</td>
<td>107</td>
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<tr>
<td>Boys Indoor Soccer</td>
<td>45</td>
<td>551</td>
<td></td>
</tr>
<tr>
<td>Co-Ed Softball (11-16)</td>
<td>13</td>
<td>185</td>
<td></td>
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<tr>
<td>Co-Ed Softball (8-10)</td>
<td>14</td>
<td>263</td>
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<tr>
<td>Co-Ed T-Ball</td>
<td>16</td>
<td>225</td>
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<tr>
<td>Daily Warmups (Exercises)</td>
<td>12</td>
<td>95</td>
<td>1,081</td>
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<tr>
<td>Dodgeball</td>
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<td>236</td>
<td>528</td>
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<tr>
<td>Free Play</td>
<td>293</td>
<td>5,561</td>
<td>1,881</td>
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<tr>
<td>Free Throw</td>
<td>16</td>
<td>134</td>
<td>514</td>
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<tr>
<td>Girls 5-8 Soccer</td>
<td>15</td>
<td>234</td>
<td>735</td>
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<tr>
<td>Girls 9-13 Soccer</td>
<td>14</td>
<td>129</td>
<td>696</td>
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<tr>
<td>Girls Decide Gym Time</td>
<td>8</td>
<td>39</td>
<td>850</td>
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<tr>
<td>Girls Indoor Soccer</td>
<td>32</td>
<td>296</td>
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<tr>
<td>Health &amp; Well Program</td>
<td>35</td>
<td>451</td>
<td></td>
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<tr>
<td>Indoor Baseball</td>
<td>2</td>
<td>32</td>
<td>9,268</td>
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<tr>
<td>Jr. &amp; Intermediate Hockey</td>
<td>71</td>
<td>1,189</td>
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<tr>
<td>Little League Baseball</td>
<td>14</td>
<td>198</td>
<td></td>
</tr>
<tr>
<td>Little League Soccer</td>
<td>12</td>
<td>129</td>
<td></td>
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<tr>
<td>Little League Softball</td>
<td>15</td>
<td>233</td>
<td></td>
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<tr>
<td>Low Organized Games</td>
<td>21</td>
<td>191</td>
<td></td>
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<tr>
<td>Novice &amp; Jr. Hockey</td>
<td>87</td>
<td>1,102</td>
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<tr>
<td>Parachute</td>
<td>10</td>
<td>121</td>
<td></td>
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<tr>
<td>Races</td>
<td>25</td>
<td>260</td>
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<tr>
<td>Roller Blading</td>
<td>3</td>
<td>44</td>
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<tr>
<td>Scrap Hockey</td>
<td>86</td>
<td>684</td>
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<tr>
<td>Scrap Softball</td>
<td>4</td>
<td>71</td>
<td></td>
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<tr>
<td>Soccer</td>
<td>16</td>
<td>176</td>
<td></td>
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<tr>
<td>Soccer Baseball</td>
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<td>760</td>
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<tr>
<td>Volleyball</td>
<td>6</td>
<td>72</td>
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<tr>
<td>Volleyball Bump</td>
<td>28</td>
<td>182</td>
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### GAMES ROOM:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Aim &amp; Roll</td>
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<td>78</td>
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<tr>
<td>Air Hockey</td>
<td>304</td>
<td>608</td>
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<tr>
<td>Arts &amp; Crafts</td>
<td>62</td>
<td>421</td>
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<tr>
<td>Activity</td>
<td>Number</td>
<td>Value</td>
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<tr>
<td>--------------------------------</td>
<td>--------</td>
<td>--------</td>
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<tr>
<td>Bingo</td>
<td>6</td>
<td>41</td>
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<tr>
<td>Coloring</td>
<td>70</td>
<td>309</td>
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<tr>
<td>Computers</td>
<td>277</td>
<td>690</td>
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<tr>
<td>Hand Hockey</td>
<td>38</td>
<td>269</td>
</tr>
<tr>
<td>Nintendo / Atari / Xbox</td>
<td>560</td>
<td>985</td>
</tr>
<tr>
<td>Ping Pong</td>
<td>321</td>
<td>658</td>
</tr>
<tr>
<td>Pool</td>
<td>653</td>
<td>1,320</td>
</tr>
<tr>
<td>Power Up</td>
<td></td>
<td></td>
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<tr>
<td>Shuffle Board</td>
<td>179</td>
<td>438</td>
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<tr>
<td>Table Soccer</td>
<td>80</td>
<td>176</td>
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**Total:** 2,555 5,993

**SPECIAL EVENTS:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Number</th>
<th>Value</th>
</tr>
</thead>
<tbody>
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<td>Bowring Park Swim</td>
<td>1</td>
<td>37</td>
</tr>
<tr>
<td>Breakfast with Santa</td>
<td>1</td>
<td>54</td>
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<tr>
<td>Christmas Basket</td>
<td>10</td>
<td>152</td>
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<tr>
<td>Christmas Party</td>
<td>2</td>
<td>62</td>
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<tr>
<td>Community Night</td>
<td>10</td>
<td>238</td>
</tr>
<tr>
<td>Easter Fever</td>
<td>8</td>
<td>125</td>
</tr>
<tr>
<td>Free Throw Tournament</td>
<td>2</td>
<td>29</td>
</tr>
<tr>
<td>Fun Day</td>
<td>2</td>
<td>54</td>
</tr>
<tr>
<td>Halloween Party</td>
<td>1</td>
<td>27</td>
</tr>
<tr>
<td>Hockey Showdown</td>
<td>2</td>
<td>38</td>
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<tr>
<td>Hockey Tournament</td>
<td>10</td>
<td>151</td>
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<tr>
<td>Killick Coast Games (Softball)</td>
<td>6</td>
<td>72</td>
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<tr>
<td>Kite Flying</td>
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<tr>
<td>Movie &amp; Snacks (Girls Decide)</td>
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<td>15</td>
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<tr>
<td>Pictures with Santa</td>
<td>1</td>
<td>54</td>
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<tr>
<td>RCMP Presentation</td>
<td>1</td>
<td>37</td>
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<tr>
<td>Science Fair !</td>
<td>1</td>
<td>57</td>
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<tr>
<td>Skating &amp; Hot Chocolate</td>
<td>1</td>
<td>6</td>
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<tr>
<td>Ticker Tom</td>
<td>1</td>
<td>42</td>
</tr>
<tr>
<td>Tournaments</td>
<td>6</td>
<td>71</td>
</tr>
<tr>
<td>Valentine Party</td>
<td>1</td>
<td>39</td>
</tr>
<tr>
<td>Volleyball Tournament</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 71 1,387

Members 2007
Door (members checked in)
Sessions 2,162
Participants 12,152
Highlights of Programming for 2007:

GYM: Sports are carried out in volleyball, soccer, badminton, basketball and hockey. We thank all those from the RCMP, Nfld. Light & Power and former members who come in to play with our members in these different sporting events. As always we continue to have a large range of low organized activities during free play sessions, such as soccer baseball, badminton, dodge ball, races and exercise activities. Our gym is used on a daily bases and often used by other organizations who support activities for children and youth.

GAMES ROOM: We are pleased to offer pool, shuffleboard, ping pong and table top soccer. We have x-box, Nintendo, air hockey, table and shuffleboard games. Members and staff often take part in tournaments in pool and ping pong.

ARTS AND CRAFTS: Arts and crafts are a big thing here at the club from coloring contests to making items from clay and play dough. Doing special projects for mothers’ & fathers’ day, Easter, Christmas, St. Patrick’s Day, we cover all occasions. We try and get any new arts & crafts that the members would enjoy.

SPECIALS: Training for our Summer Staff comprises of clinics for rules and regulations of games to etiquette of staff, so they are well equipped for the task of running summer programs. Many different fundraisers such as ticket sales, walk-a-thon and recycling. Many organizations help raise funds for our club: Volunteer Fire Brigade Floor Hockey Tournament, Kiwanis and Knights of Columbus and we can not forget the owners of the stores on Bell Island who always support us. Also we have our Summer and Fall Fair, Community Christmas Tree, and many small sports tournaments. Boys and Girls Clubs of Newfoundland & Labrador have been most gracious in assisting us with obtaining funding through the Canadian Tire Jump Start Program, Cool Moves, Sears After School and the United Way, which allows us to add a wider range of activities for our members.

SUMMER PROGRAMS: There are a wide variety of sports and fun activities that our some 380 members can take part in over the summer months. A wide range of programs for ages 5-18 male and female. We offer T-ball, soccer, baseball, softball, special softball tournaments with youth from off the island and Away Days to take our members to places of fun and learning. We are very lucky to each year to obtain summer staff who make our job easier and without whom we would not be able to put off the programming.

LIFE SKILLS/TUTORING: Tutoring is available 4 days per week. Under the tutelage of our Tutors, members obtain assistance with schoolwork that they find difficult. Also they use computers with high speed internet to search the www for many of their school projects. Our Life Skills Program completed in 2007 and was replaced by programming through the Provincial Government and Boys and Girls Clubs of Canada which focus on Wellness (Exercise and Healthy Lifestyles for our members. Under the umbrella of Boys and Girls Clubs of Newfoundland we have been Junk Food Free since 2004 and these programs help us keep programs going that will benefit our members in
all aspects of their lives. Our members always ask now what their healthy snack will be each day. It makes us feel good that we can be part of the solution that allows our members to realize that exercise and healthy eating makes an impact on their lives.

Overview:

Another year is past, which saw a wider variety of programs being offered, above and beyond regular programming. This would not have been possible without the generous support of businesses in our community, former members, Federal, Provincial & Municipal government, Boys and Girls Clubs of Newfoundland & Labrador and Boys and Girls Clubs of Canada. We hope that 2008 will be nothing if not more successful for our members.
Wabana Boys & Girls Club
List of Board of Directors

1. Stephen Fitzgerald   President
2. Sophie Hammond     Vice-President
3. Shelly Murphy      Secretary
4. Reg Durdle         Treasurer
5. Pat Mansfield      Director
6. Judy Newman        Director
7. Norm Newman        Director
8. Lori Hann          Director
9. Brian Kent         Director
10. Const. Steve Pike Director
11. Brenda Sweeney    Director
12. Gary Gosine       Director
13. Bride Pynn        Director
       Leona Ezekiel   Executive Director
June 27, 2007

Honourable Joan Burke
Department of Education
P.O. Box 8700
St. John's, NL A1B 4J6

Dear Minister Burke,

Enclosed is a proposal from the Boys and Girls Club of Newfoundland and Labrador requesting support for our R.A.N.T. (Recognizing and Nurturing Real Talent) program. This program was developed to respond to the needs of today's youth who are showing increasing difficulty in making the transition from school to work. This is even more evident in areas stricken by poverty – leading to the choice of the

and Wabana of Bell Island as the locations for our pilot project. The project and its goals and objectives fall with in the mandate of the Province's Poverty Reduction Strategy.

Many of our youth are struggling to complete high school or are leaving school before completion. This will have lasting effects on them and on society as a whole. Young people who do not succeed in school often do not succeed as adults and are more likely to get in trouble. People who are non-graduates from high school represent 34% of the population but make up 74% of the prison population! Our R.A.N.T. program will provide the knowledge and supports youth will need to pursue post secondary education.

R.A.N.T. will offer an intense program that will break down barriers, provide role models and continued supports that the youth will require to achieve their goals. We are requesting a $90,205 grant from the Department of Education to support this essential program.

Boys and Girls Clubs of Newfoundland and Labrador, established in 1983, is a leader in youth service delivery in this province. The ever-changing needs of this province's youth are quickly identified and addressed at the provincial and local level. Boys and Girls Clubs are well known for the good work we do and our representatives are often asked to speak at local, provincial and national conferences on our quality initiatives.

Should you have any questions or need further clarification, please do not hesitate to contact me. Thank-you for your time and consideration this request.

Sincerely,

Jackie McIsaac
Provincial Coordinator
Boys & Girls Clubs of Newfoundland & Labrador
A good place to be

RANT (Recognizing and Nurturing Talent) Program Proposal

Presented to

Department of Education

Potential copyright material - If you wish to obtain a copy please contact the ATIPP Office at (709) 729-7072 or atipoffice@gov.nl.ca
Boys & Girls Clubs of Newfoundland And Labrador

Project Title: RANT (Recognizing and Nurturing Talent)
Duration: July 2007 – June 2010

Mailing Address: P.O. Box 20
49-55 Elizabeth Ave.
St. John’s, NL A1A 1W8

Charitable Business #: 89837-7874RR0001
Charitable Taxation # 0700021-59-01

Contact Person: Ms. Jackie McIsaac
Title: Provincial Coordinator
Phone: (709)722-5563
Fax: (709) 722-5576
Email: Section 30
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Project Rational ...................................................... 10
Goals and Objectives ................................................ 11
RANT Program ....................................................... 12
Administrative Work Plan ............................................ 14
Summary .............................................................. 16
Budget ............................................................... 17

# Appendices

Focus Group Results ................................................ A
List of Board Members ............................................ B
Executive Summary

Boys and Girls Clubs of Newfoundland and Labrador are pleased to present this proposal for consideration by the Department of Education. Based on our understanding of the Department, part of your mandate is to assist young people in completing the educational requirements necessary to achieve their goals. We believe that the RANT (Recognizing and Nurturing Talent) program, to be offered by the Boys and Girls Clubs of Newfoundland and Labrador, is an excellent candidate for funding and can play a meaningful role in assisting the Department in meeting your objectives.

Included in this document is a summary of our organization, its needs, a description of the proposed program and a project budget. In an attempt to capture the needs of youth as related to education and work we held youth focus groups at several of our clubs including [redacted] and Bell Island. The information was gathered first hand from these young people and our proposal was then created as a result of their input. The process and responses used in that exercise can be found in Appendix A. We are confident that you will find our approach, program concept and demonstrated track record of excellence to be an attractive combination deserving of support from your Department. Moreover, the need for such a program in our Clubs is evident by the high rate of high school drop out, and low rate of residents who work or attend post secondary institutions. This program is designed to combat challenges that our members face in their quest to succeed in education and employment.
Boys and Girls Clubs of Newfoundland and Labrador

“A good place to be.”

Mission and Values

Mission Statement
To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Core Values Statement

Inclusion & Opportunity
We strive to offer children and youth from all economic, cultural and social backgrounds access to the resources, supports and opportunities that will enable them to overcome barriers and achieve their positive potential in life.

Respect & Belonging
We provide a safe, supportive place, where every child is listened to, treated with respect and valued in an environment of inclusion and acceptance. Our staff and volunteers model honesty, fair play, positive attitude, cooperation and respect for self and others.

Empowerment
We believe all young people can grow into responsible, contributing and self-reliant members of society. Children and youth are at the centre of everything we do. Through adventure, play and discovery, we encourage and empower them to develop healthy lifestyles, a life-long passion for learning, leadership and life skills, and a sense of social responsibility.

Collaboration
We work together with families and volunteers in each community, in partnership with the public and private sector, to create healthy community solutions to providing children and youth with what they need for optimal development.
Speaking Out

We speak out on behalf of children, youth and their families to reduce disadvantage, enhance their lives and enable their voices and ideas to be heard. Our overall goal is to deliver accessible, quality programs and services in our targeted communities that are designed to enhance the quality of life and the development of children and youth. We aim to achieve this goal through the provision of programs and services that enhance resiliency and protective factors in children and youth. Boys and Girls Clubs do not work in isolation, but rather rely upon the support of the community. We work in partnership with many organizations to help build communities.

Mandate

Boys and Girls Clubs of Newfoundland and Labrador was incorporated in 1983 in response to a growing need to coordinate activities among existing Clubs in the province. The mandate of our organization encompasses many objectives including:

- Monitor and maintain compliance to established standards.
- Promote Boys and Girls Clubs services within the community and expand to high risk areas.
- Design, develop and implement programs on a provincial level.
- Advocate for the needs of children and youth in Newfoundland and Labrador.
- Take an active role in national issues relating to youth.
- Provide orientation and training to Club staff and volunteers.
- Develop appropriate public relations materials.
- Liaise with other organizations that mirror our mandate, including those focused on child poverty, homeless youth, unemployment, alcohol and drug use, educational needs of youth, and overall social development of children and youth.
- Disseminate the latest information relating to youth statistics and issues to the community at large.

Accomplishments of Boys and Girls Clubs

Boys and Girls Clubs have existed in Canada for over 100 years. There are nine Boys and Girls Clubs across the province directly providing quality services to children and youth regardless of ability to pay. At the Provincial Office, our agency conducts grassroots research to facilitate the growth of healthy children, families and communities. The Boys and Girls Clubs of Newfoundland and Labrador is a not-for-profit agency that is overseen by a voluntary Board of Directors.

Boys and Girls Clubs of Newfoundland and Labrador have a reputation for developing and delivering strong, sustainable programs. In our agency, we take pride in our work with children
and youth and have delivered success in many projects including Project Early Intervention, Girls Decide!, and Youth Volunteer initiative. More than 3500 children and youth benefit from innovative programming such as these, offered through Boys and Girls Clubs in Newfoundland and Labrador annually. One of the major reasons these projects have achieved their goals is because they were community-based and directed by individuals who they impact the most. Boys and Girls Clubs' philosophy focuses on making involved individuals and agencies part of the positive outcomes that the program methodology strives to achieve.

Since we provide programs to children and youth regardless of their socio-economic backgrounds, we face certain challenges. The Boys and Girls Club of Newfoundland and Labrador maintains a dynamic approach to helping youth overcome the barriers that challenge their growth and development. We accomplish this by analyzing youth trends and responding to needs as they arise. Through our programs and excellent team of role-models, we create positive experiences, foster positive relationships, wellness, community activity, leadership, crime prevention and much more.

In 2005 the Boys and Girls Clubs of Canada conducted an Impact Survey among Club Alumni. The results of this survey were overwhelming. Alumni said that Boys and Girls Clubs influenced their development in a number of positive ways, some of which are listed below:

- 91% said "Boys and Girls Clubs contributes in a meaningful way to the well being of children"
- 89% said "Boys and Girls Clubs is an organization you can trust"
- 88% said "Boys and Girls Clubs have a positive impact on the people in the communities where it exists"

69% of respondents indicated that their involvement with the Boys and Girls Clubs "really saved their lives".

Boys and Girls Clubs of Newfoundland and Labrador are leaders in youth service delivery in this province. The ever-changing needs of this province's youth are quickly identified and addressed at the provincial and local level. Boys and Girls Clubs are well known for the good work we do and our representatives are often asked to speak at local, provincial and national conferences on our quality initiatives.
The Sites

Community Profiles

Wabana

Wabana is the largest settlement on Bell Island and is a ten mile drive and short ferry ride from St. John’s. It was once the third largest community in Newfoundland, a thriving mining centre from the 1890’s to the 1960’s. At the height of Wabana’s fortunes, the iron-ore mines employed 2,200 people and the population of Bell Island topped 12,000. Today, the population is roughly 3,200 and the community is severely depressed economically. About 340 of the island’s labour force works in St. John’s, 400 are employed on Bell Island and the remainder of the population depends primarily on social assistance or employment insurance payments for their income. Over 39% of families on Bell Island receive social assistance and 50% of people age 20 plus years do not have a high school education (Community Accounts 2003).

The island has three schools and a five member RCMP detachment. In the face of a decreasing population, many efforts are being made by community organizations, governments and local businesses to help Bell Island remain socially, economically and culturally resilient
The Purpose

Project Rationale

Research indicates that today’s youth are showing increasing difficulty in making the transition from school to work. This is especially true in areas stricken by poverty. Because the [REDACTED] and Bell Island have been identified as high “risk” areas our pilot project will be offered in these two communities. Although the children and youth who visit our Clubs have incredible potential, they are not pursuing the completion of high school or the advancement into post-secondary education and the workforce. Boys and Girls Club staff recently held a focus group with male and female youth who reside in [REDACTED] The results of this focus group were both enlightening and disturbing. Although these youth are facing social discrimination, lack of positive role-modeling at home, and are living well below the poverty line, it is apparent that they truly want a better life than they are currently living. The disturbing results of the focus group are the true sense of defeat these young people feel in achieving that better future. Furthermore, the incredible lack of knowledge and understanding of the requirements needed to achieve their goals is troubling. The barriers identified as contributing to the lack of educational and employment success included the following:

- Desire to pursue education and/or career goals but limited motivation.
- Limited knowledge base of available opportunities and career choices.
- Negative peer associations.
- Lack of positive role models.
- Family economics limits required supports such as tutoring and the purchasing of educational resources.
- Family environment not conducive to education or career goals.
- Overexposure to drug and alcohol use both within the family and the community.
- Negative stigmas associated with living in low income areas contribute to an uncomfortable environment amongst peers at school.
- Some Teachers expect students from low income areas to fail.

It is no surprise that the youth we serve do want to grow into productive members of society. Regrettably, they do not have the necessary knowledge or supports to pursue the needed post-secondary education. During our focus groups we found that 80% of surveyed youth had planned on going to College or University, however 85% had very little knowledge of the tools necessary to get there. Many of the youth that we encounter are struggling to complete high school in the required time or are leaving school before completion. This can have lasting effects on them and society as a whole. Young people who don’t succeed in school are less likely to succeed as adults and more likely to get into trouble with the law. People who are non-graduates from high school represent 34% of the population but make up 74% of the prison population (Government of Newfoundland and Labrador, Community Accounts, 2006.)
It is our intent to offer an intense program for these youth focusing on breaking down the barriers stated above and providing the necessary role-modeling and continued supports that they will need to achieve their educational and employment goals.

Goals and Objectives

The purpose of this initiative is to help young people facing barriers to educational achievement and employment get the information, motivation, support, and skills they need to complete school and make a successful transition into adulthood.

Goals

The goals of RANT are to:

1. Actively engage youth in development of future education and career planning.
2. Improve self-esteem of children and youth.
3. Reduce barriers identified by youth.
4. Demonstrate to children at a young age the importance of advanced education and planning for future careers opportunities.
5. Expose teens to a wide variety of career options.
6. Improve knowledge base of youth so that their chosen field is attainable.
7. Aid youth in the discovery of the types of careers that suite their individual abilities and interests.
8. Give youth hands on volunteer and work experience.

Objectives

1. Support youth in their current studies through school work assistance including tutoring, homework assistance, and involvement in school life.
2. Provide information on post-secondary options based on career interests of youth.
3. Enhance employment readiness through improvement of literacy skills, research abilities and exposure to advanced technology.
4. Provide work experience and skill development through work field placements and volunteer opportunities.
5. Assist youth to achieve their goals, first by helping them to identify options and interests, by goal setting and creating a vision for their future.

"When planning for a year, plant corn. When planning for a decade, plant trees. When planning for life, train and educate people." -Chinese Proverb
RANT (Recognizing and Nurturing Talent)

Project Description

RANT is a program designed to effectively assist teens in achieving their education and career goals and to expose younger children to positive future opportunities. This initiative will benefit children and youth from the Bell Island and Buckmaster’s Circle area’s and will include the following components:

- Teen RANT
- Pre-teen RANT

Teen RANT

Today’s knowledge-based economy demands a well-educated and skilled workforce. The youth we serve deserve a dedicated program that ensures they have access to the resources and supports necessary to develop and execute a plan for future success.

Participants

Teen participants of RANT will be ages 13-17.

Program Components

- Goal setting sessions and ongoing goal assessment
- Evaluation of educational and work needs
- Discussions of barriers
- Motivational speakers from various workplaces and educational facilities
- Career counseling
- Tutoring and academic support services
- Information sessions on scholarships available through Boys and Girls Clubs, Fry Family Foundation and other agencies.
- Youth development of point system for incentives and achievement
- Employment readiness skills
- Celebrations and incentives
Pre-teen RANT

Young people are more likely to make positive choices if they are given the right supports and opportunities in their own communities early on. While much of our efforts will concentrate on teens, it is important to reach younger children with an early intervention strategy so they can understand the importance of education and work before pressures to dismiss school or drop out even exist.

Participants

Pre-teen RANT will be offered to children ages 10 – 12.

Program Components

Through participation in one of the following sessions per month the children will be exposed to positive life skills, improved social skills, and receive a brief introduction to education and future career planning.

Some examples of life/social skills to be taught are:

- Responding to Teasing
- Staying out of Fights
- Expressing Your Feelings
- Dealing with Anger
- Dealing with Fear
- Problem Solving
- Dealing with being Left Out
- Dealing with Losing
- Are you a Respectful Person?
- Being a Friend
- Dealing with Group Pressure
- Self-Esteem
- How to be a Bully Buster
- Using Self-Control
- Feeling Better About Your Community

Career/educational sessions include:

- Goal Setting for the School Year
- Assessment of Tutoring and Homework Needs
- Delivery of Homework Assistance
- Career Day
- When I Grow Up
- Tips for Parents to Support Their Children’s Educational Goals
- Rewarding Yourself for Educational Achievement
- Host Achievement Ceremony for Children and their Families
Administrative Work Plan

Should approval be received we will proceed with the following administrative work plan.

Month One: Administrative phase (July 2007)
- hire coordinator and program support staff
- orientation of new staff
- establish guidelines for information gathering
- begin participant / community outreach
- begin development of RANT schedule

Month Two: Planning Phase (August)
- continue participant recruitment
- research appropriate background materials to support youth education and employment initiative
- outreach to parents and community partners
- design teaching strategies
- begin teen orientation and program delivery
- continued development of RANT schedule

Month Three: Implementation Phase (September)
- youth goal setting sessions
- information sessions with parents and community partners
- begin evaluation design

Month Four to Month twelve: Implementation Phase continued (October – June 2008)
- personal career development assessment
- exploration of educational requirements linking personal employment goals
- career planning and decision making
- provide information on the realities of an educated versus a non-educated workforce
- explore influences on career goals such as labour market options, skills and competencies, values, and educational background
- deliver sessions on developing skills, building a resume, gaining experience through work and volunteerism, and increasing community, social, and labor market knowledge
- exploration of personal realities, personal challenges, and building a personal support network
- continued assessment and evaluation of program throughout implementation.
- preparation for career/ volunteer placements
Volunteer/Work Placement Phase (July 2008)
- begin work/volunteer placements based on individual skills, abilities, interests, and goals.
- continue to monitor volunteer/work placements by meeting regularly with teens and host employers
- identify and discuss challenges as they arise and work with the team to resolve any issues

Volunteer/Work Placement Phase continued (August 2008)
- continue to meet regularly with participants to discuss volunteer/work placement challenges, issues, and successes
- discuss outcomes of work placements such as skill development, experience, and possible connections
- identify how knowledge gained through volunteer work placement can be used in future career pursuits
- discuss additional skills needed to reach future career goals and how these skills can be obtained

Conclusion and Evaluation Phase Year 1 (August 2008)
- development of individual career action plans outlining the necessary education, experience, and supports to achieve future success in each chosen profession.
- deliver information on the importance of continued support to parents, caregivers, and community representatives.
- distribute feedback surveys to participants, parents, staff, and other appropriate individuals.
- analyze all evaluation materials such as staff and participant reports, feedback surveys, and verbal accounts.
- celebrate the successful completion of RANT with participants, parents, and other members of a continued support system.
- provide detailed report to The Fry Family Foundation.

Year Two and Three – Repeat Schedule continuing with current participants and adding new members. Pre-teen members will progress to the teen program with additional supports provided to complete a successful education.
The Boys and Girls Clubs of Newfoundland and Labrador would like to express our gratitude to the Department of Education for considering our application for funding. We are aware that the foundation understands the need for more support to focus on youth from underprivileged backgrounds and the value and benefit that would result. We wish to summarize why we believe we would be an ideal candidate to deliver this most important program.

- Our organization has a stellar history of dedicated service and achievement in respect to young people in our province, including those as young as five and up to age eighteen. Therefore, we are ideally positioned to lend our expertise to the development of this initiative which in turn would enhance the lives of youth and their families in the Buckmaster’s Circle and Bell Island areas.
- We boast a team of committed staff who by our nature are dedicated to improving the lives of young people.
- We are well known in our communities and recognize the need to partner and share with other agencies.
- Our experience encompasses all of the items outlined in this proposal including leadership, mentoring and compassion for young people. We see this opportunity as a logical extension of what we do in trying to enhance the lives of children, youth, and families in this province, and in particular in Buckamsters Circle and Bell Island.

The youth of [Redacted] and Bell Island deserve the opportunity to succeed. The RANT program will give them the tools needed to ensure that they have the same opportunities as other youth their age. We are excited about this program as the initial development and idea came directly from the youth who will benefit first hand. We look forward to partnering with other agencies, and communities on this responsive, and very relevant initiative.
<table>
<thead>
<tr>
<th>Item</th>
<th>Department of Education</th>
<th>Income from other sources</th>
<th>Total budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Financial contribution ($)</td>
<td>In-kind donation** (Organization making contribution)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confirmed</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>Provincial Coordination (30 hours/week x $15 x 52) MERC</td>
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<td>$26208</td>
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<tr>
<td>RANT Coordination (20 hrs per wk x $13 x 52 wks x 2 sites) MERC</td>
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<td>$30285</td>
<td></td>
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<tr>
<td>Educational Support (20 hrs per wk x $11 x 40 wks x 2 sites) MERC</td>
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<td>$19712</td>
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<tr>
<td>Administrative Support ($10 000 per annum)</td>
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<tr>
<td>Session Materials and Supplies – Teen RANT ($2000 x 2 sites)</td>
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<td>$2000</td>
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</tr>
<tr>
<td>Session Materials and Supplies – Pre-teen RANT ($2000 x 2 sites)</td>
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<td>$3000</td>
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<tr>
<td>Incentives – Teen RANT (regular incentives, achievement packages, and graduation) ($3000 x 2 sites)</td>
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<td>$4000</td>
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</tr>
<tr>
<td>Incentives – Pre-teen RANT ($1000 x 2 sites)</td>
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<td>$1000</td>
<td></td>
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<tr>
<td>Transportation – Teen RANT ($1000 x 2 sites)</td>
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<td>$1000</td>
<td></td>
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<tr>
<td>Facility Use (2 sites)</td>
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<td></td>
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</tr>
<tr>
<td>Administration (i.e. computers, phone, fax, office supplies, etc.)</td>
<td></td>
<td>$3000</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$90205</td>
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</tr>
</tbody>
</table>

* BGCCAN Foundation – Boys and Girls Clubs of Canada Foundation
Teen Focus Group
Attendance: 8 girls/7 boys

1. What is your attitude towards school and work?
   - It's boring
   - Teachers do not make it fun
   - Too much homework
   - Need education to get good job (need school to make big dollars)
   - Half the stuff you learn in school is not used in real life
   - If you go to school you will be something like a doctor, nurse, and electrician. If you do not go to school you will work at McDonald's flipping burgers

2. What are your friends doing now? Are their future plans similar to yours?
   - Friends going to school just like them
   - 7/15 thought about post secondary but felt they would not have good enough grades to be accepted.

3. What are some of the reasons people do not finish high school?
   - "losers don't finish high school"
   - Cool to quit school
   - School is too much work, easier to sleep in and no one makes them get up and go
   - Think they are stupid and would rather not embarrass themselves
   - Rather engage in drinking, drugs and gambling (many said that they witness a lot of these behaviours).

5. Do you feel it is more difficult for a youth from this area to graduate high school and attend post secondary? Why or why not?
   - Yes, because of answers stated in question 4.

6. What kind of help would you need from the Boys and Girls Club to successfully complete high school?
   - Get more money to offer scholarships
   - Visit places we would like to work
   - Get more help with school work
   - Help everyone (including parents) understand that school is important
   - Make us feel good about doing better in school

7. What kind of support do the younger kids in the area need?
8. Where do you see yourself after you finish high school? What do you need to do in order to get there?

- Hairdresser
- Vet (need high marks to do that)
- Lawyer/Doctor (high marks + a lot of years university)
- Nurse
- Police officer

* The children were picking very stereotypical jobs and do not realize the work that goes into getting to that point. When one boy said he wanted to be a doctor and when told it would take another 8-10 years after high school to get there he realized he would be 28 before he started to work and was not as enthused about the job as he was when he first started to talk about it.
Newfoundland Labrador
Career, Employment and Youth Services Division
Department of Human Resources, Labour and Employment

GRANTS TO YOUTH ORGANIZATIONS PROGRAM

Section 1: General Information
Name of Organization: Wabana Boys & Girls Club
Permanent Mailing Address: P.O. Box 539, Bell Island, NL A0A 4H0
E-Mail Address: Wbgc@nl.rogers.com
Contact Person: Léona Ezekiel
Position: Executive Director
Telephone: (h) [redacted] (b) 709-488-2288
Fax: 709-488-2226
No. of Paid Staff: Full-Time 2 Part-Time 0
No. of Adult Volunteers: 56

Section 2: Type of Grant Requested
Administrative [x] Special Project [] Amount Requested $40,000.00

Section 3: Client Groups Served
Type of Organization: Provincial Governing Body [] Regional/Community Agency []
No. of Youth Served: 380 No. of Communities Served: 1 Age Groups Served: 5-18

(Annually)

What policies and practices does your organization follow to include youth who may have increased challenges for participation (e.g., inability to pay)?

No child is ever turned away due to inability to pay.
Children of youth ages 5-18 can welcome to take part in any of our activities.

Section 4: Purpose of Program/Service/Duration of Program(s)
Are there any other organizations in your area with similar programs? Specify.

We are the only organization on the island that offers a wide range of programming 5 days per week: Sports, tutoring, Life Skills education.

What is the main purpose of your organization?

Youth Services - we primarily a pay. Shown for our members to play sports or mix with other kids. Make sure the programming. Programs that they have still necessary just a few.

List affiliations/partnerships with other organizations (if applicable).

Summer Outdoor Games: T-Ball, Soccer, Bocce Ball, 9-Hole Golf. All sports are open to females as well as co-ed. Also we have Canadian Tire Jump Start, Power up, Jr.
List major programs/services/activities of your organization:

<table>
<thead>
<tr>
<th>Programs and Services/Activities</th>
<th>Location</th>
<th>Short Description</th>
<th>Duration Start &amp; End Date</th>
<th># of Youth Participants</th>
<th>Age Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leadership Weekend</td>
<td>Bishops Falls</td>
<td>Train Youth Leaders in our program</td>
<td>Sept. 7 – 8/07</td>
<td>22</td>
<td>15 - 18</td>
</tr>
<tr>
<td>TEEN MENTORS</td>
<td>Bell Island</td>
<td>Give young men and women skills necessary to guide younger members in programs</td>
<td>Sep. 07 – June 08 /Also done in 2003, 2005, 2004</td>
<td>10</td>
<td>16 - 18</td>
</tr>
<tr>
<td>Youth Volunteers</td>
<td>Bell Island</td>
<td>Let younger members volunteer and learn to become regular volunteers as they get older</td>
<td>2006 – 2007 This will be done in Sept/07 &amp; June 08</td>
<td>8</td>
<td>13 - 15</td>
</tr>
<tr>
<td>CANADIAN FIRE Jumpstart</td>
<td>Bell Island</td>
<td>EXERCISE FOR CHILDREN &amp; YOUTH KEEPING MEMBER MOTIVATED TO HEALTHY EATING &amp; EXERCISE</td>
<td></td>
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</tbody>
</table>
If request is for a special project grant, please complete the following:

Description of Target Group and Age of Clients:

________________________________________________________________________________________________________

Project Title: __________________________ Location: __________________________

Project Overview:

________________________________________________________________________________________________________

Project Description:

________________________________________________________________________________________________________

Objectives:

________________________________________________________________________________________________________

Duration of Project: ____________ Start Date: ____________ Completion Date: ____________

Section 5: Organizational Considerations

Incorporated: Yes ☑ No ☐ In Process ☐ Fed. No.: ____________ Prov. No.: ____________

Registered with Revenue Canada as a charitable organization?

Yes ☑ No ☐ Number: ____________

Year Formed: ____________ Written Constitution: Yes (please attach) ☐ No ☐

Liability Insurance: Coverage: ____________ Insurer: ____________

Principal Officers: Bd. Of Dir. ☑ Exec. Com. ☑ Other (Specify): ☐

Elected ☐ Appointed ☐ How Often/By Whom: ____________

President/Chair: Stephen Fitzgerald

Treasurer: Reg Durdle

Other Officer: Brenda Sweeney

In what type of facility is your agency/organization housed? Private ☐ Provincial ☐ Municipal ☑ Other (specify): Community Owned.
What methods for monitoring and evaluating programs and/or special projects are in place?

Section 6: Financial Considerations

**Fiscal Year:**
- **From:** 01/01/07
- **To:** 31/12/07

Financial statement for last complete fiscal year attached:
- Yes ☑
- No ☐

Budget request to HRLE related to a special project ☐
- OR
- Budget request to HRLE related to organization's administrative expenses ☐

Rental/mortgage costs incurred by your organization per year (if applicable):

Please complete the following section relating to either your special project grant or administrative grant request:

<table>
<thead>
<tr>
<th>Details</th>
<th>Total Expenses</th>
<th>Amount Requested From HRLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Materials</td>
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<td>☐</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Honoraria</td>
<td>☐</td>
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<tr>
<td>Facilities</td>
<td>☐</td>
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<tr>
<td>Office Administration</td>
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<tr>
<td>Travel</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Other (specify)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Total</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

If amount requested is different from previous year, please give details of proposed increase:
Please complete the following section relating to sources of funding in addition to this grant request:

<table>
<thead>
<tr>
<th>Operations/Administration</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization's Contribution</td>
<td></td>
</tr>
<tr>
<td>Other Provincial Departments (specify)</td>
<td></td>
</tr>
<tr>
<td>Federal Government Departments (specify)</td>
<td></td>
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<tr>
<td>Municipal Government</td>
<td></td>
</tr>
<tr>
<td>Business/Private Sector</td>
<td></td>
</tr>
<tr>
<td>Other (eg: fundraising, fees, National Office contribution) (specify)</td>
<td></td>
</tr>
<tr>
<td>Total funding other sources</td>
<td></td>
</tr>
</tbody>
</table>

If request is for a special project grant, is there a possibility that the program will continue and, if so, what is the plan to sustain the project?

Section 7: Conditions

Departmental funding may be used only for the purposes specified in this application. Once the Department has agreed to provide financial assistance, no substantial change in these activities shall be made without the consent of the Department and it shall be at the discretion of the Department to determine what constitutes substantial change in each case.

The Department reserves the right to determine the extent and type of information required to support payment of the grant. Further, the Department may require that an audit be undertaken to verify the purposes for which Government funds have been utilized.

Any funding not used for these purposes must be returned to the Department.

The organization is wholly responsible for its own debts. The Department will not consider any application to pay debts.

If any part of this funding is used to pay salaries or honorarium, federal and provincial laws concerning salaries and source deductions must be applied (i.e. deductions for income tax, unemployment insurance, etc.)

Whenever appropriate, public acknowledgement of funding by the Department is expected. Publications should clearly acknowledge the Department’s assistance. A standard statement of acknowledgement is available on request.

The organization agrees to respect and apply the spirit and provisions of existing human rights legislation.

Under the Access to Information and Protection of Privacy Act, members of the public may request and obtain access to information held in Provincial Government records. Should a request be received for information about this grant application, the Department will consult with you prior to disclosing any information. It should be noted, however, that only personal information and certain third-party confidential financial information may be withheld. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.
Section 8: Authorization

Please list persons with signing authority:

a. Stephen Fitzgerald
b. Brenda Sweeney
c. Leona Ezekiel

We, the undersigned, certify that to the best of our knowledge, this contains a full and correct account of all matters stated within.

Name: Leona Ezekiel Signature: Leona Ezekiel Position: Executive Director

Name: Stephen Fitzgerald Signature: Stephen Fitzgerald Position: President

Please note that all applications must be accompanied by:

- A financial statement for the previous year that includes a breakdown of HRLE grant contribution (audited if available)
- Annual report or report of activities
- A detailed budget for the year for which the funds are being requested
- A complete list of board of directors/executive committee

Please forward completed applications by August 31, 2007 to:

Ellen Chalker, Program Coordinator
Department of Human Resources, Labour and Employment
P. O. Box 8700
St. John's, NL
A1B 4J6
2006 Nutritional Program Grants – Application Form

Club name: **WABANA BOYS & GIRLS CLUB**

Person completing this form: **Leona Ezekiel, Executive Director**

Telephone: **709-488-2288/3801**  
Email: **wbge@nf.aibn.com**

Total number of participants per week currently participating in all nutritional support programs: 300
Age groups served – please check off as many as appropriate:

X- 0-5  X- 6-12  X- 13 +

If you are successful in receiving this grant you may use the funds for any or all of the following purposes. Please describe below in the appropriate categories how you would use your grant in support of your nutritional programs?

Purchase appliances or equipment...please indicate what purchases you would make: Possibly a blender, food processor, and extra bowls, cutlery and plastic glasses.

Staff/volunteer training...please describe:  
*We would make sure that staff/volunteers were aware of what healthy eating was all about and make sure that they knew what was healthy for members by using the Canada Food Guide.*

Transportation and or storage of donations...please describe:  
*We would only have to pick up donations and we have enough space at the club to store our supplies.*

Facility enhancements...please describe:  
*We could use some extra tables for serving and eating as well as extra chairs if we could obtain at a good price.*

Staff costs/volunteer recruitment/management...please describe:  
*I would like due to our low amount of staff to be able to hire a staff person to oversee the running of this program. As well as taking on some mentors who would assist in the daily*
serving and setup. These mentors would receive a stipend per week as a thank-you for assisting in running this worthwhile program.

Other...please describe:

If you are successful in receiving this grant, what do you estimate as the volume of your nutritional programs in the following categories?

Meals/food served – please check as many as appropriate:

X Breakfast 1 per week on Saturday for fall/winter total 45 meals per week
X Lunch 2 total # of meals per week (50 per meal for 100 meals)
X Supper 1 total # of meals per week (20 per meal this would be our Sr. members)
X Snacks 5 total # of snacks times per week (45 per sessions for 225 snacks)

☐ Other total # per week - please describe: 

Activities offered – please check off as many as appropriate:

X Cooking X Body image
X Active living/lifestyle X Self-esteem
X Life skills X Nutrition

Other: (please specify) we would also do a light exercise program with the members to keep them active other than regular programming.

Other: (please specify) 

Other: (please specify) 

The overriding objective of the Nutrition Grant Program is to support the sustainable provision of nutrition programs in Boys and Clubs across Canada. With this in mind, please indicate how you feel you can leverage this grant to achieve greater sustainability:

We will strive to partner with others like our Food Bank and anyone else we can partner with to obtain supplies. We can also look into obtaining donations from stores here on the island and see if we can obtain discounts or something similar. As time went by we could alter staff schedules to carry out this program ourselves when necessary if we can not hire anyone or have mentors at our disposal. Also we would seek to get more volunteers parents/family to assist with this on
going program. The Wabana Boys and Girls Club would continue to carry out the exercise and sports programming to make sure that this part of healthy living is always available to its members. Being in a rural area we strive to contact and partner with organizations and people that can help us always to look after the health and well being of our members.

Please return this form electronically by August 11th, 2006 to Eric Burton
PROPOSED BUDGET
WABANA BOYS AND GIRLS CLUB
2007

PROJECTED INCOME

Section 27(1)(b)
Section 27(1)(b)
<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>SESSIONS</th>
<th>PARTICIPANTS</th>
<th>Door</th>
</tr>
</thead>
<tbody>
<tr>
<td>GYM:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Badminton</td>
<td>13</td>
<td>123</td>
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<tr>
<td>Ball Tag</td>
<td>29</td>
<td>271</td>
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<tr>
<td>Basketball (13-18)</td>
<td>9</td>
<td>176</td>
<td>718</td>
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<tr>
<td>Boys 5-8 Soccer</td>
<td>11</td>
<td>177</td>
<td>854</td>
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<tr>
<td>Boys Indoor Soccer</td>
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<td>278</td>
<td>1,021</td>
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<tr>
<td>Co-Ed Softball (11-15)</td>
<td>12</td>
<td>184</td>
<td>1,312</td>
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<tr>
<td>Co-Ed T-Ball</td>
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<tr>
<td>Dodge ball</td>
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<tr>
<td>Free Play</td>
<td>345</td>
<td>5,521</td>
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<tr>
<td>Girls 5-8 Soccer</td>
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<td>516</td>
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<tr>
<td>Girls 9-13 Soccer</td>
<td>10</td>
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<tr>
<td>Girls 9-13 Softball</td>
<td>12</td>
<td>131</td>
<td>761</td>
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<tr>
<td>Girls Decide Gym Time</td>
<td>3</td>
<td>34</td>
<td>712</td>
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<tr>
<td>Girls Indoor Soccer</td>
<td>28</td>
<td>340</td>
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<tr>
<td>Hand Hockey Tournament</td>
<td>5</td>
<td>39</td>
<td>10,717</td>
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<tr>
<td>Indoor Baseball</td>
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<td>164</td>
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<tr>
<td>Intermediate Hockey</td>
<td>6</td>
<td>109</td>
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</tr>
<tr>
<td>Jump Start (Basketball Skills)</td>
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<tr>
<td>Jump Start (Fitness Program)</td>
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<tr>
<td>Jump Start (Swimming Lessons)</td>
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<td>Junior Hockey</td>
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<tr>
<td>Killick Coast Games (Softball)</td>
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<tr>
<td>Low Organized Games</td>
<td>1</td>
<td>37</td>
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<tr>
<td>Novice Hockey</td>
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<td>81</td>
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<td>Pony League</td>
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<tr>
<td>Scrap Hockey</td>
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<td>Scrap Soccer</td>
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<td>Softball Tournament</td>
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<td>143</td>
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<tr>
<td>Volleyball (11-13)</td>
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<td>189</td>
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<tr>
<td>Volleyball Bump</td>
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<td></td>
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<tr>
<td>Volleyball Skills</td>
<td>15</td>
<td>192</td>
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1,072  14,402
**GAMES ROOM:**

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<tr>
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</thead>
<tbody>
<tr>
<td>Aim &amp; Roll</td>
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<td>Air Hockey</td>
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<td>1,367</td>
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<tr>
<td>Bingo</td>
<td>1</td>
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<tr>
<td>Bowring Park Swim</td>
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<td>13</td>
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<tr>
<td>Coloring</td>
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<td>269</td>
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<td>Computers</td>
<td>640</td>
<td>1,757</td>
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<tr>
<td>Environmental Research</td>
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<td>45</td>
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<tr>
<td>Nintendo / Atari</td>
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<tr>
<td>Ping Pong</td>
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<td>1,311</td>
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<tr>
<td>Pool</td>
<td>1,328</td>
<td>2,623</td>
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<tr>
<td>Power Up</td>
<td>26</td>
<td>116</td>
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<tr>
<td>Salmonier Nature Park</td>
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<td>27</td>
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<tr>
<td>Shuffle Board</td>
<td>293</td>
<td>664</td>
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<tr>
<td>Table Soccer</td>
<td>98</td>
<td>238</td>
</tr>
<tr>
<td>Trouble / Frustration</td>
<td>77</td>
<td>291</td>
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**SPECIAL EVENTS:**

<table>
<thead>
<tr>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Arts &amp; Crafts</td>
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<td>60</td>
</tr>
<tr>
<td>Battle of the Sexes</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>Blessing of Christmas Tree</td>
<td>1</td>
<td>74</td>
</tr>
<tr>
<td>Breakfast with Santa</td>
<td>17</td>
<td>342</td>
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<tr>
<td>Community Night</td>
<td>2</td>
<td>67</td>
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<tr>
<td>Drug &amp; Addiction Awareness</td>
<td>1</td>
<td>36</td>
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<tr>
<td>Easter Egg Hunt</td>
<td>2</td>
<td>51</td>
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<tr>
<td>Fitness Competition</td>
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<td>111</td>
</tr>
<tr>
<td>Free Throw Tournament</td>
<td>4</td>
<td>29</td>
</tr>
<tr>
<td>Girls Decide Meetings</td>
<td>3</td>
<td>38</td>
</tr>
<tr>
<td>Halloween Party</td>
<td>3</td>
<td>41</td>
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<tr>
<td>Hockey Showdown</td>
<td>3</td>
<td>37</td>
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<tr>
<td>Kiddies Dance</td>
<td>1</td>
<td>22</td>
</tr>
<tr>
<td>Low Organized Games</td>
<td>1</td>
<td>58</td>
</tr>
<tr>
<td>Movie &amp; Snacks (Girls Decide)</td>
<td>8</td>
<td>43</td>
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<tr>
<td>V.I.E.W. program</td>
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<td>67</td>
</tr>
<tr>
<td>Pictures with Santa</td>
<td>2</td>
<td>21</td>
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<tr>
<td>Road to Reading</td>
<td>3</td>
<td>19</td>
</tr>
<tr>
<td>Teen Cooking</td>
<td>2</td>
<td>53</td>
</tr>
<tr>
<td>Valentine Dance / Talent Show</td>
<td>10</td>
<td>61</td>
</tr>
<tr>
<td>Volleyball Tournament</td>
<td>2</td>
<td>103</td>
</tr>
<tr>
<td>Kids ArTalented (Crafts)</td>
<td>87</td>
<td>1,460</td>
</tr>
</tbody>
</table>
Members for 2006  375
Door (members checked in)  10,717
Sessions  359
Programs  6,263
Participants  26,947

Highlights of Programming for 2006:

GYM: Sports are carried out in volleyball, soccer, basketball and hockey. Many thanks to the members of the RCMP and Nfld. Light & Power and former members who come in to play against our members in these different sporting events. As always we continue to have a large range of low organized activities during free play sessions, such as soccer baseball, badminton, dodge ball, races and exercise activities. Our gym is used on a daily bases and often used by other organizations who support activities for children and youth.

GAMES ROOM: We are pleased to have three pool tables two regular size and a smaller one, for use by the smaller members of the club. We have added x-box this year along with our Nintendo, ping pong, air hockey, table top soccer and shuffleboard games. Members and staff often take part in tournaments in pool, shuffleboard and ping pong with the members.

ARTS AND CRAFTS: Arts and crafts are a big thing here at the club from coloring contests to making items from clay and play dough. Doing special projects for mothers’ & fathers day, Easter, Christmas, St. Patrick’s Day, we cover all occasions. We try and get any new arts & crafts that the members would enjoy.

SPECIALS: We carry our training for our Summer Staff, so they are well equipped for the task of running summer programs. Many different fundraisers such as ticket sales, walk-a-thon and recycling. Many organizations help raise funds for our club: Volunteer Fire Brigade Floor Hockey Tournament, Kiwanis and Knights of Columbus and we can not forget the owners of the stores on Bell Island who always support us. Also we have our Summer and Fall Fair, Community Christmas Tree, and many small sports tournaments. Boys and Girls Clubs of Newfoundland & Labrador have been most gracious in obtaining funding for us through the Canadian Tire Jump Start Program, Cool Moves, Sears After School and the United Way which allows us to add to the range of activities we can give to our members.

SUMMER PROGRAMS: There are a wide variety of sports and fun activities that our some 380 members can take part in over the summer months. A wide range of programs for ages 5-18 male and female. We offer T-ball, soccer, baseball, softball, special softball tournaments with youth from off the island and Away Days to take our members to places of fun and learning. We are very lucky to each year to obtain summer staff who make our job easier and without whom we would not be able to put off the programming.
LIFE SKILLS/TUTORING: Tutoring is available 5 days and 2 nights per week. Under the tutelage of our Education Resource Person, members obtain assistance with schoolwork that they find difficult. Also they use computers with high speed internet to search the www for many of their school projects. Life Skills, taught by our Life Skills Coordinator, is a program that teaches members ages 5-12 the necessary skills that will help them deal with the problems that they face in today’s society. Life Skills will be finished in early 2007 and this will be a program that we will be sorry to see completed.

Overview:

We have once again completed another year which saw us offer a wider variety of programs above and beyond our regular programming. This would not have been possible without the generous support of businesses in our community, former members and all three divisions of government, Federal, Provincial & Municipal. Boys and Girls Clubs of Newfoundland & Labrador and Boys and Girls Clubs of Canada. As you can see by our program report, our numbers are once again on the rise with an increase in our program sessions, due thanks to the extra programming we were successful in obtaining. The staff wishes that everyone who partakes of the services offered by the club, their families and friends a safe, happy and fun filled summer.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Fitzgerald</td>
<td>President</td>
</tr>
<tr>
<td>Sophie Hammond</td>
<td>Vice President</td>
</tr>
<tr>
<td>Lorna Murphy</td>
<td>Secretary</td>
</tr>
<tr>
<td>Reg Durdle</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Lori Hann</td>
<td>Director</td>
</tr>
<tr>
<td>Brenda Sweeney</td>
<td>Director</td>
</tr>
<tr>
<td>Pat Mansfield</td>
<td>Director</td>
</tr>
<tr>
<td>Gary Gosine</td>
<td>Director</td>
</tr>
<tr>
<td>Brian Kent</td>
<td>Director</td>
</tr>
<tr>
<td>Bride Pynn</td>
<td>Director</td>
</tr>
<tr>
<td>Judy Newman</td>
<td>Director</td>
</tr>
<tr>
<td>Norm Newman</td>
<td>Director</td>
</tr>
<tr>
<td>Const. Steve Pike</td>
<td>Director</td>
</tr>
<tr>
<td>Leona Ezekiel</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>MAILING ADDRESS</th>
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<tbody>
<tr>
<td>BAYVIEW VARIETY</td>
<td>88 MAIN ST</td>
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<table>
<thead>
<tr>
<th>Legal Business Name of Offering:</th>
<th>Mailing Address:</th>
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</thead>
<tbody>
<tr>
<td>VALERIE HANN BRUCE HANN</td>
<td>A0A 1HO</td>
</tr>
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<table>
<thead>
<tr>
<th>City/Town:</th>
<th>Province:</th>
<th>Postal Code:</th>
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</thead>
<tbody>
<tr>
<td>BELL ISLAND</td>
<td>NL</td>
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</table>

<table>
<thead>
<tr>
<th>Area Code/Telephone Number:</th>
<th>Area Code/Fax Number:</th>
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</thead>
<tbody>
<tr>
<td>709 - 488 - 3501</td>
<td>709 - 488 - 3501</td>
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</table>

<table>
<thead>
<tr>
<th>E-mail Address:</th>
<th>Location of Activity (if different from mailing address of applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:valerie_hann@hotmail.com">valerie_hann@hotmail.com</a></td>
<td>May 2009</td>
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<table>
<thead>
<tr>
<th>Name of Contact Person:</th>
<th>Area Code/Telephone Number (if different):</th>
<th>Area Code/Fax Number (if different):</th>
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<tbody>
<tr>
<td>Valerie HANN</td>
<td></td>
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<table>
<thead>
<tr>
<th>Language of Correspondence:</th>
<th>Organization Type:</th>
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<tr>
<td>English</td>
<td>Private</td>
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<table>
<thead>
<tr>
<th>Major Product/Service:</th>
<th>Number of Employees:</th>
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</thead>
<tbody>
<tr>
<td>Convenience Store</td>
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</tr>
</tbody>
</table>

Are there any employees on layoff and/or waiting notice of recall? [ ] YES [ ] NO

Will the subsidy result in the displacement of existing employees or volunteers? [ ] YES [ ] NO

Is there a labour stoppage or labour-management dispute in progress? [ ] YES [ ] NO

Is there union concurrence (if applicable)? [ ] YES [ ] NO

Is there a reasonable opportunity for the individual hired to be retained as part of your regular workforce after the subsidy ends? [ ] YES [ ] NO

LEGAL SIGNING OFFICER:
(1) Contract Purposes:
How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement? ______

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?  ___

One
Please provide name, title and specimen signature of the person(s) authorized to sign

Valerie Hann  Owner/Operator
Bruce Hann  Owner/Operator

(2) Payment Claims submitted to the Province:
How many signatures are required to sign a payment claim form submitted to the PROVINCE? 1
What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

Please provide name, title and specimen signature of the person(s) authorized to sign

Valerie Hann  Owner/Operator
Bruce Hann  Owner/Operator

Are your financial records kept manually or electronically?  
Manual  □  Electronic  □

Contact Name of Accountant / Bookkeeper:

Fax:

Area Code / Telephone Number:

Insurance coverage:


Liability:  Yes  □  No  □  Firm:  □

Workers' Compensation:

Registered:  Yes  □  No  □  Firm:  W.H.S.

Section 2: Previous and Current Experience with the Province

NA

NA
Section 3: Participant Information

Participant 1
Number of Weeks: 72
From: 2012/03/25
To: 2013/06/22

- Job Title: Cashier
- Job Title and detailed description of the job duties:
  - Checking incoming orders for accuracy
  - Cashier, Stock shelves, Customer service, Sell lottery products, beer and tobacco items and be able to refuse to sell to those underage or unable to produce ID, Work in the Snack Catalogue area, giving out parcels, Processing retail and cash transactions, checking stock orders, keeping the meat and clean, Work shift weekends, operate meat cuttle on the till counter.

Participant 2
Number of Weeks: 
From: 2013/06/23
To: 2013/12/31

- Job Title: 
- Job Title and detailed description of the job duties:

Budget

<table>
<thead>
<tr>
<th>Participants Wage</th>
<th>Fringe Benefits</th>
<th>Subsidy</th>
<th>Miscellaneous</th>
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<tr>
<td>$5.00/hr.</td>
<td>$5.00/hr.</td>
<td>$10.00/hr.</td>
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Other Participant Related Project Costs: $ 

Total Costs: $ 

NLBM 1233E (2013-06)
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Indicate:
- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 9, 2006.
- While the completion of this section is optional, failure to do so may result in denial of funding.

☐ Yes  ☐ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Name of Person in School Only</th>
<th>Name of Person in School Only</th>
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</thead>
<tbody>
<tr>
<td></td>
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Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Details with respect to the requirements for lobbyist registration can be found online at http://www.gov.nl.ca/lobby or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8700
St. John's, NL
A1B 4J8

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act S.N.L.2002, c.A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 83 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information, please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027

NL RM 8255E (2010-00)
Section 7: Declaration

I declare that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

I certify that we have read and understood the information provided above.

I declare that the information in this application is accurate.

I declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

I recognize that any such amounts owing to the Province may be deducted from, set off against, or recovered by other means from amounts payable to me/us under any contribution agreement.

<table>
<thead>
<tr>
<th>Applicant Name (on behalf of)</th>
<th>Position</th>
<th>Signature</th>
<th>Date (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valerie Hann</td>
<td>Owner</td>
<td>U.Hann</td>
<td>1/22/02/22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Name (on behalf of)</th>
<th>Position</th>
<th>Date (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Hann</td>
<td>Owner</td>
<td>1/22/02/22</td>
</tr>
</tbody>
</table>
APPLICATION FOR FUNDING

# 0165717076

Newfoundland Labrador

Job Creation Partnership
Tourism Bell Island Inc.

Box 279
Bell Island NL

709 468 2990
709 468 3181
tourismbellisland@gmail.com

Joe Donkers
Chair

Joe Donkers
Chair Person
Mary Nesworthy
Deputy Chairperson
Nadl Skehans
Secretary Treasurer

2

Any 2 signing officers.

Any 2 signing officers.
<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Parkinson</td>
<td>Chairperson</td>
<td>* Joe Parkinson</td>
</tr>
<tr>
<td>Mary Southworth</td>
<td>Secretary/Treasurer</td>
<td>* Mary Southworth</td>
</tr>
<tr>
<td>Mary Southworth</td>
<td>Deputy Chairperson</td>
<td>* Mary Southworth</td>
</tr>
</tbody>
</table>

Amount Owed:

- How many signatures are required to sign a payroll check or other financial documents?  
- Any 2 signatures are required.  

Accounting Procedures:

- Treasurer: Mary Southworth  
- Telephone number (including area code): * Mary Southworth  
- Name of person: * Mary Southworth  

If a payroll check is signed by an employee, please list the name of the employee:

- None  

If your organization has a designated person to handle payroll, please list the name and title of the person:

- Mary Southworth  

If your organization has a payroll reviewer, please list the name and title of the person:

- N/A  

Insurance Coverage:

- Workmen's Compensation (if applicable):  
  - N/A  
  - Not Registered  

- Workers Compensation (if applicable):  
  - None  
  - Not Registered  

- Workers' Compensation policy:
  - None  
  - Not Registered  

- Workers' Compensation insurance coverage (if applicable):  
  - None  
  - Not Registered  

- Workers' Compensation insurance policy:
  - None  
  - Not Registered  

- Workers' Compensation insurance:
  - None  
  - Not Registered  

- Workers' Compensation insurance policy:
  - None  
  - Not Registered
Jan. 19, 2011 11:20AM  Train Of Wabana

Project Title: 
外国人 Manager

Date of Activity: From 2011-03-01 To 2011-03-05

Total Number of Participants: 8

<table>
<thead>
<tr>
<th>Women</th>
<th>Aboriginal</th>
<th>Persons with Disabilities</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

Proposal Description (Please attach the following information. Please also submit an electronic version of the proposal, if possible):

- Project objectives
- Proposed activities and outcomes
- Description of the targeted population(s) or beneficiaries (if applicable)
- List all partner organizations, identify their roles and responsibilities, and financial commitments
- If any, name the key personnel (consultants, etc.)
- Please specify whether these contributions have been confirmed by the time of submission of this application
- Expected results
- How will the success of the project be measured
- Applicant involvement, evaluation and accountability
- Project role in the HEDR and HRD, and their achievements
- Current projects with the Industry and their status
- Environmental impact of proposed activities (if any)
- Budget Template form that has been produced

Budget (Complete NLC 2008-01 Budget Template for External Project Proposals)

<table>
<thead>
<tr>
<th>NLC 2008-01 Budget Reference</th>
<th>NLC 2008-01 Budget Reference</th>
<th>NLC 2008-01 Budget Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide the following information about the other funders of this project, if any:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Declaration - Amounts Owing to the Province.

Note: Completion of this declaration is required only if the amount of funding requested from the Province is $55,000 or more.

Instructions:

The information you provide below is collected in accordance with the Canada Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2009.

While the completion of this section is optional, failure to do so may result in denial of funding.

Do you, the applicant, owe any amounts that are to be paid to the Province for any such amounts are owing to you?

☐ Yes ☐ No

- [ ] Proceeding from Newfoundland and Labrador Benefits and Measures contribution agreement, and
- [ ] Having been established after November 3, 2009.

If yes, please complete the following chart:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 6: Application(s) (Required)

You and your employer have read and understood the information provided above.

This section provides the following information to the Province of Alberta, which are part of the application to the Province for funding. Only such amounts are limited to issues:

1. Providing non-bonded and bonded bond(s) and bonds contributed agreements, and
2. Having been established after November 23, 2016.

You recognize that any amount paid to the Province may be deducted from your employer or other means for amounts payable under any such agreement.

Applicants (please print)

Joe Donkers

Position

Chairperson

Signature

Applicant(s) (please print)

Margaret Shehans

Position

Treasurer/Secretary

Signature

[Page 4 of 5]
Project Objectives

- To improve the employee's administrative capacity and management skills including time management, evaluation, analysis, networking, communication, reporting, etc.
- To improve the revenue generating capacity of the tourism sector on Bell Island
- To establish Bell Island as a tourist-friendly destination

Activities

- Manage Project: Lightkeeper's Tourism Centre
- Coordinate Business Network/Product development initiative
- Market Bell Island as a Tourism Destination
- Develop Interpretive Programming

Timelines

- See attached

Targeted Beneficiaries

- Hired employee
- Tourism Bell Island
- Town of Wabana
- Existing and future businesses
- Employee's hired by new & expanded businesses
- Tourists

Partner Organizations

- Town of Wabana
  Proponent for Lightkeeper's Tourism Centre
- Department of Industry Trade & Rural Development
  Potential Funder of Lightkeeper's Tourism Centre
- Atlantic Canada Opportunities Agency
  Potential Funder of Lightkeeper's Tourism Centre
- Bell Island Heritage Society
  Operator of #2 Mine Tour and Community Museum
- Northeast Avalon Regional Economic Development Board
  Economic Development Support
Expected Results

- Improved management capacity
- Better coordinated tourism sector
- Expansion of existing businesses
- Emergence of new businesses

Success Measurements

- Comparative measurement of employee pre- and post job skill levels through individual human resource plan
- Attainment of further employment resulting from skills acquired through Job Creation Partnership

Applicant Background, Mandate, Expertise

Tourism Bell Island – Background, Vision, Mission, Goals

Tourism Bell Island was formed by a group of stakeholders in Bell Island’s tourism industry in March 2009. The group became incorporated as a Not-For Profit Organization on March 5, 2010.

It is our vision to ensure that Bell Island becomes a leading destination of choice through the promotion of unique and memorable experiences for tourists and visitors. We know that tourism has the potential to create substantial positive change and become the island’s sustaining industry.

This group understands that it’s task will require a great deal of dedication, hard work and most importantly co-operation. It is our mission to work in partnership with the Town of Wabana, residents of Bell Island, government, regional and community stakeholders to grow Tourism into a recognized and sustainable industry for Bell Island. The following are the major goals we have set to begin our journey:

- Develop a Strategic Plan for the industry
- Secure funding and partners to develop the former lighthouse residence as a tourism centre.
- Create a welcoming and accessible environment for all guests to our Island.
- Connecting with networks to facilitate the realization of our vision.

Tourism Bell Island’s directors possess a broad range of administrative skills that will ensure our affairs are handled in a manner that is efficient, transparent and accountable.

Budget Template

The budget template will follow within two weeks.
## Tourism Manager
### Time Lines

<table>
<thead>
<tr>
<th>Activity</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Project: Lightkeeper's</td>
<td>Create job list</td>
<td>Assign construction timelines</td>
<td>Overseas construction timelines</td>
</tr>
<tr>
<td>Tourism Centre</td>
<td>Initiate contract tender process</td>
<td>Develop business plan to ensure necessary revenues to maintain this job for the following year at a 60/40 wage subsidy</td>
<td>Report progress weekly</td>
</tr>
<tr>
<td>Coordinate with Town Manager on</td>
<td>Coordinate with Town Manager on the Town's in kind contributions</td>
<td>Coordinate with Town Manager on the Town's in kind contributions</td>
<td>Coordinate with Town Manager on the Town's in kind contributions</td>
</tr>
<tr>
<td>Network/Product development</td>
<td>Meet with Dept of Tourism &amp; Product</td>
<td>Assess gaps in local tourism product</td>
<td>Host meeting to establish foundation of the Tourism Bell Island Business Network Subcommittee</td>
</tr>
<tr>
<td>Initiative</td>
<td>Development Coordinator with Dept. of INTORD on business network program delivery</td>
<td>Call for interest in a business network</td>
<td>Hire summer students with a view to providing quality interpretive experiences for tourists</td>
</tr>
<tr>
<td>Develop Interpretation Programming</td>
<td>Consult with Tourism Bell Island members to create a vision of how to interpret the Island's history, geography, &amp; culture.</td>
<td>Meet Hotel and B&amp;B managers throughout the St. John's region to distribute promotional materials and give a presence build rapport</td>
<td>Report progress weekly</td>
</tr>
<tr>
<td>Market Bell Island as a Tourism Destination</td>
<td>Create Tourism Industry Contact Database Familiarize with Hospitality NL programs, services &amp; events</td>
<td>Meet Hotel and B&amp;B managers throughout the St. John's region to distribute promotional materials and give a presence build rapport</td>
<td>Report progress weekly</td>
</tr>
<tr>
<td>Activity</td>
<td>June</td>
<td>July</td>
<td>August</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------------------</td>
<td>-------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Manage Project Lightkeeper's Tourism Centre</td>
<td>Oversesee construction timelines</td>
<td>Oversesee construction timelines</td>
<td>Oversesee construction timelines</td>
</tr>
<tr>
<td></td>
<td>Report progress weekly</td>
<td>Report progress weekly</td>
<td>Report progress weekly</td>
</tr>
<tr>
<td></td>
<td>Coordinate with Town Manager on the Town's in kind contributions</td>
<td>Coordinate with Town Manager on the Town's in kind contributions</td>
<td>Coordinate with Town Manager on the Town's in kind contributions</td>
</tr>
<tr>
<td>Coordinate Business</td>
<td>Create product development strategy</td>
<td>Create product development strategy</td>
<td>Address specific aspects of Product</td>
</tr>
<tr>
<td>Network/Product development initiative</td>
<td>with business network to meet</td>
<td>with business network to meet</td>
<td>Development Strategy such as</td>
</tr>
<tr>
<td></td>
<td>tourist expectations</td>
<td>tourist expectations</td>
<td>Marketing methods, Package coordination,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Follow-up survey</td>
</tr>
<tr>
<td>Develop Interpretation programming</td>
<td>Receive first visitors</td>
<td>Observe and improve upon interpretive</td>
<td>Maintain high morale among</td>
</tr>
<tr>
<td></td>
<td>Establish day to day operating procedures</td>
<td>programming</td>
<td>Interpretive Crew</td>
</tr>
<tr>
<td>Market Bell Island as a Tourism Destination</td>
<td>Distribute Promotional Materials</td>
<td>Distribute Promotional Materials</td>
<td>Distribute Promotional Materials</td>
</tr>
<tr>
<td></td>
<td>Continue to develop rapport among</td>
<td>Continue to develop rapport among</td>
<td>Continue to develop rapport among</td>
</tr>
<tr>
<td></td>
<td>industry contacts</td>
<td>industry contacts</td>
<td>industry contacts</td>
</tr>
<tr>
<td>Activity</td>
<td>September</td>
<td>October</td>
<td>November</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Manage Project: Lightkeeper's Tourism Centre</td>
<td>Ensure all construction objectives are met.</td>
<td>Prepare Centre for Operations</td>
<td>Prepare Centre for Operations</td>
</tr>
<tr>
<td>Develop Interpretation Programming</td>
<td>Observe and improve upon interpretive programming</td>
<td>Assess 2011 Interpretive Programming</td>
<td>Develop 2012 Interpretive Programming</td>
</tr>
<tr>
<td>Market Bell Island as a Tourism Destination</td>
<td>Report on effectiveness of new promotional materials and Marketing activity to date</td>
<td>Consult with Tourism Bell Island Members to develop Marketing Strategy for 2012 Tourism Season</td>
<td>Consult with Tourism Bell Island Members to develop Marketing Strategy for 2012 Tourism Season</td>
</tr>
<tr>
<td>Activity</td>
<td>December</td>
<td>January</td>
<td>February</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Manage Project: Lightkeeper’s Tourism Centre</td>
<td>Prepare Centre for Operations</td>
<td>Prepare Centre for Operations</td>
<td>Complete final report on year’s activities</td>
</tr>
<tr>
<td>Develop Interpretation Programming</td>
<td>Develop 2012 Interpretive Programming</td>
<td>Develop 2012 Interpretive Programming</td>
<td>Final Report on Interpretive Programming</td>
</tr>
<tr>
<td>Market Bell Island as a Tourism Destination</td>
<td>Initiate 2012 Marketing Strategy</td>
<td>Continue to develop 2012 Marketing Strategy</td>
<td>Final Report Marketing Activities</td>
</tr>
</tbody>
</table>
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

JUN 22 2012

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>Belle of the Bay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Business Name (if different):</td>
<td>Donna Osborne</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>Box 9, 4 Access Rd.</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>A0K 5H0</td>
</tr>
<tr>
<td>City/Town:</td>
<td>Snooks Arm</td>
</tr>
<tr>
<td>Province:</td>
<td>Newfoundland</td>
</tr>
<tr>
<td>Area Code/Telephone Number:</td>
<td>709-661-5311</td>
</tr>
<tr>
<td>Area Code/Fax Number:</td>
<td>709-661-5311 (call first)</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:donna.osbourne@gmail.com">donna.osbourne@gmail.com</a></td>
</tr>
<tr>
<td>Location of Activity (if different from mailing address of applicant):</td>
<td>Bell Island, Newfoundland</td>
</tr>
<tr>
<td>Date Business was Established:</td>
<td>March 1, 2012</td>
</tr>
</tbody>
</table>

Section 27(1)(b)

| Name of Contact Person: | Angela Osborne |
| Area Code/Telephone Number (if different): | 709-498-2500 |
| Language of Correspondence: | □ English □ French |
| Organization Type: | □ Private □ Not-for-profit □ Public Organization |
| Major Product/Service: | Hospitality |
| Number of Employees: | 3 |

Are there any employees on layoff and/or waiting notice of recall? | □ YES □ NO |

Will the subsidy result in the displacement of existing employees or volunteers? | □ YES □ NO |

Is there a labour stoppage or labour-management dispute in progress? | □ YES □ NO |

Is there Union concurrence (if applicable)? | □ YES □ NO |

Is there a reasonable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends? | □ YES □ NO |

LEGAL SIGNING OFFICERS:

1. Contract Purposes

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement? 1

What combination of signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

Donna Osborne or Angela Osborne
Please provide name, title, and specimen signature of the person(s) authorized to sign:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Osbourne</td>
<td>owner</td>
<td></td>
</tr>
<tr>
<td>Angela Osbourne</td>
<td>manager</td>
<td></td>
</tr>
</tbody>
</table>

(i) Payment claims submitted to the Province:
- Who are the signatories required to sign a payment claim form submitted to the Province:
  - Donna Osbourne or Angela Osbourne

Please provide name, title, and specimen signature of the person(s) authorized to sign:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Osbourne</td>
<td>owner</td>
<td></td>
</tr>
<tr>
<td>Angela Osbourne</td>
<td>manager</td>
<td></td>
</tr>
</tbody>
</table>

Are you familiar with the manual or electronic systems used by the Province?
- Manual ☑ Electronic □

Contact Name of Accountant / Bookkeeper:

Fax:

Area Code / Telephone Number:

Insurance coverage:
- Authorized: yes □ Private Coverage □
- Deputy: yes □ No □ Fine: □

Workers' Compensation:
- Registered: yes ☑ No □ Fine: □

Section 2: Previous and Current Experience with the Province:

4. Please describe past agreements with the Province and their subsequent status (if applicable):

5. Please describe current agreements with the Province and their status (if applicable):

NUAM 5125 (0010-96)
### Section 3: Participant Information

**Job Description and Budget**

(for more than 2 participants please attach separate documentation detailing the information requested below)

<table>
<thead>
<tr>
<th>Participant 1</th>
<th>Number of Weeks</th>
<th>From (YYYY/MM/DD)</th>
<th>To (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>2012/06/25</td>
<td>2012/11/10</td>
</tr>
</tbody>
</table>

- **Participant 1:**
  - Supervised by an onsite manager
  - Job Title and detailed description of the job duties: cleaning rooms and washing clothes

<table>
<thead>
<tr>
<th>Participant 2</th>
<th>Number of Weeks</th>
<th>From (YYYY/MM/DD)</th>
<th>To (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Participant 2:**
  - Supervised by an onsite manager
  - Job Title and detailed description of the job duties:

**Budget**

<table>
<thead>
<tr>
<th></th>
<th>NL Benefit and Wage Contribution Required</th>
<th>Subsidy Rate Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$6.00 Per Person</td>
<td>$6.00 Per Person</td>
<td>$12.00 Per Person</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**NILM 6253 E (2010-08)**
Section 3: Participant Information  
Job Description and Budget

(Number of Participants Required:
- C1
- C2
- Other

**Participant 1**

- Number of Weeks: 20
- From: 2012/06/25
- To: 2012/10/10

**Participant 1:**
- Surname: [Redacted]
- Given Name & Initial: [Redacted]
- SIN: [Redacted]
- Subsidy Rate (%): 50
- Hourly Rate: 6.00
- Hours Per Week: 40

**Job Title and Detailed Description of the Job Duties:**
Will be responsible for the day-to-day operation of the bistro; cash and waiters

**Supervised by an onsite manager**

**Participant 2**

- Number of Weeks: 20
- From: 2012/06/25
- To: 2012/10/10

**Participant 2:**
- Surname: [Redacted]
- Given Name & Initial: [Redacted]
- SIN: [Redacted]
- Subsidy Rate (%): 50
- Hourly Rate: 6.00
- Hours Per Week: 40

**Job Title and Detailed Description of the Job Duties:**
Cleaner - cleaning rooms and washing clothes

**Supervised by an onsite manager**

**Budget**

<table>
<thead>
<tr>
<th></th>
<th>1st Participant</th>
<th>2nd Participant</th>
<th>Applicant/Other Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$6.00 per hour</td>
<td>$6.00 per hour</td>
<td>$6.90 per person</td>
<td>$12.90 per person</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions:
- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.
- While the completion of this section is optional, failure to do so may result in denial of funding.

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default owing</th>
<th>Nature of the amount in default owed (penalties, overpayments)</th>
<th>Newfoundland and Labrador Benefits and Measures File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Details with respect to the requirements for lobbyist registration can be found online at http://www.gs.gov.nl.ca/lobby or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8000
St. John's, NL
A1B 4J6

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 37(1) of the Access to Information and Protection of Privacy Act SNL2002, c.A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. This program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 63 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information, please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027

NL BN 60535E (2010-05)
Section 7: Declaration

We certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

We certify that we have read and understood the information provided above.

We declare that the information in this application is accurate.

We declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and

b) having been established after November 2, 2009.

We recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to us under any contribution agreement.

<table>
<thead>
<tr>
<th>Applicant Name (print)</th>
<th>Position</th>
<th>Signature</th>
<th>Date YYYY/MM/DD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Osbourne</td>
<td>owner</td>
<td></td>
<td>2012/06/07</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Name (print)</th>
<th>Position</th>
<th>Signature</th>
<th>Date YYYY/MM/DD</th>
</tr>
</thead>
</table>

Official Use Only

Program | Responsible NO | Budget NO | Federal Electoral District | Provincial Official | Provincial Electoral District |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NOC</td>
<td>NAICS</td>
<td>Activity</td>
<td>Year of Operation</td>
<td>Social Interest Group</td>
<td>Organization Type</td>
</tr>
</tbody>
</table>

Application Reviewed and Decision made to:  

- [ ] Approve  
- [ ] Reject  
- [ ] Withdraw  

Date  

Print Name
I already faxed a copy of this application but I have added another applicant so I am re-faxing.
Newfoundland and Labrador Wage Subsidies Employer Application for Funding

Section 30

010295830

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name)</th>
<th>Official Use Only File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick's Electrical</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Business Name (if different):</th>
<th>Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick's Electrical</td>
<td>P.O. Box 483</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/Town</th>
<th>Province</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell Island</td>
<td>NL</td>
<td>A0A 4HL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area Code/Telephone Number:</th>
<th>Area Code/Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>709-488-2550</td>
<td>709-488-4245</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Date business was established:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Rick.Hussey.J@Bellali.com">Rick.Hussey.J@Bellali.com</a></td>
<td>Aug 01, 2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Contact Person</th>
<th>Area Code/Telephone Number (if different):</th>
<th>Area Code/Fax Number (if different):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Hussey</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language of Correspondence</th>
<th>Organization Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Private</td>
</tr>
<tr>
<td>French</td>
<td>Not-for-profit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Product/Service</th>
<th>Number of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td>2</td>
</tr>
</tbody>
</table>

Are there any employees on layoff and/or waiting notice of recall?  
Yes □  No □

Did the subsidy result in the displacement of existing employees or volunteers?  
Yes □  No □

Is there a labour stoppage or labour-management dispute in progress?  
Yes □  No □

Is there labour concurrence (if applicable)?  
Yes □  No □

Is there a reasonable opportunity for the individuals of your regular workforce after the subsidy costs?  
Yes □  No □

LEGAL SIGNING OFFICERS:

1. Contract Purposes

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement?  
One

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?  

Rick Hussey

NLBM 5283E (2009-11)  
DISPONIBLE EN FRANCAIS - NLBM 5283F
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Hussey</td>
<td>owner</td>
<td></td>
</tr>
</tbody>
</table>

(2) Payment Claims submitted to the Province:

How many signatures are required to sign a payment claim form submitted to the PROVINCE? 

What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Hussey</td>
<td>owner</td>
<td></td>
</tr>
</tbody>
</table>

Are your financial records kept manually or electronically?

Manual [ ]  Electronic [ ]

Contact Name of Accountant / Bookkeeper:

Does my own Rick Hussey / Marie Hussey

Firm

Area Code / Telephone Number: 506

Insurance coverage:

Accident: None [ ]  Private Coverage [ ]  Firm: The Co-op

Liability: Yes [ ]  Coverage: No [ ]  Firm: The Co-op

Worker's Compensation:

Registered Yes [ ]  No [ ]  Firm: The Co-op

Account:

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable).

b) Please describe current agreements with the Province and their status (if applicable).
Section 3: Job Description and Budget

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>Duration of Activity</th>
<th>From: (YY/MM/DD)</th>
<th>To: (YY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Yearly</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Description: Please provide the following information about each employee to be hired in an attachment to this application:
- Name and Social Insurance Number of unemployed worker to be hired
- Wage Rate and Hours per Week
- Plans for supervision of participant
- Job Title and detailed description of the job duties
- Duration of job and Expected Results

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>NL Benefits and Measures Contribution Requested</th>
<th>Applicant/Other Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wage</td>
<td>$499.20 wkly</td>
<td>$380.13 wkly</td>
<td>$879.33 wkly</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Section 4: Declaration - Amount Owed in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions
- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.
- While the completion of this section is optional, failure to do so may result in denial of funding.

Do you, the applicant, owe any amounts that are in default to the Province? Any such amounts are limited to those:
1) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements, and
2) having been established after November 3, 2006.

☐ Yes ☑ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default owed</th>
<th>Name of the amount in default owed (penalties, overpayments)</th>
<th>Newfoundland and Labrador Benefits and Measures File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring that any person lobbying on their behalf is registered with the Department of Government Services pursuant to the Lobbyist Registration Act. In addition, applicants who seek outside assistance to solicit, negotiate or obtain a contribution from the department may not pay a contingency fee for such assistance. Lobbyists may register with the Province online (https://cdaco.gov.nl.ca/LobbyistMenu.aspx) or by mailing:

Commercial Registration Division
Department of Government Services
PO Box 5700
St. John's, NL A1B 4J6, Canada

For further information, please contact (709) 729-4043
Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act, SNI 2002, c A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to sections 63 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027

Section 7: Declaration

I certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

I certify that we have read and understood the information provided above.

I declare that the information in this application is accurate.

We declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and

b) having been established after November 2, 2009.

We recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to the applicant under any contribution agreement.

Applicant Name (print): Rick Hussey
Position: Owner
Signature: Rick Hussey
Date: 2010/08/03

Applicant Name (print)
Position
Signature
Date

Official Use Only
Program
Responsible RC
Budget RC
Federal Electoral District
Provincial Office
Provincial Electoral District
RGC
RAGS
Activity
Year of Operation
Special Interest Group
Organization Type

Application Reviewed and Decision made to:

Assess
Reject
Withdraw
Signature

Date
Print Name

NLBM 5253E (2009-11)
Page 4 of 6
NL WAGE SUBSIDY

COMPANY/ORGANIZATION/ASSOCIATION NAME: (Rick's Electrical) Rick Hussey

Please state the number of hirings and the number of layoffs your company has had during the past year (we will verify this information with Revenue Canada and Service Canada)

Hirings 2  Layoffs 1

Please state reason for Layoffs: shortage of work

Job
Title: Electrician (Apprentice)

Hours of Work per Week: 40  Hourly Wages: $20

Job Description – please provide complete details:

THE EMPLOYEE WILL BE RESPONSIBLE FOR USING POWER TOOLS, LADDERS, SCAFFOLDS, RUNNING WIRE, INSTALLING BOXES, TERMINATING WIRING.

Plans for supervision of participant:

THE EMPLOYER WILL HAVE A JOURNEY PERSON WITH THE APPRENTICE AT ALL TIMES. HE WILL BE RESPONSIBLE TO SEE THAT THE APPRENTICE IS DOING HIS WORK CORRECTLY, SAFELY, AND ANSWER ANY QUESTIONS ASKED.

Seasonal Operation
Yes  No ✓

THE DURATION OF THE JOB IS AS LONG AS THE WORK HOLDS OUT. THE SUCCESSFUL APPLICANT SHOULD GET HIS HOURS OFF TRAINING AND BECOME A JOURNEYMAN AFTER HIS SCHOOLING.
Oct. 19, 2010

Ms. Christie Meadus
Human Resources, Labour & Employment
P.O. Box 8700
1170 Torbay Road
St. John's, NL
A1B 4J6

Dear Ms. Meadus:

Please find enclosed a completed application, which we are submitting for [redacted].

We are looking for this program to run for 49 weeks from Nov. 1, 2010 – Oct. 07, 2011. This program Preserving Bell Island’s History will encompass many areas: Seniors – Youth – Bell Island History being preserved and of course maybe when all is said and done we can put this in booklet form and maybe make a few dollars of [redacted] hard work.

We are looking at the following breakdown:

1. First few weeks [redacted] would sit down with me and club staff to discuss how best to set-up her interviews.
2. Space out interview with different seniors of the community – take and compile notes of those interviews.
3. Discuss with our youth what aspects of our history they would like to see – general knowledge – folklore – or just old spooky tales told by the islanders or a combination of all.
4. [redacted] would then sift through her data to see if anything has been duplicated.
5. She will then compile her information into a booklet form.
6. She will then type a presentation copy of her findings for the Wabana Boys & Girls Club.
7. Then once this has been done direction will be given to see if it would be feasible to print said book and sell to members of our community.
We hope that you will look favorably on this application. We are looking for 100% coverage, 39 weeks x 40 hrs per week + MERC. Not only will this program be a benefit to [Redacted], it will give our seniors a chance to mix with young people and tell their stories and it will provide information to our children and youth as to past memories of their hometown.

Should you have any question, please do not hesitate to contact me.

Sincerely,

[Signature]

Leona Ezekiel
Executive Director/Treasurer
APPLICATION FOR FUNDING

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Wabana Boys &amp; Girls Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>P.O. Box 539</td>
</tr>
<tr>
<td>City/Town</td>
<td>Bell Island</td>
</tr>
<tr>
<td>Province</td>
<td>NL</td>
</tr>
<tr>
<td>Postal Code</td>
<td>A0A 4H0</td>
</tr>
<tr>
<td>Area Code/Phone Number</td>
<td>709-488-2888/3841</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:wbgs@qa.aibn.com">wbgs@qa.aibn.com</a></td>
</tr>
</tbody>
</table>

| Name and Title of Contact Person | Kerensa Greenleaf |
| Area Code/Phone Number | 709-488-2888 |

<table>
<thead>
<tr>
<th>Language Correspondence</th>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Correspondence</td>
<td>English</td>
<td>French</td>
</tr>
</tbody>
</table>

| Major Product or Service | Youth Services |

| Number of Employees (if applicable) | 257 PT |
| Business No. (Canada Revenue Agency) | [Redacted] |
| Incorporation No. | [Redacted] |

<p>| Legal Signing Officers for Agreement Purposes (According to Incorporating Documents) |
|---------------------------------------------|---------------------------------------------|</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Same as below</td>
</tr>
</tbody>
</table>

How many of the above signatures (according to your Incorporating Document) are required to bind your organization into a legal agreement? 2

What combination of signatures (according to your Incorporating Document) are required to bind your organization into a legal agreement? Partial or Full Name Signature

Legal Signing Officers for Cheque Purpose

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Dir.</td>
<td>Leon Greenleaf</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>Stephen Fitzgerald</td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>Brenda Sweeney</td>
<td></td>
</tr>
</tbody>
</table>

How many signatures are required to sign a cheque on behalf of your organization? 2

What combination of signatures is required to sign a cheque on behalf of your organization? Any 2 of the 3 listed above.
<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| How many signatures are required to sign a payment claim form or other report submitted to the Province? |
|-------|---------------------------------------------------------------------|
|       | 2                                                                  |

| What combination of signatures is required to sign a payment claim form or other report submitted to Province? |
|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Whatever your request (and be supported)                              |

<table>
<thead>
<tr>
<th>Accounting Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
</tr>
<tr>
<td>Telephone number: 709-488-2288</td>
</tr>
<tr>
<td>Name of accounting firm: Leonie Erskine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is there a requirement for your organization to undergo:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ an annual audit? □ an annual financial review? □ not applicable □ other (please specify)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When was the last time your organization received due to an IFC program and was the project?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Bookkeeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leonie Erskine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurers' Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of insurance do you have for employees? (Check appropriate box)</td>
</tr>
<tr>
<td>□ Yes □ None □ Private Coverage (specify)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you have liability insurance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workmen's Compensation (if registered)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes, please specify coverage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race code (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2117</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>61 2862</td>
</tr>
</tbody>
</table>

Section 30

<table>
<thead>
<tr>
<th>If required, has union concurrence for proposed services been obtained?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ NA □ Yes □ No</td>
</tr>
</tbody>
</table>

If yes, please attach written evidence of union concurrence. If no, please explain.
Project Title: Preserving Bell Island’s History

Duration of Activity: from 2010/11/01 to 2011/10/07

Total Number of Participants: 1

Proposal Description: Please attach the following information. Please also submit an electronic version of this proposal, if possible:

- Project objectives
- Proposed activities and timelines
- Description of the targeted participants or beneficiaries (if applicable)
- List all partner organizations, identify their roles and responsibilities, and financial contributions (monetary or in-kind)
- Please specify whether these contributions had been confirmed at the time of submission of this application.
- Expected results
  - Measures by which success will be measured
  - Applicant’s background, mandate and services
  - Past projects with the MBE/LMDC and other achievements
  - Current projects with the Province and their status
  - Environmental impact of proposed activities (if any)
  - Budget Template form that has been provided

Budget (Complete all columns - Budget Template for Contribution Project Proposal)

<table>
<thead>
<tr>
<th>MBB/LN Section Reference</th>
<th>APP/OTHER Contribution</th>
<th>OWN TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>(1A + 1.B + 1.C + 1.D)</td>
<td>(1A)</td>
<td>(1B)</td>
</tr>
</tbody>
</table>

Please provide the following information about the other funds of this project, if applicable:

<table>
<thead>
<tr>
<th>Other Funders</th>
<th>Amount of Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Section 3: Declaration - Amounts Owning In Default to the Province.

Note: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions:

The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement, dated September 1, 2009.

While the completion of this section is optional, failure to do so may result in denial of funding.

Do you, the applicant, owe any amounts that are in default to the Province? Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 1, 2009.

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amount in default owing</th>
<th>Nature of the amount in default owing (palinial, employment)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

July 2009 (P00441)
Fax Cover Sheet

To: Paula
From: Leon

# of pages [3] (Including Cover)

As per our telephone conversation.
Program Breakdown

1. Project Activities: this project will encompass setting up interviews with seniors of our community and compiling stories concerning our Island's history — speaking with our youth in regard to what they would like the history to encompass — genuine history-old time stories — folklore — island ghost stories.

2. Week 1 and 2 — meet with myself and club staff to arrange materials and discuss how to best contact the seniors of our community. Week 3 and 4 contact seniors and set up interviews. With the numbers of seniors on the Island this may take a number of weeks. Getting around to each interview. Also meeting with the club youth to discuss how they would like to see this project evolve. Then the notes from interviews will have to be reviewed and compiled. So we are looking at probably this taking from Week 5 - 25.

3. Then from Week 26 on all materials will have to be reviewed to check form duplicates — then the material must be set up to see how best it would fit into a booklet — this could be done by any number of items — dates when stories took place — age of those involved. Also there must be some checking done to make sure that any material is factual and that if there is anybody mentioned by name that they do not mind their names being used. So there is a lot of research and confirmation work to be done.

4. Those involved in this program would be our seniors — Island's children and youth.

5. The result we are expecting if all goes well is that we can comprise enough material that she can develop a booklet of Bell Island's History. When this is done we may be able to print some and make some dollars for the Wabana Boys & Girls Club.

6. All this work would be done during the time span of this project. We would seek input from the seniors and youth to see if they think that this would be a feasible project for sale.
Section 30

7. [Redacted] is a well educated young woman who even with her physical challenges would have no problem executing this project. She is very computer literate as well as having excellent oral and written skills.

8. If nothing else this project would benefit [Redacted] and also it would benefit the children and youth of our island by allowing them to hear some of the history of the island from people whom they would probably not converse with.

9. Being a not for profit organization in good standing with our charitable number; we are requesting 100% funding for [Redacted] pay. Also being in a small rural community, we feel that this would benefit all those involved.

10. We hope that you will look favorably on this project application.
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>Bell Island Green Depot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Business Name(s) (if different):</td>
<td>Bell Island Green Depot</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>P.O. Box 1045</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>A0A 4H0</td>
</tr>
<tr>
<td>Area Code/Telephone Number:</td>
<td>709-488-2460</td>
</tr>
<tr>
<td>Area Code/Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Location of Activity (if different from mailing address of applicant):</td>
<td>148 main st, bell island</td>
</tr>
<tr>
<td>Date business was established:</td>
<td>Jan 1, 2010</td>
</tr>
<tr>
<td>Name of Contact Person:</td>
<td>Mary Noseworthy</td>
</tr>
<tr>
<td>Area Code/Telephone Number (if different):</td>
<td></td>
</tr>
<tr>
<td>Area Code/Fax Number (if different):</td>
<td></td>
</tr>
<tr>
<td>Language of Correspondence:</td>
<td>English</td>
</tr>
<tr>
<td>Organization Type:</td>
<td>Private</td>
</tr>
<tr>
<td>Major Product/Service:</td>
<td>Recycling Beverage Containers</td>
</tr>
<tr>
<td>Number of Employees:</td>
<td>2</td>
</tr>
</tbody>
</table>

Are there any employees on layoff and/or waiting notice of recall? | YES | NO |

The subsidy result in the displacement of existing employees or volunteers? | YES | NO |

Is there a labour stoppage or labour-management dispute in progress? | YES | NO |

Is there Union concurrence (if applicable)? | YES | NO |

Is there a reasonable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends? | YES | NO |

LEGAL SIGNING OFFICERS:

(1) Contract Purposes

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement? 1

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Noseworthy</td>
<td></td>
</tr>
</tbody>
</table>

D. O. Box 8760
1170 Topsail Rd
St. Johns, NL
A1B 4J6
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Noseworthy</td>
<td>Owner</td>
<td>Mary Noseworthy</td>
</tr>
</tbody>
</table>

(2) Payment Claims submitted to the Province:

How many signatures are required to sign a payment claim form submitted to the PROVINCE?

[Signature]

Mary Noseworthy

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
</table>

Are your financial records kept manually or electronically?

Manual ☐  Electronic ☐

Contact Name of Accountant / Bookkeeper:

Derrick Williams

Firm: Williams Accounting Firm

Area Code / Telephone Number: 709-334-3660

Insurance coverage:

Accident: None ☐  Private Coverage ☐  Firm: The Co-operators

Liability: Yes ☐  No ☐  Firm: WHSCC

Worker's Compensation: Yes ☐  No ☐  Firm: WHSCC

Account: [Redacted] Section 27(1)(b)

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable).

b) Please describe current agreements with the Province and their status (if applicable).

NLBM 5253E (2009-11)
Section 3: Job Description and Budget

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>Duration of Activity</th>
<th>From: (YYYY/MM/DD)</th>
<th>To: (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12 months, permanent</td>
<td>2010 04 15</td>
<td>2011 04 15</td>
</tr>
</tbody>
</table>

Job Description: Please provide the following information about each employee to be hired in an attachment to this application:

- Name and Social Insurance Number of unemployed worker to be hired
- Wage Rate and Hours per Week
- Plans for supervision of participant
- Job Title and detailed description of the job duties
- Duration of job and Expected Results

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>NL Benefits and Measures Contribution Requested</th>
<th>Applicant/Other Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Section 4: Declaration - Amounts Owing In Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions

- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.
- While the completion of this section is optional, failure to do so may result in denial of funding.

Do you, the applicant, owe any amounts that are in default to the Province? Any such amounts are limited to those:

- a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements, and
- b) having been established after November 2, 2009.

☐ Yes ☐ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default owing</th>
<th>Nature of the amount in default (penalties, overpayments)</th>
<th>NL Benefits and Measures Contribution Requested</th>
</tr>
</thead>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring that any person lobbying on their behalf is registered with the Department of Government Services pursuant to the Lobbyist Registration Act. In addition, applicants who seek outside assistance to solicit, negotiate or obtain a contribution from the department may not pay a contingency fee for such assistance. Lobbyists may register with the Province online (https://code.services.gov.nl.ca/lobbyist/). Alternatively, applicants may register with the Department of Government Services, Commercial Registration Division, Department of Government Services, PO Box 8700, St. John's, NL A1B 4J8, Canada.

For further information, please contact (709) 728-4043.
Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act SNL2002, C-A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 83 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027

Section 7: Declaration

I/we certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

I/we certify that I/we have read and understood the information provided above.

I/we declare that the information in this application is accurate.

I/we declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements, and

b) having been established after November 2, 2009.

I/we recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to me/us under any contribution agreement.

Name: 

Applicant Name (print):

Position:

Signature:

Date: YYYY/MM/DD

Official Use Only

Program: 

Responsible RC: 

Budget RC: 

Federal Electoral District: 

Provincial Official: 

Provincial Electoral District: 

MOO: 

NAICS: 

Activity: 

Year of Operation: 

Special Interest Group: 

Organization Type: 

Application Reviewed and Decision made by:

Date: YYYY/MM/DD

Name: 

PRW Name: 

NLIM 5253E (2009-15)
NL WAGE SUBSIDY

COMPANY/ORGANIZATION/ASSOCIATION NAME: Bell Island Green Depot

Please state the number of hirings and the number of layoffs your company has had during the past year (we will verify this information with Revenue Canada and Service Canada) New Business, started Jan 11, 2010

Hirings_________ Layoffs_________

Please state reason for Layoffs

__________________________________________

date

Job
Title: Manager / Supervisor

Hours of Work per Week: 40 Hourly Wages: 15.00

Job Description – please provide complete details:

Managing Daily Bodies of Green Depot
Overseeing daily operation, maintaining customer service and daily operating cash float. Ordering of pty service for recycles & keeping daily record of recycles. Keeping warehouse clean & fully stocked with bins/bags for sorting recycles.
Overseeing the employee and assisting when needed.
Also to make locals aware of the benefit of recycling beverage containers.

Plans for supervision of participant:

I will train and oversee the employee on a daily basis. Once training is complete I will be available to employee when needed.
I also plan on daily checks to the depot location.

Seasonal Operation Yes _____ No _____
NL Wage Subsidies Employer Application for Funding

Information regarding the worker I would like to hire for the Management Position of The Bell Island Green Depot

$15.00 per hour 40 hours per week for 12 months, with intentions of the job becoming a permanent position.

To supervise, I intend to be there on a daily basis with complete training and over all help. After training is completed, approx. 2-3 weeks, I will be available for any assistance needed, with daily visits to the Green Depot.

The job title is manager/supervisor
The duties will be taking care of all the daily duties of the Green Depot. Overseeing the daily operation. Maintaining customer service and daily operating cash float. The ordering of p/u service for recycles and keeping daily records of all recycles. Keeping warehouse clean and fully stocked with bins and bags for sorting recycles. Overseeing the employee and assisting him when needed. Also to make the residents aware of the benefit of recycling beverage containers.
My overall goal is to hire this employee for a permanent position with the Green Depot.
Please contact me if you have any questions

Mrs. Mary Noseworthy
709-488-2660
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>Official Use Only File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOWN OF WAGANA</td>
<td># wrap (2010-06)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/Town:</th>
<th>Postal Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell ISLAND</td>
<td>A0A-4NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area Code/Telephone Number:</th>
<th>Area Code/Fax Number:</th>
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</thead>
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<tr>
<td>709-488-2990</td>
<td>709-488-3181</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Location of Activity:</th>
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</thead>
<tbody>
<tr>
<td>wrap (2010-06)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Contact Person:</th>
<th>Area Code/Telephone Number (if different):</th>
</tr>
</thead>
<tbody>
<tr>
<td>wrap (2010-06)</td>
<td>709-488-2990</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language of Correspondence:</th>
<th>Organization Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Private</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Product/Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>municiplity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are there any employees on layoff and/or receiving notice of recall?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will the subsidy result in the displacement of existing employees or volunteers?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is there a labour stoppage or labour-management dispute in progress?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is there a reasonable opportunity for the individuals hired to be rehired as part of your regular workforce after the subsidy ends?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>

LEGAL SIGNING OFFICERS:

1. Contract Purposes

How many signatures (according to your Incorporating Document) are required to bind your organization into a legal agreement?

What combination of signatures below (according to your Incorporating Document) are required to bind your organization into a legal agreement?

NEDM 2010-06

Page 1 of 5
(1) Payment Claims submitted to the Province:

How many signatures are required to sign a payment claim form submitted to the PROVINCE: 

What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

---

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Losine</td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Kay Crane</td>
<td>Deputy Mayor</td>
<td></td>
</tr>
<tr>
<td>Ben Noseworthy</td>
<td>Town Clerk</td>
<td></td>
</tr>
</tbody>
</table>

---

Are your financial records kept manually or electronically?  

- Manual  
- Electronic

Contact Name of Accountant / Bookkeeper:  

Ben Noseworthy

Firm:

Area Code / Telephone Number: 709-488-2990 Ext. 203

Insurance coverage:

- Accident: Yes  
- Liability: Yes  
- Worker's Compensation: Yes

---

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable).

T.C.P - Awarded for recreation and achieving funding for community improvements - 3 in total.

b) Please describe current agreements with the Province and their status (if applicable).
Section 3: Participant Information

Job Description and Budget

(for more than 2 participants please attach separate documentation including the information requested below)

Number of Participants Requested:
- 1
- 2
- Other

Participant 1

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From: (YYYY/MM/DD)</th>
<th>To: (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>2011/05/16</td>
<td>2011/09/09</td>
</tr>
</tbody>
</table>

Participant 1:
- **Surname**: [Redacted]
- **Given Name & Initial**: [Redacted]
- **Subsidy Rate (%)**: 50
- **Hourly Rate**: $18.00
- **Hours Per Week**: 40
- **Plans for supervision of participant**

- **Job Title and detailed description of the job duties**
- **Community Engagement Coordinator**
- **Planning of community events**
- **Engaging members to plan volunteer, & become more involved**

Participant 2

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From: (YYYY/MM/DD)</th>
<th>To: (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Participant 2:
- **Surname**: [Redacted]
- **Given Name & Initial**: [Redacted]
- **Subsidy Rate (%)**: [Redacted]
- **Hourly Rate**: [Redacted]
- **Hours Per Week**: [Redacted]
- **Plans for supervision of participant**

- **Job Title and detailed description of the job duties**

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>MC Budget and Measures</th>
<th>Applicant/Organization</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$4080.00</td>
<td>$4080.00</td>
<td>$8160.00</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$500.00</td>
<td>$950.00</td>
<td>$1450.00</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$4580.00</td>
<td>$5030.00</td>
<td>$9610.00</td>
</tr>
</tbody>
</table>
Section 7: Declaration

I/we certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

I/we certify that I/we have read and understood the information provided above.

I/we declare that the information in this application is accurate.

I/we declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2000.

I/we recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to me/us under any contribution agreement.

Applicant Name (print)

I/we declare that I/we have read and understood the information provided above.

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Applicant Name (print)

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Applicant Name (print)
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions

- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.
- While the completion of this section is optional, failure to do so may result in denial of funding.

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default owing</th>
<th>Nature of the amount in default owed (overpayments)</th>
<th>Newfoundland and Labrador Benefts and Measures File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Detail with respect to the requirements for Lobbyist registration can be found online at [link] or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 9700
St. John's, NL
A1C 4J6

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(a) of the Access to Information and Protection of Privacy Act R.S.N.L. 2002, c.A-4.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefts and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 63 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027
March 30, 2011

Bonnita Gill
CBDC
CBS, NL

Re: Wage Subsidy Application – Job Description

The Town of Wabana is seeking to hire for the position of Community Enhancement Co-ordinator. This person will be responsible for engaging residents to take a more active role in developing their community. The Co-ordinator will hold meetings, direct and enlist residents to become more engaged in community happenings. Research will be done on history of happenings within the community and how they can once again become a part of today’s celebrations. This person will engage residents and allow them to see their strengths and how they can make a change in their community.

Reports, letter writing, statistics on involvement, results, committee development, and development of partnerships will be required. Leadership role will be required to develop groups, gather interest and implement results from these gatherings.

The employee will be supervised by Arena/Recreation Manager, Hollie Neary and Town Clerk, Ben Noseworthy.

Yours Truly,

Hollie Neary
Arena/Recreation Manager
Newfoundland and Labrador Wage Subsidies  
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>Walter Dick's Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Business Name (if different):</td>
<td>P.O. Box 18</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>A0A 1H0</td>
</tr>
<tr>
<td>City/Town:</td>
<td>Bell Island</td>
</tr>
<tr>
<td>Province:</td>
<td>NL</td>
</tr>
<tr>
<td>Area Code/Telephone Number:</td>
<td>709-488-2868</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
</tr>
<tr>
<td>Location of Activity (if different from mailing address of applicant):</td>
<td>1 Beach Road Bell Island</td>
</tr>
<tr>
<td>Date business was established:</td>
<td>May 1950</td>
</tr>
<tr>
<td>Name of Contact Person:</td>
<td>Mary Noseworthy</td>
</tr>
<tr>
<td>Language of Correspondence:</td>
<td>English</td>
</tr>
<tr>
<td>Major Product/Service:</td>
<td>Lounge Restaurant Take out</td>
</tr>
<tr>
<td>Number of Employees:</td>
<td>6-7 Winter 12-15 Summer</td>
</tr>
</tbody>
</table>

Are there any employees on layoff and/or waiting notice of recall?  
☑️ YES  ☐ NO

Will the subsidy result in the displacement of existing employees or volunteers?  
☐ YES  ☐ NO

Is there a labour stoppage or labour-management dispute in progress?  
☐ YES  ☐ NO

Is there Union concurrence (if applicable)?  
☐ YES  ☐ NO

Is there a reasonable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends?  
☐ YES  ☐ NO

LEGAL SIGNING OFFICERS:
(1) Contract Purposes
How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement?  
1

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

Mary Noseworthy

NLBM 5253E (2009-11)  DISPONIBLE EN FRANÇAIS - NLBM 5253F  Page 1 of 4

P.O. Box 8700  
1170 Topsail Rd  
St. John's, NL  
A1B 4J6  
MAR 1 2010
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Noseworthy</td>
<td>Owner</td>
<td>Mary Noseworthy</td>
</tr>
</tbody>
</table>

(2) Payment Claims submitted to the Province:
How many signatures are required to sign a payment claim form submitted to the PROVINCE: 1
What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
</table>

Are your financial records kept manually or electronically? Manual [ ] Electronic [ ]

Contact Name of Accountant / Bookkeeper: Derrick Williams

Firm: Williams Accounting Firm

Area Code / Telephone Number: 789-334-3660

Insurance coverage:

<table>
<thead>
<tr>
<th>Accident</th>
<th>Private Coverage</th>
<th>Firm</th>
</tr>
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<tbody>
<tr>
<td>No</td>
<td>[ ]</td>
<td>The Co Operatores</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liability</th>
<th>No</th>
<th>Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>[ ]</td>
<td>W H S C C</td>
</tr>
</tbody>
</table>

Worker's Compensation:

<table>
<thead>
<tr>
<th>Registered</th>
<th>No</th>
<th>Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>[ ]</td>
<td>WHSCC</td>
</tr>
</tbody>
</table>

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable).

b) Please describe current agreements with the Province and their status (if applicable).
Section 3: Job Description and Budget

Number of Participants: 1
Duration of Activity: 12 months
From: 2010 9 1
To: 2011 9 1

Job Description: Please provide the following information about each employee to be hired in an attachment to this application:
- Name and Social Insurance Number of unemployed worker to be hired
- Wage Rate and Hours per Week
- Plans for supervision of participant
- Job Title and detailed description of job duties
- Duration of Job and Expected Results

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>NL Benefits and Measures Contribution Requested</th>
<th>Applicant/Other Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions
- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.
- While the completion of this section is optional, failure to do so may result in denial of funding.

Do you, the applicant, owe any amounts that are in default to the Province?
Any such amounts are limited to those:
- a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
- b) having been established after November 3, 2006.

☐ Yes  ☑ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default owing</th>
<th>Nature of the amount in default owed (penalties, overpayments)</th>
<th>Newfoundland and Labrador Benefits and Measures File Number</th>
</tr>
</thead>
</table>

Section 6: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring that any person lobbying on their behalf is registered with the Department of Government Services pursuant to the Lobbyist Registration Act. In addition, applicants who seek outside assistance to solicit, negotiate or obtain a contribution from the department may not pay a contingency fee for such assistance. Lobbyists may register with the Province online (https://ado.eservices.gov.nl.ca/lobbyist/menu.aspx) or by mailing:

Commercial Registration Division
Department of Government Services
PO Box 6700
St. Johns, NL A1B 4J6, Canada

For further information, please contact (709) 729-4013
Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act, 2002, c.A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 63 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information, please contact:

The Access to Information and Protection of Privacy Office (709) 729-7027

Section 7: Declaration

I/we certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

I/we certify that I/we have read and understood the information provided above.

I/we declare that the information in this application is accurate.

I/we declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

I/we recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to the business under any contribution agreement.

Applicant Name (print)  Mary Noseworthy
Applicant Name (print) Position  Owner
Signature  [Signature]
Date  YYYY/MM/DD  2010/03/07

Official Use Only

Program  
Responsible RC  
Budget RC  
Federal Electoral District  
Provincial Official  
Provincial Electoral District

NOC  
NAICS  
Activity  
Year of Operation  
Special Interest Group  
Organization Type

Application Reviewed and Decision made by:

Assess  [ ]  Reject  [ ]  Withdraw  [ ]  Signature  

Date  
Print Name  

NLBM 52503E (2009-11)  Page 4 of 4
NL WAGE SUBSIDY

COMPANY/ORGANIZATION/
ASSOCIATION NAME: Walter Dick Ltd

Please state the number of hirings and the number of layoffs your company has had during the past year (we will verify this information with Revenue Canada and Service Canada)

Hirings ________ Layoffs ________

Please state reason for Layoffs: Seasonal

Job Title: Assistant Manager

Hours of Work per Week: 40  Hourly Wages: 15.00

Job Description – please provide complete details:

Job Duties will be to maintain building, clean building inside and outside, count float (cash), serve customers, prepare dishes, serve people, keep schedule for all kitchen duties.

Order Stock for the business

Train and work in the dawn time, with my help.

Plans for supervision of participant:

Training will last 1-2 weeks, then on a regular daily basis, I will supervise the business.

Seasonal Operation Yes ________ No ________

18700 Here
NL Wage Subsidies Employer Application for Funding

Information of the employee for the Assistant Manager Position

To supervise the employee, I will do all the training, approx. 1-2 weeks then I will oversee daily while I am working there. This will ensure the employee will have enough confidence to do the necessary decision making while I am not there.

The job title is assistant manager

The duties will include maintaining the building and keeping it clean. Count cash floats and serve customers. Also, general repairs inside and out. The ordering of all stock for the business and keeping schedules for all kitchen duties. When the slow season occurs, the employee will promote and market our business, through various groups and organizations that visit Bell Island, with my help we will promote our 60 year old business.

My intention is to hire an assistant manager year round, even though we are a seasonal business, we need a full-time assistant to promote and market in the slow season. I intend on keeping this employee full-time, permanent.

Please let me know if you have any questions.

Mary Noseworthy
Mrs. Mary Noseworthy
709-488-2660
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

Name of Applicant (Business Name):
Belle of the Bay Inn

Legal Business Name (if different):

Mailing Address:
82 Memorial Street

City/Town:
Wabana, Bell Island

Province:
NL

Postal Code:
A0A 4H0

Area Code/Telephone Number:
(709) 488-2500

Area Code/Fax Number:
(709) 488-8899

E-mail Address:
innkeeper@belleofthebayinn.ca

Location of Activity (if different from mailing address of applicant):

Date business was established:
6 March 2009

Name of Contact Person:
Max Harvey

Area Code/Telephone Number (if different):

Area Code/Fax Number (if different):

Language of Correspondence:
☒ English      ☐ French

Organization Type:
☒ Private      ☐ Not-for-profit      ☐ Public Organization

Major Product/Service:
Hospitality - Bed & Breakfast Inn

Number of Employees:
1-6

Are there any employees on layoff and/or waiting notice of recall?
☒ YES      ☐ NO

Will the subsidy result in the displacement of existing employees or volunteers?
☒ YES      ☐ NO

Is there a labour stoppage or labour-management dispute in progress?
☒ YES      ☐ NO

Is there union concurrence (if applicable)?
☒ YES      ☐ NO

Is there a reasonable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends?
☒ YES      ☐ NO

LEGAL SIGNING OFFICERS:

1) Contract Purposes
How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

OCT 21 2010

Page 1 of 5
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. Maxwell (Max) Harvey</td>
<td>Owner</td>
<td></td>
</tr>
</tbody>
</table>

(2) Payment Claims submitted to the Province:

How many signatures are required to sign a payment claim form submitted to the PROVINCE: 1

What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

---

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. Maxwell (Max) Harvey</td>
<td>Owner</td>
<td></td>
</tr>
</tbody>
</table>

---

Are your financial records kept manually or electronically?

- Manual [ ]
- Electronic [x]

Contact Name of Accountant / Bookkeeper: Gary Kavanagh

Firm: BMS Business Management Services

Area Code / Telephone Number: (709) 576-5646

---

Insurance coverage:

- Accident: [ ] None [x] Private Coverage
- Liability: [x] Yes [ ] No
- Worker's Compensation: [ ] Registered [x] No

Firm: Cal LeGrow Insurance

Firm: Cal LeGrow Insurance (COM 031736274)

Firm: WHSCC

Account: [redacted]

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable):

SWASP 09 - summer student (reception)

b) Please describe current agreements with the Province and their status (if applicable):

SWASP 10 - summer student (reception)
Section 3: Participant Information

Job Description and Budget

(for more than 2 participants please attach separate documentation detailing the information requested below)

[Radio buttons for 1, 2, Other]  Other [ ]

Section 30

Participant 1

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From: (YYYY/MM/DD)</th>
<th>To: (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>2010/11/01</td>
<td>2011-06-01</td>
</tr>
</tbody>
</table>

Participant 1:
- Surname [Blank]
- Given Name & Initial [Blank]
- SIN [Blank]
- Subsidy Rate (%) [Blank]
- Hourly Rate $14
- Hours Per Week 40
- Plans for supervision of participant

Job Title and detailed description of the job duties

Manager: oversees and manages the Inn’s overall operation through maintaining established cost and quality standards, delivering accommodation and food service operations, and exceeding guest expectations.

- Management - overall daily operations oversight. Assist in business strategy planning, Team leadership
- Reception - manage, book, greet, and check in guests
- Food Services - guest meals, catering and special events
- Accommodations - readiness and cleanliness
- Financial - maintain revenue/expenses records

Manager responsible to owner (CHR, MBA student, 30+ yrs as leader) Weekly meetings, reports and reviews. Clear TORs and regular performance assessments.

Participant 2

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From: (YYYY/MM/DD)</th>
<th>To: (YYYY/MM/DD)</th>
</tr>
</thead>
</table>

Participant 2:
- Surname [Blank]
- Given Name & Initial [Blank]
- SIN [Blank]
- Subsidy Rate (%) [Blank]
- Hourly Rate [Blank]
- Hours Per Week [Blank]
- Plans for supervision of participant

Job Title and detailed description of the job duties

[Blank]

Budget

<table>
<thead>
<tr>
<th>Participant Wages</th>
<th>[NO Benefit and Measures]</th>
<th>Contribution Requested</th>
<th>[Applicant/Other Contribution]</th>
<th>[NY]</th>
<th>[Total Cost]</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 17472</td>
<td>$ 11648</td>
<td></td>
<td></td>
<td></td>
<td>$ 29120</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td><strong>$ 17472</strong></td>
<td><strong>$ 11648</strong></td>
<td><strong>$ 29120</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions:
- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2006.
- While the completion of this section is optional, failure to do so may result in denial of funding.

☐ Yes  ☒ No

If yes, please complete the following chart:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Detail with respect to the requirements for Lobbyist registration can be found online at http://www.gs.gov.nl.ca/ccal/ or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8700
St. John's, NL
A1B 4J6

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act SNL2002, c.A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 63 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027
Section 7: Declaration

I/We certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

I/We certify that I/we have read and understood the information provided above.

I/We declare that the information in this application is accurate.

I/We declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

I/We recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to me/us under any contribution agreement.

<table>
<thead>
<tr>
<th>Applicant Name (print)</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. Maxwell Harvey</td>
<td>Owner</td>
<td></td>
<td>2010/10/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Name (print)</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
18 October 2010

Wage Subsidy Program
Department of Human Resources, Labour and Employment
Newfoundland and Labrador

Good Day;

This letter is to amplify my Employer Application for Funding for a Manager for the Belle of the Bay Inn on Bell Island under the Newfoundland and Labrador Wage Subsidies program. The position is available immediately.

The four star Belle of the Bay Inn (www.belleofthebayinn.ca) opened in mid 2009. It is a year round operation which offers accommodation and food services. The Inn is a needed anchor business for the Island and I have made considerable investment to realize its potential. There is unique challenge and opportunity with a Bell Island business. We are moving towards profitability.

I have identified a potential Manager who meets the prerequisite criteria for subsidized employment. She lives on Bell Island, has a passion for the hospitality industry, and has experience in the industry. This employment opportunity is a good match with her talents, aptitudes and interests.

It is respectfully requested that the maximum subsidy of 60% over a period of one year be approved. This will provide the necessary support and continuity to build the business in preparation for the peak summer tourist season. It will also help produce additional long term employment opportunities.

Your close consideration is appreciated.

[Signature]

Max Harvey
Innkeeper
Belle of the Bay Inn
Bell Island, NL
All applicants must complete the following:

**Section 1: Applicant Information**

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>Avalon Design + Installations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Business Name (if different):</td>
<td></td>
</tr>
<tr>
<td>James Bennett</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td>9 Memorial St.</td>
</tr>
<tr>
<td>City/Town:</td>
<td>Bell Island</td>
</tr>
<tr>
<td>Province:</td>
<td>NL</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>A0A 1H0</td>
</tr>
<tr>
<td>Area Code/Telephone Number:</td>
<td>498-9292</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:avalondesign@bellaliant.net">avalondesign@bellaliant.net</a></td>
</tr>
<tr>
<td>Location of Activity (if different from mailing address of applicant):</td>
<td>Sept 24, 2009</td>
</tr>
<tr>
<td>Name of Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Area Code/Telephone Number (if different):</td>
<td></td>
</tr>
<tr>
<td>E-mail Address (if different):</td>
<td></td>
</tr>
<tr>
<td>Business Number (Canada Revenue Agency):</td>
<td></td>
</tr>
<tr>
<td>Date Business was authorized:</td>
<td>Sept 24, 2009</td>
</tr>
<tr>
<td>Language of Correspondence:</td>
<td>English</td>
</tr>
<tr>
<td>Organization Type:</td>
<td>Private</td>
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<tr>
<td>Major Product/Service:</td>
<td>Cabinet</td>
</tr>
<tr>
<td>Number of Employees:</td>
<td></td>
</tr>
</tbody>
</table>

Are there any employees on layoff and/or waiting notice of recall?
- [ ] YES  [ ] NO

Will the subsidy result in the displacement of existing employees or volunteers?
- [ ] YES  [ ] NO

Is there a labour dispute or labour-management dispute in progress?
- [ ] YES  [ ] NO

Is there a Union concurrence (if applicable)?
- [ ] YES  [ ] NO

Is there a reasonable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends?
- [ ] YES  [ ] NO

**LEGAL SIGNING OFFICERS:**

(1) **Contract Purposes**

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

[Signature]

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

[Signature]
(2) Payment Claims submitted to the Province:

How many signatures are required to sign a payment claim form submitted to the PROVINCE?

What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Bennett</td>
<td>Sole Proprietor</td>
<td></td>
</tr>
</tbody>
</table>

Are your financial records kept manually or electronically?

Manual ✓  Electronic □

Contact Name of Accountant / Bookkeeper: Susan Bennett

Firm: Calligraphy Aviva

Area Code / Telephone Number: 403-929-912

Insurance coverage:

Accident: None □  Private Coverage ✓  Firm: Calligraphy Aviva

Liability: Yes ✓  No □  Firm: Calligraphy Aviva

Worker's Compensation: Yes ✓  No □

Account: James Bennett Avalon Design

Section 2: Previous and Current Experience with the Province

Section 27(1)(b)

a) Please describe past agreements with the Province and their achievements (if applicable).

b) Please describe current agreements with the Province and their status (if applicable).
Participant 1

Number of Weeks
52

From: (MM/DD/YYYY) June 1, 2011
To: (MM/DD/YYYY) June 1, 2012

Participant 1:
- Subname
- Given Name & Initial
- SIN
- Subsidy Rate (%) 60.90
- Hours Rate 15.00 Hours Per Week 40
- Plans for supervision of participant

Participant will work with company owner full time

- Job Title and detailed description of the job duties
  Carpentry and Cabinet making, residential tile work, painting and plastering, kitchen installer training

Participant 2

Number of Weeks

From: (MM/DD/YYYY)
To: (MM/DD/YYYY)

Participant 2:
- Subname
- Given Name & Initial
- SIN
- Subsidy Rate (%)
- Hours Rate Hours Per Week
- Plans for supervision of participant

- Job Title and detailed description of the job duties

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>NL Benefits and Measures Contribution Requested</th>
<th>Applicant/Funder Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$360</td>
<td>$240</td>
<td>$600</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$360</td>
<td>$840</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

NLBM 8258E (2010-01)
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions
- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2009.
- While the completion of this section is optional, failure to do so may result in denial of funding.

<table>
<thead>
<tr>
<th>Amounts in default owing</th>
<th>Nature of the amount in default owed (Penalties, overpayments)</th>
<th>Newfoundland and Labrador Benefits and Measures File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If yes, please complete the following chart:

Section 5: Note to Applicants regarding Lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Detail with respect to the requirements for Lobbyist registration can be found online at http://www.gs.gov.nl.ca/ccar/ or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8700
St. John's, NL
A1B 4J9

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act SNL2002, c-A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 63 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027
UWe certify that UWe have read and understood the information provided above.

UWe declare that the information in this application is accurate.

UWe declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

UWe recognize that any such amounts owing to the Province may be deducted from, set off against, or recovered by other means from amounts payable to mutus under any contribution agreement.

<table>
<thead>
<tr>
<th>Applicant Name (print)</th>
<th>Position</th>
<th>Signature</th>
<th>Date YYYY/MM/DD</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Bennett</td>
<td>Sole Proprietor</td>
<td>[Signature]</td>
<td>2011/03/19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Official Use Only</th>
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</thead>
<tbody>
<tr>
<td>Prepare</td>
</tr>
<tr>
<td>NOC</td>
</tr>
<tr>
<td>Application Reviewed and Decision made to:</td>
</tr>
<tr>
<td>[ ] Assess</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
APPLICATION FOR FUNDING

Section 1: Applicant Information

Job Creation Partnership - Recreation Program Assistant

Name of Applicant:
Town of Wabush

Legal Name of Applicant (Optional):

Mailing Address:
PO Box 1234

Postal Code: ANA 4X0

Area Code/Telephone Number: 709 488 2990

Area Code/Number: 709 488 2181

E-mail Address:
joe.doxer@whukmail.com

Section 30

Add:

CityTown:

Province:

Postal Code:

Name and Title of Contact Person:
Joseph Doxer, Accounts Receivable

E-mail Address (if different):

Language:

Correspondence:

Written:

Oral:

Municipality:

Municipality:

Number of Employees (of Applicant):
13

Business No. (Canada Customs and Revenue Agency):

Incorporation No.:

Legal Signing Officers for Agreement Purposes

Title:

Mayo

Deputy Mayo

Town Clerk

Name:

Gary Goshe

John Pendegast

Diane Butler

Specimen Signatures:

Signature:

Signature:

Signature:

Legal Signing Officers for Cheque Purposes

Title:

Mayo

Deputy Mayo

Town Clerk

Name:

Gary Goshe

John Pendegast

Diane Butler

Specimen Signatures:

Signature:

Signature:

Signature:

How many of the above signatures (accordine to your letters patent or other incorporating documents) are required to bind your organization into a legal agreement?

2

What combination of signatures (accordine to your letters patent or other incorporating documents) are required to bind your organization into a legal agreement?

Town Clerk & Mayo or Deputy Mayo

2

What combination of signatures is required to sign a cheque on behalf of your organization?

Town Clerk & Mayo or Deputy Mayo
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>Gary Geering</td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>John Pendrygoth</td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Diane Batter</td>
</tr>
</tbody>
</table>

How many signatures are required to sign a payment claim form or other report submitted to HRSGC?

Mayor or Deputy Mayor & Town Clerk

Accounting Practices

☐ Internal
☐ External

Telephone number (Including area code)

Name of contact person

☐ Manual
☐ Computerized

Indicate name of software package

Town Suite

Is it a requirement for your organization to undergo:

☐ an annual audit?
☐ an annual financial review?
☐ other (please specify)

If your organization undergoes an annual audit or financial review, when is this typically performed and by whom?

YYYY MM DD

What was the last audit you organization received due to the above project?

YYYY MM DD

NAME OF BOOKKEEPER

Ben Noseworthy

Area Code/Telephone Number ext

Organization Fiscal Year End (if applicable)

2009 12 31

Insurance Coverage

What kind of insurance do you have for employees? (Check appropriate box)

☐ NA
☐ None
☐ Private Coverage (specify)

Do you have fidelity insurance?

☐ Yes
☐ No

If yes, please specify coverage

Workers Compensation (if registered)

☐ Rate (per $100)

2.77

If applicable, has union consultation for proposed action been obtained?

☐ NA
☐ Yes
☐ No

If yes, please attach written evidence of union concurrence.

If no, please explain:

?

Section 27(1)(b)
### Section 2: Proposal Description and Budget

**Project Title:**

**Duration of Activity:**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

**Total Number of Participants (if applicable):**

<table>
<thead>
<tr>
<th>Women</th>
<th>Aboriginal</th>
<th>Persons with Disabilities</th>
<th>Members of Visible Minorities</th>
<th>Youth in General</th>
<th>Youth at Risk</th>
<th>Other (please specify)</th>
</tr>
</thead>
</table>

**Proposal Description:** Please attach the following information. Please also submit an electronic version of the proposal, if possible:

- Project objectives
- Proposed activities and timelines
- Description of the targeted participants or beneficiaries (if applicable)
- List of prime organizations, identify their roles and responsibilities, and financial contributions (monetary or in kind)
- Specify whether these contributions had been confirmed at the time of submission of this application.
- Expected results
- Means by which success will be measured
- Applicant’s background, mandate and expertise
- That projects with HRSDC and their achievements
- Environmental impact of proposed activities (if any)
- Budget template form that has been provided by the department

**Budget:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Cost (L + F + F + F + F)</td>
<td>$19,760.00</td>
</tr>
</tbody>
</table>

**Please provide the following information about the other spenders of this project, if applicable:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

### Section 3: Declaration - Amounts Owed in Default to the Government of Canada.

**Note:** Completion of this declaration is required only if the amount of funding requested from HRSDC is $25,000 or more.

**Instructions:**

The information you provide below is required in accordance with the Treasury Board Policy on Transfer Payments (pursuant to section 7 of the Financial Administration Act).

While the completion of this section is optional, failure to do so may result in denial of funding.

Do you, the applicant, owe any amounts that are in default to the Government of Canada under legislation or contribution agreements?  

- [X] Yes  
  - [ ] No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>
Section 4: Note to Applicants regarding... 

Applicants are responsible for ensuring that any person lobbying on their behalf is registered with Industry Canada pursuant to the Lobbying Registration Act. In addition, applicants who seek outside assistance to submit proposals or obtain contributions from third parties must also ensure that all funds are used in accordance with the legislation and may not use Government contribution funds.

At the agreement stage, applicants requiring funding of $25,000 or more will be asked to provide evidence that the above requirements concerning lobbying registration and contingency fees have been met.

Lobbyists may register online with Industry Canada (http://www.lobbying.gc.ca) for free. For further information, please contact (1-800-528-0119)

Information on this form is collected under the authority of the Employment Insurance Act, and is to be used for the administration of the employment benefits to which you applied. The information collected may be shared with the Canada Revenue Agency under the authority of the Employment Insurance Act and for the purpose of administrating the Income Tax Act. Under the Employment Insurance Act and the Canada Revenue Agency Act, the information is used to determine the amount and status of any debts and to the extent to which the information is provided to the Canada Revenue Agency, the information is used to determine the amount and status of any debts.

We certify that all information is true and accurate.

We declare that the information in this application is accurate.

We declare that we have provided full and accurate information of all amounts owing to the federal government which are past due and in accordance with the laws of the amount owing to the Government of Canada.

We authorize:

(a) the Minister to disclose all information contained in this application concerning any amounts owing to the purpose of verifying the amount and status of debts, and

(b) the government institution or institution to the Minister all such information relevant to the financial administration of the amount owing to the government institution.

Applicant Name (please print)
Gary Guirguu

Position
Mayor

Page 28

Applicant Name (please print)
Diane Butler

Page 28

Position
Treasurer

Page 28

Date YYYY MM DD
2009 09 28

Page 28

Date YYYY MM DD
2009 09 28

Page 28
Recreation Program Assistant Proposal

Submitted to Job Creation Program

Submitted by Town of Wabana

September 23, 2009
Introduction
The Town of Wabana is focusing on broadening its recreation program to meet the needs of all demographic groups. In the process the Town is committed to developing the human resource capacity that is required to make these programs a success. The following is a proposal by the Town to collaborate with Service Canada and the Department of HRSDC to increase the human capital in order to strengthen the Town’s recreation programs to benefit all Bell Islanders.

Project Objectives:

1. To develop the following skills:
   - Numeracy
   - Organizational/Time Management
   - Communication/Cooperation
   - Continuous Learning
   - Research
   - Reporting

2. Provide valuable work experience.

Activities and Timeline:

- Winter Season (October-March)
Since winter activities revolve mostly around ice surface recreation (hockey, skating, curling), the JCP position would be expected to assist with various aspects of arena management: product ordering, inventory, some accounting, fundraising, marketing ice time, and promoting the service throughout the community. Beyond the arena, the Town intends to actively seek ways to engage seniors in physical activity through the long winter months.

- Summer Season (April-September)
In the spring/summer months, the JCP would be expected to assist with the development, coordination and promotion of a diversified recreation program. As there are several groups interested in this same goal, a large part of achieving this goal would be to coordinate these various efforts.

52 Weeks Total

Target Beneficiaries
By developing new programs and the strengthening of existing programs, this Job Creation Partnership has the scope to benefit various user groups throughout the community. This position would allow the Town to commit more human resource to the diversification and coordination of its recreation programs.

**Partners**

The partners listed below are all committed to collaborating with the Town’s employees to improve the recreation programs:

- Bell Island Recreation Commission
- 50’s plus (Seniors group coordinating activities for physical and mental wellbeing)
- Boys and Girls Club
- Bell Island Junior Blues/Bell Island Wave Hockey Teams
- Bell Island Minor Hockey
- Figure Skating Club
- Kiwanis Club

**Expected Results**

1. Enhancement of skills and job prospects of the employee.
2. Improved recreation programs for all demographic groups on Bell Island.

**Measuring Success**

1. Comparative measurement of pre- and post- job skill levels through individual human resource plan.
2. Attainment of further employment resulting from skills acquired through Job Creation Partnership.

**Applicant Background**

The Town of Wabana is the sole municipal government on Bell Island which is located in Conception Bay, Newfoundland. The island measures approximately two miles wide and nine miles long. The discovery of iron ore in the late 1800's resulted in Bell Island becoming a thriving mining community with the third largest population in the province. However, since the mines closed in 1966 the population has been in a steady decline. In 1961 Bell Island had a population in excess of 12,000. The 1996 Census placed it at under 4,000. According to the 2001 Census data there are 3,078 Bell Islanders inhabiting 1,215 dwellings. In the late 1960s
many Bell Islanders relocated to Cambridge, Ontario where unskilled labour was in demand. Today, most Bell Islanders live in the town of Wabana (population: 2,679, 2001) located on the north east side of the island. The remaining population is spread out across Lance Cove and Freshwater (population: 399, 2001).

With the closure of the mines, the largest employers on the island are the hospital, the school board, the fish plant and Works, Services and Transportation which is responsible for the ferry service. For health services the Island has two physicians and the Walter Templeman Health Centre which offers emergency medical services and long term care. The Island also has two schools: St. Augustine's Elementary School for grades kindergarten through grade six; and, St. Michael's High School which offers grades seven through twelve. For recreational facilities Bell Island has a hockey rink and multiple softball fields. The island also has four grocery stores, one pharmacy, five churches and three restaurants. It has a mining museum, the Wabana Complex, a Legion, the Boys' and Girls’ Club, Cadets, the Church Lads Brigade and a volunteer fire department. It also has a co-op bakery, hardware store, clothing store and many small independent businesses.

Past Projects with Service Canada

Various on file.

Environmental Impact

Not Applicable

Budget

Wages – Paid by Human Resources and Skills Development Canada

$9.50/hr
X 40 hrs /week
X 52 weeks
$19,760.00
Town of Wabana-Bell Island

Job Posting:

Recreation Program Assistant

Wabana Council is seeking to hire a qualified applicant for a recreation program assistant position.

Term: 52 weeks funded through HRSDC Job Creation Partnership
Location: Monsignor Bartlett Arena

Duties:

➢ Assist with arena events
➢ Plan and implement new funding events
➢ Assist with office duties
➢ Maintain and obtain sponsors
➢ Inventory management
➢ Conduct community surveys
➢ Summer enhancement projects for the community

Qualifications:

➢ EI eligible
➢ Good oral and written communication skills
➢ Ability to work independently
➢ Computer skills
➢ Education requirement: High School or equivalent

Salary: $9.50/hr
<table>
<thead>
<tr>
<th>File No.</th>
<th>Mode</th>
<th>Destination</th>
<th>Pg(s)</th>
<th>Result</th>
<th>Page Not Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>5914 Memory TX</td>
<td>7720354</td>
<td>P. 10</td>
<td>OK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for error**

E.1) Hang-up or line fail  
E.2) Busy  
E.3) No answer  
E.4) Exceeded max. E-mail size  

---

**Fax Cover Sheet**

To:  
FAX NO: 772-0354  
FROM: Joe Baker  
DATE: 5/10/2009  
PACKS INCLUDED: COVER 10  
MESSAGE:  

Fax Copy being sent by email.
FAX COVER SHEET

TO: Gary Laberge

FAX NO. 772-0354

FROM: Joe Bowers

DATE: Sept 30 2009

PAGES INCLUDING COVER 10

MESSAGE

Jcp Application - Recreation Program Assistant

Hard Copy being sent by mail.

Town of Wabana
P.O Box 1229
Bell Island, NL A0A 4H0
Phone: (709) 488-2990
Fax: (709) 488-3181
www.bellisland.net

Mayor
Gary Gosine
Deputy Mayor
John Pendergast
Councillors
Joe Somerton
Pat Craig
Brian Kent
Dr. Alexa Laurie
Kevin McCarthy

Town Manager/Town Clerk
Diane Butler
Assistant Town Clerk
Marilyn Stoyles

Fire Chief
James Pendergast

Arena Manager
Gerald Bickford
**APPLICATION FOR FUNDING**

### Program under which you are applying
- Job Creation Partnership - Recreation Program Assistant

### Town of Wabana

**Address:**
- PO Box 1229
- A0A 4H0

**Postal Code:**
- A0A 4H0
- 709 488 2990
- 709 488 3181

**Email Address:**
- wabana.parade@gmail.com

### Contact Information
- Joseph Dakis
- Accounts Receivable
- 709 488 2990

### Organization Information
- **Organization Name:** Municipal Services
- **Number of Employees:** 13

### Legal Signing Officers for Agreement Purposes

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>Gary Gosse</td>
<td></td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>John Pendergrast</td>
<td></td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Dave Butler</td>
<td></td>
</tr>
</tbody>
</table>

### Section 27(1)(b)

- **Business No. (Canada Business Number):**
- **Corporation No.:**
- **HST or GST No.:**

### Legal Signing Officers for Canada Purposes

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>Gary Gosse</td>
<td></td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>John Pendergrast</td>
<td></td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Dave Butler</td>
<td></td>
</tr>
</tbody>
</table>

---

**Town Clerk & Mayor or Deputy Mayor**

**Canada**
<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>Cory Guinn</td>
<td></td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>John Reppen</td>
<td></td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Dane Butler</td>
<td></td>
</tr>
</tbody>
</table>

How many signatures are required to sign a payment claim form or other report submitted to the Council?

[2]

M. Mayor or Deputy Mayor & Town Clerk

Accounting Practices

- Internal
- External
- Telephone number (including area code)
- Name of accounting firm

Name of contact person

- Normal
- CompuTrace (Roll Back of software packages)
- Town Suite

Is it required for your organization to utilize?

☐ Yes
☐ No
☐ Other (please specify)

If your organization is required to maintain an ICES or financial review, where is this regularly performed and by whom?

2009 04 01

Gregorus Stokes

What was the last time your organization received an ICES or financial review?

YYYY MM DD

Name of Board/Committee

Ben Moonworthy

Assist/Telephone Number Ext

714 488 2990 223

Organization Fiscal Year (in parentheses)

2009 12 31

Insurance Coverage

What accounts [10/11] do you have for employees? (Check appropriate item)

☐ N/A
☐ Base
☐ Other Coverage (specify)

Do you have safety insurance?

☐ Yes
☐ No

Workers' Compensation (Eligibility)

Rate (per $100)

2.77

[Section 27(1)(b)]

[Handwritten notes and signatures]

[Handwritten notes and signatures]
### Project Title

#### Duration of Activity
- YYYY MM DD to YYYY MM DD

#### Total Number of Participants (if applicable)
- Women
- Men
- Youth
- Other (please specify)

#### Proposal Description
- Please attach the following information:
  - Program objectives
  - Proposed activities and timelines
  - Description of the target audience and/or benefits to the community or organization
  - Identifying roles and responsibilities of the proposed activities

#### Budget
- Total Project Cost (IA + SC + LC + R) $19,760.00

#### Section B: Declaration – Amounts Owning/Debts to the Government of Canada

Note: Completion of this declaration is required only if the amount of funding requested from NRSC is $15,000 or more.

#### Instructions
- The information you provide below is collected in accordance with the Treasury Board Policy on Transfer Payments (Government of Canada, Section 7 of the Financial Administration Act).

- Failure to complete this section is a criminal offense, punishable by fine and/or imprisonment.

Do you, the applicant, owe any amounts that are in default to the Government of Canada under legislation or constitution agreements? [ ] Yes [ ] No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amount Owed</th>
<th>Interest Rate</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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</tr>
<tr>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please detail the following information about the other lenders of this project, if applicable:
Section 2: Signatures (Required)

I/we certify that I/we have read and understand the information provided above.

I/we swear that the information in this application is accurate.

I/we declare that I/we have provided Canada with a true and accurate list of all amounts owing to the federal government which are past due and in arrears at the time of this application to Canada for refund. I/we recognize that amounts payable to Canada under this Agreement may be deducted from, or set off against, any such amounts owing to the Government of Canada.

I/we authorize:

(a) the Minister to disclose all information contained in this application concerning an amount in default owing to a government institution listed above to the institution for the purpose of verifying the amount and status of debt, and
(b) the government institution so authorized to disclose to the Minister all information and information related to the debt solely for the purposes of the administration of an agreement or an agreement in connection with such declaration.

Applicant Name (please print)

Gary Goeke

Position

Mayor

Date YYYY MM DD

2021 09 08

Applicant Name (please print)

Diane Butler

Position

Chief Clerk

Date YYYY MM DD

2021 09 08
Recreation Program Assistant Proposal

Submitted to Job Creation Program
Submitted by Town of Wabana

September 23, 2009
Introduction
The Town of Wabana is focusing on broadening its recreation program to meet the needs of all demographic groups. In the process, the Town is committed to developing the human resource capacity that is required to make these programs a success. The following is a proposal by the Town to collaborate with Service Canada and the Department of HRSDC to increase the human capital in order to strengthen the Town's recreation programs to benefit all Bell Islanders.

Project Objectives:

1. To develop the following skills:
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   - Organizational/Time Management
   - Communication/Cooperation
   - Continuous Learning
   - Research
   - Reporting

2. Provide valuable work experience.

Activities and Timeline:

- Winter Season (October-March)
Since winter activities revolve mostly around ice surface recreation (hockey, skating, curling) the JCP position would be expected to assist with various aspects of arena management: product ordering, inventory, some accounting, fundraising, marketing ice time, and promoting the service throughout the community. Beyond the arena, the Town intends to actively seek ways to engage seniors in physical activity through the long winter months.

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52 Weeks Total

Target Beneficiaries
By developing new programs and the strengthening of existing programs, this Job Creation Partnership has the scope to benefit various user groups throughout the community. This position would allow the Town to commit more human resource to the diversification and coordination of its recreation programs.

**Partners**

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- Bell Island Recreation Commission
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- Boys and Girls Club
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- Bell Island Minor Hockey
- Figure Skating Club
- Kiwanis Club

**Expected Results**

1. Enhancement of skills and job prospects of the employee.
2. Improved recreation programs for all demographic groups on Bell Island.

**Measuring Success**

1. Comparative measurement of pre- and post- job skill levels through Individual human resource plan.
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**Applicant Background**

The Town of Wabana is the sole municipal government on Bell Island which is located in Conception Bay, Newfoundland. The Island measures approximately two miles wide and nine miles long. The discovery of iron ore in the late 1800’s resulted in Bell Island becoming a thriving mining community with the third largest population in the province. However, since the mines closed in 1966 the population has been in a steady decline. In 1961 Bell Island had a population in excess of 12,000. The 1996 Census placed it at under 4,000. According to the 2001 Census data there are 3,078 Bell Islanders inhabiting 1,215 dwellings. In the late 1960s
many Bell Islanders relocated to Cambridge, Ontario where unskilled labour was in demand. Today, most Bell Islanders live in the town of Wabana (population: 2,679, 2001) located on the north east side of the island. The remaining population is spread out across Lance Cove and Freshwater (population: 399, 2001). With the closure of the mines, the largest employers on the island are the hospital, the school board, the fish plant and Works, Services and Transportation which is responsible for the ferry service. For health services the island has two physicians and the Walter Templeman Health Centre which offers emergency medical services and long term care. The island also has two schools: St. Augustine’s Elementary School for grades kindergarten through grade six; and, St. Michael’s High School which offers grades seven through twelve. For recreational facilities Bell Island has a hockey rink and multiple softball fields. The island also has four grocery stores, one pharmacy, five churches and three restaurants. It has a mining museum, the Wabana Complex, a Legion, the Boys’ and Girls’ Club, Cadets, the Church Lads Brigade and a volunteer fire department. It also has a co-op bakery, hardware store, clothing store and many small independent businesses.

Past Projects with Service Canada

Various on file.

Environmental Impact

Not Applicable

Budget

Wages – Paid by Human Resources and Skills Development Canada

$9.50/hr
X 40 hrs /week
X 52 weeks
$19,760.00
Town of Wabana-Bell Island

Job Posting:

Recreation Program Assistant

Wabana Council is seeking to hire a qualified applicant for a recreation program assistant position.

Term: 52 weeks funded through HRSDC Job Creation Partnership  
Location: Monsignor Bartlett Arena

Duties:

➤ Assist with arena events  
➤ Plan and implement new funding events  
➤ Assist with office duties  
➤ Maintain and obtain sponsors  
➤ Inventory management  
➤ Conduct community surveys  
➤ Summer enhancement projects for the community

Qualifications:

➤ EI eligible  
➤ Good oral and written communication skills  
➤ Ability to work independently  
➤ Computer skills  
➤ Education requirement: High School or equivalent

Salary: $9.50/hr
APPLICATION FOR FUNDING

#010917599

Title: __________________________ Name: __________________________

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### Project Title

**Community Enhancement**

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### Plan to Address Other Issues

- Project objectives
- Project activities and locations
- Description of the targeted communities or beneficiaries (as applicable)
- List of partners involved, their roles, and responsibilities
- Financial assistance provided to: Total
- Other (if not applicable)

Please provide the following information about the other aspects of the project:

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### Declaration

The information provided is accurate and in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated December 4, 2010.

The completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions:

- Do you have any question marks that are in doubt to the Province? Any amounts that are in doubt to the Province are not covered by the Agreement.

If you have any questions or require additional information, please contact the appropriate authorities.

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**Page 3 of 3**
Section 6. Note to Applicants: Applying for Loans

Applicants are required to complete all phases of the loan application process. Applicants are required to understand the requirements of the loan and the terms of the agreement.

Address Information and Privacy

Information on the form is collected under the authority of Section 35 of the Access to Information and Protection of Privacy Act, R.S.C. 1985, c.A-1, and is subject to all provisions of the Act. The personal information collected will be used for the purposes of the Financial Services and Corporate Support Program, which you have applied. The program is promoted by Newfoundland and Labrador under the agreement with Canada made pursuant to Section 89 of the Federal Employment Program Act.

The access to information and protection of privacy Office, (410) 150-7777

Section 7. Signature(s) (Required)

We certify that the information in the application is accurate.

We certify that we have reviewed the application and have not been aware of any errors or omissions.

We certify that all the information in the application is true.

We certify that the information in the application is complete.

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APPLICATION FOR FUNDING

Appendix A
Organization Types

Individuals
Individuals (e.g., Aboriginals)
Individuals - First Nations, Inuit people
Individuals paid directly from HRDC
Students

Not-for-Profit Sector
Aboriginal not-for-profit groups
Associations of workers and/or employers
International NGOs
Local community, charitable, voluntary org.
NGOs with a focus to encourage employment
National NGOs
Not-for-profit Band Councils
Provincial NGOs
Sector councils
Unions

Private Sector
Banks
Businesses, bodies incorporated or unincorporated
Indian Band corporations (profit basis)
International bodies
Private Band Councils
Private universities and colleges

Public Sector
International governmental organizations
Municipal governments and agencies
Provincial agencies
Public Health
Public community colleges and vocational schools
Public degree-granting colleges
Public degree-granting universities
School boards/Other educational institutions not classified elsewhere
Territorial governments
COMMUNITY ENHANCEMENT WORKERS

Submitted to Job Creation Program

Submitted by Town of Wabana

May 5, 2011
INTRODUCTION: The Town of Wabana is focusing on enhancing and developing community structures within the district to offer enhanced and new programs to the community by upgrading various indoor and outdoor structures utilized by community residents. The following is a proposal by the town to collaborate with Human Resources Labour and Employment to increase the human capital in order to strengthen the town’s structures to benefit all Bell Islanders.

PROJECT OBJECTIVES:

1. From June 6, 2011 to September 30, 2011, the Town of Wabana will provide 4 workers with 38 weeks of experience as a Community Development Worker to unemployed EI eligible clients. From this project, the clients will develop and maintain several employability skills that can be transferred to futures employment opportunities.

In addition, this project will provide the Town of Wabana with the opportunity to develop a community fitness room at the local arena, upgrade various building areas at the Wabana Boys and Girls Club, develop and expand on Helping Hands Park project, repairs to Sports Hall of Fame and maintain local community developments.

- Planning and development
- Supply allotment
- Building skills
- Team work
- Enhancement of carpentry skills

Activities and Timelines:

June – September – As carpentry and manual labour is best productive during warmer climate months this would be the most productive and learning time to achieve project accomplishments.

Target Beneficiaries:

By enhancing existing facilities within the community residents of Bell Island, population of 3000 people, and various user groups will benefit immensely from continued usage for further years to come.

Partners:

The partners listed below are all committed to collaborating with the Town to improve their community.

- Boys and Girls Club
- Bell Island Playground Project
- Bell Island Recreation Commission
- Sports Hall of Fame
Expected Results:
The successful participants will have gained valuable work experience which will allow him/her to acquire, develop and maintain skills that will enable him/her to utilize in future positions, thus becoming more employable. As there is becoming a higher demand for construction workers in the Bell Island and surrounding areas the work experience from this employment will offer invaluable employable skills to each worker.

Development of community fitness room, upgrades to Msgr. Bartlett Memorial Arena, upgrades to Wabana Boys and Girls Club, and upgrades and installation of equipment at the Helping Hands Park.

Measuring Success:
The success will be measured by the scope of skills developed by each worker, the needs of each organization which have been met due to this project, and continued usage of services that the various organizations offer.

Applicant's Background:
Each applicant will be required to have a working knowledge of carpentry skills, work will little supervision, take initiative and a willingness to learn new skills.

Past Projects with Service Canada:
Various on file under the Town of Wabana.

Environmental Impact:
Not Applicable

Budget:
40 hr per week x 4 workers x 22 weeks = 1920.00 hours (HRLE Covered)
120 sheets 3/4" D Grade plywood @ $41.79 (HST included) = $5014.80
Budget Template for Contribution Project Proposal

Applicant Name: [Name]
Town: [Town]
Date of Proposed Project: [Date]

Title of Proposed Project: [Title]
Community Initiatives for Job Creation

In addition to completing the Budget Template for Contribution Project Proposal, a supporting document detailing project costs must also be submitted with the application. To access the "Budget Template - Supporting Details" document, include the supporting details for the budget.

Please note: A list of eligible costs must be asked for budgeting are located on pages 6 and 7 of the Budget Template for Contribution Project Proposal form.

Do you have an existing organizational infrastructure? □ Yes □ No

If funding for organizational infrastructure costs covered by a last percentage rate is subject to the following conditions, it must be included in the budget and be part of the project. The proposed budget must be reviewed by the RFP (Request for Proposals) and the amount of funding allowed to ensure that the amount is actually incurred by the recipient. Any organizational infrastructure costs that are not included in the budget and not supported by the recipient will not be funded.

For support methodology, please select the one applicable:

1. Human Resources, Labour and Employment (HRLE) Flat Percentage Rate
   - Flat Percentage Rate for Type 1: Other Direct Project Costs (Type 1)
   - Flat Percentage Rate for Type 2: Organizational Infrastructure Costs (Type 2)

2. Organization-Specific Flat Percentage Rate
   - Flat Percentage Rate for Type 1: Other Direct Project Costs
   - Flat Percentage Rate for Type 2: Organizational Infrastructure Costs

Note: This option is a flat percentage rate that is applied to Type 1: Other Direct Project Costs and, if applicable, Type 2: Organizational Infrastructure Costs. The overall contribution for Type 1 and Type 2 costs will be based on the actual costs incurred by the applicant for Type 1, Activity-Related Direct Project Costs and Type 2, Participant-Related Direct Project Costs.

3. Reimbursement of Actual Costs
   - Reimbursement will be based on actual expenses incurred in all cost types.

Do you agree with the following:

The Applicant declares that the Contribution sought in this Application is the only financial assistance the Applicant has received from any level of government (federal, provincial or municipal) or from any other source.

□ Yes □ No

The following list of costs is based on the applicable dollar value for the applicable dollar value in the applicable dollar value. When costs are applied to a specific project, the costs should be included in the budget and be part of the project. The project must be reviewed by the applicable dollar value and the amount of funding allowed to ensure that the amount is actually incurred by the recipient. Any costs that are not included in the budget and not supported by the recipient will not be funded.

Carefully read the cost categories and ensure that all eligible costs are included in the budget. The application must be submitted with the completed application for the project. The project must be reviewed and determined to be eligible for the amount of funding allowed to ensure that the amount is actually incurred by the recipient.

All costs must be supported by documentation. Costs that are not supported by documentation will not be funded.

Date: [Date]

[Signature]

[Name]

[Position]

Page 1 of 2
### Applicant Use Only

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**Examples of costs for which a contribution can be considered include, but are not limited to:**

- Staff salaries and benefits
- Professional fees and services
- Travel and transportation costs
- Equipment and supplies

**Examples of costs that are not eligible for funding include:**

- Salaries and benefits for permanent, full-time employees
- General operating costs
- Non-program-related costs
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
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<tr>
<td>14</td>
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<td>27</td>
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<tr>
<td>28</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

**Total Activity Related Direct Project Costs:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
### Participant Related Direct Project Costs

Examples associated with the participant of a particular project, reimbursement will be supported by invoices and will be subject to approval and audit.

Examples of costs for which a reimbursement can be considered include, but are not limited to:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Participant wages and MERCS</td>
<td></td>
</tr>
<tr>
<td>a). Participant wages and Full-day Employment Related Costs (MERCS)</td>
<td>30</td>
</tr>
<tr>
<td>b). Living expenses</td>
<td></td>
</tr>
<tr>
<td>c). Disability-related services (assistive devices, home modification, etc.)</td>
<td>36</td>
</tr>
<tr>
<td>2. Participant Tuition Costs</td>
<td></td>
</tr>
<tr>
<td>a). Tuition costs - public</td>
<td>31</td>
</tr>
<tr>
<td>b). Tuition costs - private</td>
<td></td>
</tr>
<tr>
<td>3. Other Participant Related Project Costs</td>
<td></td>
</tr>
<tr>
<td>a). Tuition-related services (nurse, therapists, interpreters)</td>
<td>36</td>
</tr>
<tr>
<td>b). Tuition-related services (nurse, therapists, interpreters)</td>
<td></td>
</tr>
<tr>
<td>c). Transportation and lodging</td>
<td>41</td>
</tr>
<tr>
<td>d). Travel, transportation, and lodging</td>
<td></td>
</tr>
<tr>
<td>e). Participation and completion registration materials</td>
<td>43</td>
</tr>
<tr>
<td>4. Total Direct Related Direct Project Costs</td>
<td>K</td>
</tr>
</tbody>
</table>

**Flat Rate for 14:**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>K 52.50</td>
</tr>
</tbody>
</table>
### Table: Funding Breakdown

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and Development Costs (Conference and Staff)</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>Bank Charges</td>
<td></td>
</tr>
<tr>
<td>Membership and Affiliation Fees (Professional, Internal and Volunteer Organizational, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Organizational Infrastructure Costs</strong></td>
<td></td>
</tr>
<tr>
<td>Fund Raised by N.</td>
<td></td>
</tr>
<tr>
<td>Fund Raised from the Province</td>
<td></td>
</tr>
</tbody>
</table>

#### Funds from Other Sources

- **Cash**: $120,000.00
- **In-Kind**: $150,000.00

**Total Funds from Other Sources**: $270,000.00

**Grand Total**: $270,000.00

---

**Access to Information and Privacy**

Information on this form is collected under the authority of Section 31(2) of the Access to Information and Protection of Privacy Act R.S.C. 1985, c. A-11. It is mandatory and is subject to all penalties under the Act. This personal information collected will be used for the administration of the Newfoundland and Labrador (N.L.) Benefits and Measures program for which you have applied. This program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 43 of the federal Employment Insurance Act. If you have any questions concerning the collection, use or disclosure of personal information, please contact:

The Access to Information and Privacy Officer, (709) 729-7017

---

**Date**: MAY-06-2011 **Time**: 01:50 **From**: [Redacted] **Page**: 14/19
### 5. ORGANIZATIONAL INFRASTRUCTURE COSTS

Administrative costs are incurred for "staff offices", "department offices", or "administration office" type costs, which guide and enable effective program delivery and contribute to the success of the project by providing support through overall organizational governance, management, planning, finance, communications, human resources and information technology. These costs are allocated to activities which are not project specific.

For example, administrative and related office costs of management or other staff whose title is not quoted specifically in support or delivery of project activities (i.e. CEO, HR department, Finance group, Administration section, etc.). Expenses associated with the project under this heading can be included in project costs that are based on a formula.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Detail by Cost Element is not required if a flat percentage rate option is being used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Organizational Infrastructure Costs</td>
<td></td>
</tr>
<tr>
<td>a) Office wages and MERPS</td>
<td>50</td>
</tr>
<tr>
<td>b) Overtime premium (Example: Maintenance Requisition (DMR), medical, daily, etc.)</td>
<td>60</td>
</tr>
<tr>
<td>c) Other HR costs such as training and retraining, leave, vacation leave, compensation, etc. (where weighted by actual organizational HR policies and provincial labour standards).</td>
<td>61</td>
</tr>
<tr>
<td>d) Rent, lease (including equipment and maintenance and insurance and liason expenses),</td>
<td>83</td>
</tr>
<tr>
<td>e) Utilities</td>
<td>84</td>
</tr>
<tr>
<td>f) Telephone</td>
<td>95</td>
</tr>
<tr>
<td>g) Staff Wages</td>
<td>96</td>
</tr>
<tr>
<td>h) Equipment purchase, lease or rental (including computer supplies)</td>
<td>97</td>
</tr>
<tr>
<td>i) Costs associated with the use of internal or external services other than personnel (e.g. computer and other equipment, software, etc.)</td>
<td>98</td>
</tr>
<tr>
<td>j) Equipment maintenance and repair</td>
<td>99</td>
</tr>
<tr>
<td>k) Software</td>
<td>85</td>
</tr>
<tr>
<td>l) Other services - contracting (e.g. bookkeeping, Janitorial services, etc.)</td>
<td>70</td>
</tr>
<tr>
<td>m) Staff travel, transport and accommodations</td>
<td>71</td>
</tr>
<tr>
<td>n) Telephone costs</td>
<td>72</td>
</tr>
<tr>
<td>o) Postage and courier</td>
<td>73</td>
</tr>
<tr>
<td>p) Internal moves (e.g. computer, etc.) and other IT requirements</td>
<td>74</td>
</tr>
<tr>
<td>q) Utilities</td>
<td>75</td>
</tr>
<tr>
<td>r) Advertising costs</td>
<td>76</td>
</tr>
<tr>
<td>s) Legal fees</td>
<td>77</td>
</tr>
<tr>
<td>t) General insurance (e.g. directors and officers, etc.)</td>
<td>78</td>
</tr>
<tr>
<td>u) Travel and transportation (including board expenses)</td>
<td>79</td>
</tr>
</tbody>
</table>
Guidelines for budget detailing

Note 1: For each cost, define how it is linked to the activities of the project. Provide an explanation to justify any cost(s) that are higher than those for other comparable projects or organizations. For instance, the project could be similar in nature to another project but the costs could be increased because the project is held in a remote location (e.g., in northern Labrador) or due to the uniqueness of the organization in the geographical location.

These costs can be based on historical data but they must also reflect current rates of similar costs in the geographical location of the project. Depending upon your organization's taxable status, you may be entitled to receive a portion of the GST paid on goods and services purchased by the Canadian Revenue Agency (CRA). As such, it is important to declare your organization's GST reimbursement rate in the application form for funding so that the Province does not reimburse a second time for the same cost. In your proposal, the budgeted amount of a cost item should include only the GST portion eligible to be claimed.

Note 2: Staff Wages

Position(s) Title(s) (number of hours x rate per hour x number of days x number of weeks) $10,000.00

Provide an explanation on how the wages were determined. A comparison with current labour market rates for similar positions in the geographical location of the project should be provided. MERCA and other benefits should be shown as separate items under Benefits for Staff. Provide a description of each position's roles and responsibilities in this table.

Note 3: Mandatory Employment Related Costs (MERCA) and Benefits for Staff

MERCA's calculation (EI, CPP, Vac Pay and other benefits) - indicate % used for calculation purposes for each category and where necessary by position.

Proper MERCA calculation should apply according to the geographical location of the project. Although MERCA rates vary according to the salary level, this is only for budget purposes. Vacation Pay rates could be higher according to the employment level of each position within the organization. An explanation of amounts in excess of the provincial rate should be included. If there is accrued, there is no separate breakdown of costs. Other Benefits could include: health care, dental care, workers' compensation, RIFPA, etc. Only the organization's regular benefits will be considered.

Note 4: Contracting and Subcontracting

Please clearly identify in your proposal any use of subcontracting that may result in a conflict or sub-arrangement. Costs for subcontractors must receive approval, in writing, from the Province for all such contracts or subcontracts. Please note that contracting and sub-contracting with non-time-lapse organizations is not permitted.

Note 5: Professional Fees

For each professional fee provide a description of the professional's role and responsibilities in this section or after the table. For each professional fee provide the direct actual costs (excluding travel expenditures or any other expenditures) and a description of how the rates were determined.
Note 6: Transportation and Meal Costs

Travel rates cannot exceed those stipulated in the travel policy of the Province's Public Service Secretariat. Human Resource Policy Manual. Details with respect to transportation policy and meal rates can be found at

- who in the project will require travel (Participate Employee Professional - if not included in the Professional (yes),
- reason
- duration
- period
- transportation method (including public or private transportation passes),
- meal,
- accommodation (if applicable), and
- approximation of the mileage required, if applicable.

Note 7: Capital Assets

To be acceptable, Capital purchases must be essential to the project. Provide a brief description on how Capital purchases will contribute to the project. For most programs, a capital asset is defined as any single item or composite asset with a purchase value of more than $5000 not physically incorporated into another product and that remains functional at the end of the project. While obtaining 3 reasonable quotes is not always required, this is an excellent and sound business practice when purchasing Capital assets.

Note 8: Rent

For each space rented, detail the cost per square footage, monthly and for the length of the project. Detail all costs related to the rental (e.g., security, maintenance, parking, etc.). Detail that the rent is in line with the market value.

Note 9: Professional Development

Detail what employee will benefit from Professional Development and the cost per individual. Provide a rationale for Professional Development.

Note 10: Participant Wages

Wages (rate per hour x number of hours x number of weeks x number of participants)

Note 11: Participant Allowances

Number of participants x $600.00 x weeks

Note 12: Participant MERCA and Benefits

MERCA calculation (EJ), CPP, VSP (Pay and other benefits) - indicate % used for calculation purposes for each category and where necessary by position.

MERCA calculation is the same for all participants. Vacation pay rate could be higher according to the experience level of each participant. An explanation of amount is noted as a provincial rate should be included. If time is counted, a separate breakdown of costs is not required. Other benefits (applicable to all participants) could include health care, dental care, workers compensation, etc. Only the organization’s regular benefits will be considered.

Note 13: Other Participant Related Project Costs

Financial assistance may be provided to individuals to cover all or a portion of living expenses. Assistance may also be provided to cover all or part of the incremental costs related to participation such as living expenses, disability-related supports and incremental costs, dependent care costs, transportation and accommodation costs.

Provide a description of the type of assistance required and how many individuals it will benefit. Indicate how it is related to the individual’s participation in the project.
TO: I.C.P. Office

DEPT: N.A.E.

FROM: Hillie Neary

DATE: May 5th, 2011

RE: I.C.P Application

# SHEETS: 1

FAX #: 709-6742

COMMENTS:

Please accept this application for funding. Should there be questions please do not hesitate to contact me.

Thank you,

Hillie Neary

Rec/Proc Manager

Town of

June 30

Mark.

JCP
TO: N.P. E
DEPT: 1210
FROM: John E. Henry
DATE: Nov. 9, 2011
RS: Work Subcontract
# SHEETS: 6
FAX #: 732-6276

COMMENTS: please accept this application for processing. Can you please
confirm receipt of Work Order #3429 with
SMAE AT20010.

Thank you.

Handwritten Note:
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>MSGR. BARTLETT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Business Name (if different):</td>
<td>TOWN OF WABANA - MEMORIAL ARENA</td>
</tr>
<tr>
<td>Address:</td>
<td>P.O. BOX 1989</td>
</tr>
<tr>
<td>Province:</td>
<td>NL</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>A6R 4W0</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:mmarenav@gmail.com">mmarenav@gmail.com</a></td>
</tr>
<tr>
<td>Business Number (if different):</td>
<td>Section 27(1)(b)</td>
</tr>
<tr>
<td>Location of Activity (if different from mailing address of applicant):</td>
<td></td>
</tr>
<tr>
<td>Date Business was established:</td>
<td>1950</td>
</tr>
<tr>
<td>Name of Contact Person:</td>
<td>Hollie Neary</td>
</tr>
<tr>
<td>Area Code/Telephone Number:</td>
<td>NO: 709-488-3432; L: 709-488-3432</td>
</tr>
</tbody>
</table>

Section 27(1)(b)

<table>
<thead>
<tr>
<th>Language of Correspondence:</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization:</td>
<td>Municipality</td>
</tr>
<tr>
<td>Organization Type:</td>
<td>Municipality</td>
</tr>
<tr>
<td>Number of Employees:</td>
<td></td>
</tr>
</tbody>
</table>

Are there any employees on layoff and/or waiting notice of recall? | Yes | No |

Will the subsidy result in the displacement of existing employees or loss of hours? | Yes | No |

Is there a labour dispute or labour management dispute in progress? | Yes | No |

Is there a union presence (if applicable)? | Yes | No |

Is there a responsible opportunity for the individual hired to be retained as part of your regular workforce after the subsidy ends? | Yes | No |

LEGAL SIGNING OFFICERS:

(1) Contract Purposes

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement? |

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement? |
Please provide name, title and specimen signature of the person(s) authorized to sign:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary C. Grupe</td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Katherine Crane</td>
<td>Deputy Mayor</td>
<td></td>
</tr>
<tr>
<td>Ben Noseworthy</td>
<td>Town Clerk</td>
<td></td>
</tr>
</tbody>
</table>

(2) Payment Claims submitted to the Province:

Are your financial records kept manually or electronically? Manual [ ] Electronic [X]

Can you name an Accountant/Bookkeeper? Ben Noseworthy

Phone:

Area Code/Telephone Number: 209-488-3990 Ext 303

Insurance coverage:

Accident: Home [ ] Private Coverage [ ] Fleet [ ]

Liability: Yes [ ] No [ ] Fleet [ ]

Workers' Compensation: Yes [ ] No [ ] Fleet [ ]

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable).

VARIOUS

b) Please describe current agreements with the Province and their status (if applicable).

HUMANITIES (2010-0)}
Section 3: Participant Information

Job Description and Budget

(For more than 2 participants please attach separate documentation detailing the information requested below.)

Number of Participants Requested:

芽 Gib (1 2 Other)

Participant 1

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From (YYYY/MM/DD)</th>
<th>To (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>01/11/21</td>
<td>12/11/21</td>
</tr>
</tbody>
</table>

Participant 1:

- **Title:**
  - Arena Manager
  - Rink Attendant

- **Job Title and Detailed Description of the Job Duties:**
  - **Functional Area:**
    - Maintenance of ice, planning operations, cleaning, public events, supervision, cash handling, ability to operate ice resurfacer and maintain ice levels and safety.

Participant 2

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From (YYYY/MM/DD)</th>
<th>To (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Participant 2:

- **Title:**

- **Job Title and Detailed Description of the Job Duties:**

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Participant Wages</th>
<th>Application Other Contributions</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$4,925.00</td>
<td>$4,925.00</td>
<td>$8,470.00</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$110.00</td>
<td>$110.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$4,345.00</td>
<td>$4,345.00</td>
<td>$6,690.00</td>
</tr>
</tbody>
</table>

[Note: The form contains additional sections and tables, but they are not visible in the image provided.]
Section 4: Declaration - Amounts Owed in Default to the Province.

If yes, please complete the following chart:

| Amounts in default of 2008
| Notice of amount by petition
| Notice of amount by petition (more than $20,000)
| Notice of amount by petition (more than $20,000)

Section 5: Note to Applicants regarding lobbyist

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Details with respect to the requirements for lobbyist registration can be found online at http://www.gov.nl.ca/plc/ not being or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8700
St. John’s, NL
A1B 4J0

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(a) of the Access to Information and Protection of Privacy Act S.N.L.2002, c.A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Directives and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 63 of the Federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information please contact:

The Access to Information and Protection of Privacy Officer (709) 729-7027

NUIC (035143)
Section 7: Declaration

We certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

We certify that we have read and understand the information provided above.

We declare that the information in this application is accurate.

We declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the date of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

We recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to order under any contribution agreement.

[Signatures]

Date: [ Insert Date ]

[Official Use Only]
Program: [ Insert Program ]
Provincial ID: [ Insert ID ]
Funding Request Date: [ Insert Date ]
Provincial ID: [ Insert ID ]
Provincial Budget Details

Application Received and Decision Made by:
[ Insert Signatures ]
Date: [ Insert Date ]
Print Name: [ Insert Name ]
Newfoundland & Labrador

Government of Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

APPLICATION/AGREEMENT
Dated July 23, 2011
NL Works

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached information sheet.

Amendment # Project Number # 11 WS 02707

Business: Hurley's Trucking Ltd

Applicant Information

E-Mail:

Section 30

Section 27(1)(b)

Which component are you applying for: Long Term [ ] and/or Seasonal [ ]

Number of seasonal positions applying for: [ ] Number of long-term positions applying for: [ ]

Number of seasonal employees now on staff: [ ] Number of regular employees now on staff: [ ]

Is the appropriate union consulted with this proposal? [ ] Yes [ ] No [ ] N/A

Is the position(s) replacing regular employees or employees on lay-off? [ ] Yes [ ] No [ ]

Is the position(s) already funded under a wage subsidy program? [ ] Yes [ ] No [ ]

Are these jobs offering potential for long-term employment? [ ] Yes [ ] No [ ]

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees that the request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Mary Hurley [Signature (Employer or Agency Authorized Representative)]

Betty Smith [Signature (Chief Services Officer)]

Approved: [ ] Positions [ ] Workweeks $4,200.00 Wages $ — Admin Fee $ — Total Contribution $4,200.00

Contracted: [ ] Positions [ ] Workweeks $4,200.00 Wages $ — Admin Fee $ — Total Contribution $4,200.00

Start Date: August 15, 2011 Finish Date: January 8, 2012

July 2011
Newfoundland Labrador

DEPT OF HRLE
JAN 5 2012

Government of Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

DPU Works Application / Agreement

Record

Return completed application to the nearest Human Resources, Labour and Employment office as noted on the attached Information Sheet.

Legal Name of Business: Jim Viek Service Store
Common Name of Business (if different from legal name) N/A
Mailing Address: P.O. Box 1301, Bell Island, NL A0A 4H0
Postal Code: A0A 4H0
Business Location: 2469 Building, Bell Island
Business Telephone: 684-3351
Business Fax: 684-3351

Please list two persons with signing authority who may be contacted for further information. These individuals must sign this contract.
1. Jim Viek Telephone: 684-3351 (Res.)
   Fax: 684-3351 (Bus.)
   Email: hcampbellharrisnew.com
2. Scott Viek Telephone: 684-3351 (Res.)
   Fax: 684-3351 (Bus.)
   Email: davidcampbellharris.com

Accountant/Bookkeeper: Mark Viek Telephone: 684-3351
E-Mail: markviek@harrisnew.com
Start Date of Business: 1-1-1993

Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐
Account #: N/A

Do you wish to have direct deposit? Yes ☐ No ☐
If Yes, and your application is approved, financial information will be required.

Is your business in good standing with the Registry of Companies? Yes ☐ No ☐

BUSINESSES ESTABLISHED LESS THAN ONE YEAR MUST PROVIDE A BUSINESS PLAN.

Which component are you applying for: Long Term ☐ and/or Seasonal ☐
Number of seasonal positions applying for: 1 ☐ Number of Long Term positions applying for: 1 ☐
Number of seasonal employees now on staff: 0 ☐ Number of regular employees now on staff: 1 ☐

Is the appropriate union concurred with this proposal? Yes ☐ No ☐ N/A ☐
Is the position(s) replacing regular employees or employees on lay-off? Yes ☐ No ☐ N/A ☐
Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐ N/A ☐
Are these jobs offering potential for long-term employment? Yes ☐ No ☐ N/A ☐
Within a client identified by HRLE. Yes ☐ No ☐ N/A ☐

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.
HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or Only Authorized Representative): John Viek
Signature (Client Services Officer): Date: July 12, 2011

FOR OFFICIAL USE ONLY

Approved: 1 Positions 12 Week-weeks $1,800 Wages $1,800 Total Contribution
Contracted: 1 Positions 12 Week-weeks $1,800 Wages $1,800 Total Contribution
Start Date: October 20, 2011 Finish Date: January 13, 2012

FY1 $1800
FY11

May, 2011
Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

NL Works
Application / Agreement

Amendment

DPU

Project Number: 11 05 03017

Return completed application to the nearest Human Resources, Labour and Employment office as noted on the attached Information Sheet.

Legal Name of Business: Wabanora Bus. Girls Club
Common Name of Business (if different from legal name):
Mailing Address: P.O. Box 519
Postal Code: B1L 7W2
Business Location: 418-228-333
Business Telephone: 418-228-333
Business Fax: 418-228-333

Please list two persons with signing authority who may be contacted for further information. These individuals must sign this contract.

1. Leona Keatley
   Telephone: 418-333-333
   Fax: 418-333-333

2. Crystal Clark
   Telephone: 418-333-333
   Fax: 418-333-333

Accountant / Bookkeeper: Lorraine Smith
E-Mail:

Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐
Account #: ☐

Do you wish to avoid direct deposit? Yes ☐ No ☐
(Yes, and your application is approved, financial information will be required)

Is your business in good standing with the Registry of Companies? Yes ☐ No ☐

Businesses established less than one year must provide a business plan.

Which component are you applying for: Long Term ☑ and/or Seasonal ☐
Number of seasonal positions applying for: 0
Number of seasonal employees now on staff: 0
Number of long term positions applying for: 1
Number of regular employees now on staff: 1

Has the appropriate union concurred with this proposal? Yes ☐ No ☐ N/A ☐

Is the position(s) replacing regular employees or employees on lay off? Yes ☐ No ☐

Is the position(s) already funded under other wage subsidy programs? Yes ☐ No ☐

Are these jobs offering potential for long-term employment? Yes ☐ No ☐

Will the position(s) identified by HIREL.

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

Hiring is not permitted prior to official approval.

The Applicant agrees this request for funding is for one position and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or Designated Representative):

Signature (Chief Services Officer):

For Official Use Only

Approved: Positions 08, Work weeks 50, Wages $756, Admin Fee $490, Total Contribution $775
Contracted: Positions 08, Work weeks 50, Wages $756, Admin Fee $490, Total Contribution $775
Start Date: December 12, 2011
Finish Date: June 30, 2013

Funding Date: May 3, 2011
NL Works
Application / Agreement

Amendment: N/A
Project Number: 12 WS 02916

Return completed application to the nearest Human Resources, Labour and Employment office as noted on the attached Information Sheet.

Legal Name of Business: Jim Vick Service Store

Common Name of Business (different from legal name):

Mailing Address: P.O. Box 129, Belle Island, NL A0A 4H0

Business Location: 29, Fleming St., Belle Island

Postal Code: BELL ISLAND, NL A0A 4H0

Business Telephone: 685-1036

Business Fax: 685-2388

Accountant: 

E-Mail: hjryan@narris.net

Type of Business: Convenience Store

Incorporation #: Q3A Business # 

Do you have Workplace Health, Safety and Compensation coverage? Yes [ ] No [ ]

Do you wish to avail of direct deposit? Yes [ ] No [ ]

If yes, and your application is approved, financial information will be required.

Is your business in good standing with the Registry of Corporations? Yes [ ] No [ ]

Businesses established less than one year must provide a business plan.

Which component are you applying for: Long Term [ ] and/or Seasonal [ ]

Number of seasonal positions applying for: 1

Number of seasonal employees now on staff: 1

Is this position replacing regular employees or employees on lay-off? Yes [ ] No [ X ]

Is this position already funded under another wage subsidy program(s)? Yes [ ] No [ X ]

Are these jobs offering potential for long-term employment? Yes [ ] No [ X ]

If Yes, a declaration by HIWEFL. [ X ]

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature: [Signature]

Date: Aug 20, 2012

For Official Use Only

Approved: [ ] Positions 1.0, Wages $8000, Admin Fee $222, Total Contribution $8200

Contracted: [ ] Positions 1.0, Wages $8000, Admin Fee $222, Total Contribution $8200

Site Date: Aug 20, 2012

Start Date: Aug 20, 2012

Finish Date: May 28, 2013

FY 11

May, 2011
Newfoundland Labrador
Department of Advanced Education and Skills
NL Works Application / Agreement

Return completed application to the nearest Advanced Education and Skills office as noted on the attached information sheet.

Legal Name of Business: Tourism Bell Island
Common Name of Business (different from legal name): 
Main Trading Address: P.O. Box 279, Bell Island, NL, A0A 4H0
Postal Code: A0A 4H0
Business Location: 498-2940, 2nd Street West
Business Telephone: (709) 438-2940
Business Fax: (709) 438-3180

Please list two persons with signing authority who may be contacted for further information. These individuals must sign this contract:

1. Joe Donkers
   Telephone: 438-2940 (bus)
   Fax: 438-3180 (bus)
   Email: tourism.bellisland@gmail.com

2. Tammy Laplin
   Telephone: 438-2950
   Fax: 438-3180
   Email: 

Accountant/Bookkeeper:
E-Mail:

Type of Business: Industry Association (Sign-in)
Incorporation #: 
CRABusiness #:陸

Do you have Workplace Health, Safety and Compensation coverage? Yes ☑ No ☐
Did you receive direct deposits? Yes ☑ No ☐

Do you wish to have direct deposits? Yes ☑ No ☐ If yes, and your application is approved, financial information will be required.

Is your business in good standing with the Registry of Companies? Yes ☑ No ☐

Businesses established less than one year must provide a business plan.

Which component are you applying for: Long Term ☑ Seasonal ☐
Number of seasonal positions applying for: 
Number of seasonal employees now on staff: 
Number of long-term positions applying for: 4
Number of regular employees now on staff: 

Is the appropriate union involved with this proposal? Yes ☑ No ☐

Is the position(s) replacing regular employees or employees on lay-off? Yes ☑ No ☐

Is the position(s) already funded under other wage subsidy program(s)? Yes ☑ No ☐

Are there jobs offering potential for long-term employment? Yes ☑ No ☐

Will you be paid in the form of: Hours ☑ Salaries ☐

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Advanced Education and Skills.

Signature (Employer or Director of Business):
Signature (COFOH Services Office):
Date

FOR OFFICIAL USE ONLY

Approved: 2 Positions 80 Weeks $3,400 Admin Fee $9,400 Total Contribution
Contracted: 1 Positions 40 Weeks $2,000 Admin Fee $3,200 Total Contribution
Start Date: March 5, 2012
End Date: December 3, 2012

FYI 920. ☑ FYI 8280

November, 2011
Newfoundland Labrador

APPLICATION/AGREEMENT
STUDENT-EMPLOYMENT PROGRAM
(Level I, II, III Students)

Amendment # ___________________________ Project Number: 12-HS-02667

Legal Name of Organization:

Common Name of Organization: Labrador Boys & Girls Club

Mailing Address: P.O. Box 539

Location: Bell Island, N.L.

Postal Code: A5T 2B4

Fax: 709-688-2226

Telephone: 709-688-2228

The persons with the organization who may be contacted for information pertaining to this application:

1. Loretta Fether
   Telephone: 688-2228 (Bus)
   Fax: 709-688-2226
   E-mail: wbgc@nl.cibn.com
   Accountant/Bookkeeper: Crystal Clark

2. Joe Someran
   Telephone: 709-688-2226 (Bus)
   Fax: 688-3801
   E-mail: wbgc@nl.cibn.com

Type of Organization: Youth Services

Incorporation #: ___________________________

Business #: [ ] with CRA [ ]

Section 27(1)(b)

If incorporated, is your organization in good standing with the Registry of Companies? Yes [ ] No [ ]

Do you wish to avoid direct deposit? Yes [ ] No [ ]

Do you have Workplace Health, Safety and Compensation coverage? Yes [ ] No [ ] Account #: ___________________________

Number of employees now on staff: ___________________________

Number of positions applied for: ___________________________

Who will supervise the student(s)? Name: ___________________________ Position: ___________________________

Type of position: ___________________________

How will the students be supervised? ___________________________

Describe your plan to ensure that the student(s) are aware of good health and safety practices in the workplace: ___________________________

Are any forms or required training available for the student(s)? Yes [ ] No [ ]

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who are currently enrolled in Level I, II or III.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Advanced Education and Skills.

_________________________ ___________________________
Signature (Parent or Employee/Authorized Representative) Signature (Province)

Date: Aug 17, 2012 Date: ___________________________

Final claim and payroll MUST be submitted within 30 days following completion or termination of employment.

_________________________ ___________________________
Approved: ___________________________ Concluded:
Positions: ___________________________ Positions: ___________________________
10 Work-weeks 10 Work-weeks

$1455.00 Contribution $1455.00 Contribution

Start Date: ___________________________ Finish Date: ___________________________

2012.07.30 2012.09.10

February 2012

Return completed application to the nearest Advanced Education and Skills office as soon as the attached Information Sheet.
Application/Agreement

Student Employment Program

Level I, II, III Students

Amendment # __________  Project Number # 12HS021432

Legal Name of Organization: Royal Canadian Legion

Common Name of Organization: Legion Branch 80

Mailing Address: PO Box 574, Conception Bay South, NL A1N 4H0

Postal Code A1N 4H0

Fax:

Two persons within the organization who may be contacted for information regarding this application:

1. ______________________________ Location: Bell Island Telephone: 688-3072

2. ______________________________ Location: Bell Island Telephone: 688-2376

Fax:

Accountant/Bookkeeper: ______________________________ Telephone: 488-2177

E-mail: maldinymichael@gmail.com

Type of Organization: Non Profit

Incorporation #: Business # (with CRA)

If incorporated, is your organization in good standing with the Registry of Companies? Yes [ ] No [x] (Res)

Do you wish to avail of direct deposit? Yes [ ] No [ ] (Res)

If Yes and your application is approved, financial information will be submitted.

Do you have Workers' Compensation coverage? Yes [ ] No [ ] Account #: ______________________________

Number of employees now on staff: 2

Who will supervise the student(s)? Name: [ ] Janice Bogans Position: [ ] AECC Telephone: 688-5346

Number of positions applied for: 1

How will the students be supervised? On a daily basis / Hourly basis / Yearly basis

Describe your plan to ensure that the student(s) are aware of good health and safety practices in the workplace:

The Applicant agrees to hire students who are currently enrolled in Level I, II or III.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Advanced Education and Skills.

Signature (Employer or Employer's Designated Representative) ______________________________ Date: Aug 8, 2012

Signature (Labour Services Officer) ______________________________ Date: Aug 8, 2012

Final claim and payroll MUST be submitted within 30 days following completion or termination of employment.

Approved: 1 Positions 6 Work weeks $2010.00 Contribution

Contracted: 1 Positions 6 Work weeks $2010.00 Contribution

Start Date: 2012-07-09 Finish Date: 2012-08-19

February 2012

FOR OFFICIAL USE ONLY

Return completed application to the nearest Advanced Education and Skills office as noted on the attached Information Sheet.
# Application/Agreement

**Student Employment Program (Level I, II, III Students)**

<table>
<thead>
<tr>
<th>Amendment #</th>
<th>Project Number</th>
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<tr>
<td>DPL</td>
<td>12 115 02453</td>
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</table>

**Legal Name of Organization:** Bell Island Gravel Hauling Corp.

**Mailing Address:**

- Box 91
- Bell Island
- NF-A

**Postal Code:** A0A 1C0

**Telephone:** 728-1290

**Fax:** 728-1290

**Two persons with the organization who may be contacted for information pertaining to this application:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>Email</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Ross</td>
<td></td>
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<td>Pat Ross</td>
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</table>

**Accountant/Bookkeeper:**

- Pat Ross
- Telephone: 526-2396
- Fax: 526-2396

**Type of Organization:** Not for Profit

**Incorporation #**

**Date of Incorporation:**

- 

**Business # (with CRA):**

**If Incorporated, is your organization in good standing with the Registry of Corporations? Yes ☐ No ☐**

**Do you wish to enrol in direct deposit? Yes ☐ No ☐**

**Do you have a Workers' Safety and Compensation coverage? Yes ☐ No ☐**

**Number of employees now on staff:**

- Last Name: Pat Ross
- First Name: Pat Ross
- Telephone: 526-2396
- Fax: 526-2396

**Number of positions applied for:**

**Who will supervise the student(s):**

- Last Name: Pat Ross
- First Name: Pat Ross
- Telephone: 526-2396
- Fax: 526-2396

**Number of work weeks:**

- Total: 16

**Amount of work:**

- Total: 2012.07.16

**Amount of work:**

- Total: 2012.08.08

**FOR OFFICIAL USE ONLY**

- Approved: 1 Positions
- Contract: 1 Positions
- Workweeks: 6 Workweeks
- Contribution: $2012.00
- Contribution: $2012.00

- Start Date: 2012.07.16
- Finish Date: 2012.08.08

**Final claim and payroll MUST be submitted within 30 days following completion or termination of employment.**
APPLICATION/AGREEMENT

STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment # __________ Project Number # 125 00869

Legal Name of Business: Abainn Boys & Girls Club

Common Name of Business: (If different from Legal Name)

Mailing Address: P.O. Box 539, Business Location: Bell Island

Postal Code: A0A 4H0

Business Telephone: 709-488-2288/3851

Business Fax: 709-488-2223

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract)

1. LEON, EZEKIEL
   Telephone: 709-488-1004 (Bus)
   Fax: 709-488-2223 (Bus)
   Email Address: leon@abainn.is

2. CRYSTAL CLARK
   Telephone: 709-488-2223
   Fax: 709-488-2223
   Email Address: crystal.clark@abainn.is

Accountant/Bookkeeper: Crystal Clark

Type of Business: Youth Services

Incorporation #: [ ] Yes [ ] No

Is your business in good standing with the Registry of Corporations? [ ] Yes [ ] No

Do you wish to be paid direct deposit? [ ] Yes [ ] No

Do you have Workers' Health, Safety and Compensation coverage? [ ] Yes [ ] No

Businesses established less than one year must provide a business plan.

[ ] Yes [ ] No

Number of employees now on staff: 2 FT (19 hrs.) per week

Number of positions applied for: 1

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS PER YEAR AND HOURLY PAY RATE.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Advanced Education and Skills.

Signature (Employer or Employee with Authority to Authorize)

Date

2012

Signature (Client Support Worker)

Date

2012

[ ] Approved Positions 8 Work weeks $1,400.00 Salary $1,400.00 Tuition Voucher

[ ] Contracted Positions 8 Work weeks $1,200.00 Salary $1,200.00 Tuition Voucher

Total Contract Cost: $[ ]

Start Date: 2012-01-02 Finish Date: 2012-08-26

February 2012
APPLICATION FOR FUNDING

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COMMUNITY DEVELOPMENT WORKERS

Submitted to Job Creation Program
Submitted by Town of Wehara

JANUARY 20, 2012
INTRODUCTION: The Bell Island Playground Project and the Webans Town Council Recreation Committee are focusing on enhancing and developing the community hub known as the Helping Hands Park. Within the past two years, outdoor equipment has been installed in the area at a cost of $170,000.00 in materials alone, but requires funding to ensure safety for its users and outdoor bathroom facilities. The following is a proposal to collaborate with human resources, labour and employment to increase the human capital in order to strengthen the town's structures to benefit all Bell Islanders.

PROJECT OBJECTIVES:

- From June 11, 2012 to October 26, 2013, the Playground Committee and the Recreation Committee under the Town of Webans will provide 6 workers with 20 weeks of experience as a Community Development Worker to unemployed EI eligible clients. From this project, the clients will develop and maintain several employability skills that can be transferred to future employment opportunities such as carpentry, plumbing, masonry, landscaping and construction.

In addition, this project will provide the Town of Webans with the opportunity to develop a community hub that can offer local activity and provincial competition to residents in and around Bell Island.

- Planning and development
- Supply allocation
- Building skills
- Team work
- Enhancement of carpentry skills, masonry, plumbing, landscaping and construction.

ACTIVITIES AND TIMELINESS

June – October - As masonry, carpentry, plumbing, and manual labour is most productive during warmer climate months, this would be the most productive and learning time to achieve project accomplishments.

TARGET BENEFICIARIES:

By enhancing existing facilities within the community, residents of Bell Island, population of 3000 people, and various user groups will benefit immensely from continued usage for further years to come. Competitions could be then held at this outdoor facility such as the Special Olympics and Kids Coast Games.

PARTNERS
The partners listed below are all committed to collaborating with the Town to improve their community.

- Bell Island Playground Project
- Bell Island Recreation Commission
- Town of Wabana

Expected Results:

The successful participants will have gained valuable work experience which will allow him/her to acquire, develop, and maintain skills that will enable him/her to utilize in future positions, thus becoming more employable. As there is becoming a higher demand for construction workers and assistants for masonry and plumbing in the Bell Island and surrounding areas. The work experience from this employment will offer invaluable employable skills to each worker which can be transfer to other employable opportunities.

Installation of 1060 meters of wire fencing and gate surrounding the Helping Hands Park, and outdoor male and female washrooms within that area.

Measuring Success:

The success will be measured by the scope of skills developed by each worker, continued usage of services, and ability to offer larger scale events.

Applicant’s Background:

Each applicant will be required to have a working knowledge of carpentry, plumbing, masonry, landscaping and construction. Work will little supervision, take initiative and direction, team player and a willingness to learn new skills.

Past Projects with Service Canada:

Various on file under the Town of Wabana.

Environmental Impact:

Not Applicable

Budget:
40 hr per week x 6 workers x 20 weeks = 4800 hours (HRLC Covered)

Funding materials (attached quote) - $14,650 - ($15,000.00 provided)...

Cement - 117 bags x $10.15 (HST inc) - $1,187.55

TOTAL - $15,837.55
Bayview Variety
35 Main Street
Bell Island, NL
709-488-3501
bayviewvariety2000@hotmail.com

February 22, 2012

To Whom It May Concern:

This letter accompanies an application for Employee Funding through Newfoundland and Labrador Wage Subsidies Program. I am seeking for an employee to work in my convenience store here on Bell Island, starting April 1, 2012 with the hopes of making it a full time permanent position.

Requirements for the position are as follows:

1. Operate cash register, with accurate handling of cash
2. Customer service
3. Sell lottery products, beer and tobacco items, refusing to sell to those who are under 19 years old or unable to supply photo ID if in question
4. Assist at sales catalogue outlet with processing customer purchases, returns, freight and customer inquiries
5. Operate meat cutter safely for slicing custom deli meat orders
6. Checking incoming stock orders for accuracy, stocking shelves and coolers, creating shopping lists
7. Keeping store neat and tidy

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 709-488-3501 or by e-mail at bayviewvariety2000@hotmail.com.

Sincerely,

Valerie Bean
Valerie Bean
Owner/Operator
Bayview Variety

Are there any employees in layoff and/or waiting notice of recall? [ ] YES [ ] NO

Will the subsidy result in displacement of existing employees or volunteers? [ ] YES [ ] NO

Is there a labour agreement or labour-management dispute in progress? [ ] YES [ ] NO

Is there Union involvement (if applicable)? [ ] YES [ ] NO

Is there a reasonable opportunity for the individual hired to be retained as part of your regular workforce after the subsidy ends? [ ] YES [ ] NO

LEGAL SIGNING OFFICERS:
(1) Contracted Parties

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement? _
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name)</th>
<th></th>
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<tbody>
<tr>
<td>Town of St. John's</td>
<td></td>
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<tr>
<td>Legal Business Name (Optional)</td>
<td></td>
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<tr>
<td>Memorial Arena</td>
<td></td>
</tr>
<tr>
<td>P.O. Box 1229</td>
<td>30 Third Street</td>
</tr>
<tr>
<td>City:</td>
<td></td>
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<tr>
<td>St. John's</td>
<td></td>
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<tr>
<td>Postal Code:</td>
<td>A1B 1C2</td>
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<tr>
<td>Area Code:</td>
<td>709 284-2111</td>
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<tr>
<td>Municipality:</td>
<td></td>
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<td>Language of Correspondence:</td>
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<td>Province:</td>
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<td>Postal Code:</td>
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</table>

Are there any employees on layoff and/or opting out of recall?

Will the recalled worker be reemployed in a position of substantially equal value?

Is there a labor shortage or labor market disruption due to the pandemic?

Is a union representative(s) involved in the decision-making process?

Is there a bargaining unit represented in the workplace?

LEGAL MOVING OFFICERS:

Contractual Purposes

Two of Three

[Signature] (Position)

[Signature] (Position)
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
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<tbody>
<tr>
<td>Gary Gosline</td>
<td>Mayor</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Katherine Crane</td>
<td>Deputy Mayor</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Ben Houseworthy</td>
<td>Town Clerk</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

Payment Claims submitted to the Province:

Unverifiable signatures are required to sign a payment claim form submitted to the Province.

What combination of signatures is required to sign a payment claim form submitted to the Province?

Any one

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Houseworthy</td>
<td>Town Clerk</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Gary Gosline</td>
<td>Mayor</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Hollie Neary</td>
<td>Arena Manager</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

Contact Name of Accountant/Bookkeeper: Roger Columbus

Area Code/Telephone Number: 709-579-1605

Insurance coverage:

- [ ] Auto
- [ ] Home
- [ ] Business

- [ ] Yes
- [ ] No

Registered: [ ] Yes [ ] No

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable).

Various agreements on file

[ ]

b) Please describe current agreements with the Province and their status (if applicable).

[ ]
Section 3: Participant Information

Job Description and Budget

For more than 1 participants please attach separate documentation stating the information requested below.

Number of Participants Required:
- 0
- 1
- Other

Participant 1

Number of Weeks: 25
From: 2012/10/08
To: 2013/03/30

Participant 1:
- Name: (To be added later)
- Given Name & Surname: [Blank]
- SN [Blank] Safety Note [Blank]
- Hours Per Week: 35
- Fixed or variable payment: [Blank]
- Supervised by senior arena attendant and arena manager
- Team: Staff

Participant 2

Number of Weeks: [Blank]
From: [Blank]
To: [Blank]

Participant 2:
- Name: [Blank]
- Given Name & Surname: [Blank]
- SN [Blank] Safety Note [Blank]
- Hours Per Week: [Blank]
- Fixed or variable payment: [Blank]

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>All Hours and Minimum Contribution</th>
<th>Associate Other Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$5,850.00</td>
<td>$5,850.00</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>Other Payroll &amp; Related Project Costs</td>
<td>$5,777.50</td>
<td>$5,777.50</td>
<td>$11,555.00</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$5,827.50</td>
<td>$5,827.50</td>
<td>$11,555.00</td>
</tr>
</tbody>
</table>
Section 4: Declaration - Amounts Owing in Default to the Province.

Section 4: Declaration - Amounts Owing in Default to the Province.

Yes: Completion of this declaration is required only if the amount of funding secured from the Province is $25,000 or more.

Alternative: You may choose to complete this section if you are interested in obtaining funding.

The information you provide below is subject to verification with the Department of Education and Labour under the Act or by any other means deemed necessary.

☐ Yes ☐ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default</th>
<th>Nature of the amount in default</th>
<th>Newfoundland and Labrador Benefits and Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Details with respect to the requirements for Lobbyist registration can be found online at

Commercial Registration Division
Department of Government Services
P.O. Box 8100
St. John's, NL
A1B 6J6

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act SNTL2002, c-A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 85 of the federal Employment Insurance Act. If you have any specific questions concerning this collection, use or disclosure of personal information please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027
Section 7: Declaration

We certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement date established.

We certify that they have read and understood the information provided above.

We declare that the information in the application to accurate.

We declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the date of this application to use Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Incentives and Measures contribution agreements; and
b) having been established after November 2, 2009.

We recognize that any such amounts owing to the Province may be deducted from, set off against, or recovered by other means from amounts payable to us under any contribution agreement.

[Signatures and dates]

Official Use Only

Program Code: RG0000000
Budget No: 00000000

NCC
Code

Applicant/Recipient

Assess
Project
Withdraw

Date

Page 3 of 5
Magee Bartlett Memorial Arena
P.O. Box 1229
Bell Island, NL
A0A 4H0
Phone: 709-488-3111/Fax: 488-3422
Email: mbarena@gmail.com

TO: H.R.I.E.
DEPT: NTO Topsail Rd.
FROM: Hollis Greer
DATE: Nov 8, 2011
RE: Wage subsidy
# SHEETS: 1
FAX #: 709-6742

COMMENTS: please accept this application for processing. Can you please
forward it to Dept. at Employment.A@.

Thank you,
Hollis Greer
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>msk. BARTLETT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOWN OF URBANA - MEMORIAL ARENA</td>
<td></td>
</tr>
<tr>
<td>Official Use Only File Number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/Town:</th>
<th>Province:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell ISLAND</td>
<td>NL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Code:</th>
<th>Area Code/Tel Number:</th>
<th>Area Code/Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A6A 1H0</td>
<td>709-498-2111</td>
<td>709-498-3422</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area Code/Tel Number:</th>
<th>Area Code/Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>709-498-2111</td>
<td>709-498-3422</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address:</th>
<th>Business Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:mem2arena@gmail.com">mem2arena@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of Activity (if different from mailing address of applicant):</th>
<th>Date business was established:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1950 INCORP.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Contact Person:</th>
<th>Area Code/Tel Number:</th>
<th>Area Code/Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holli e NEARY</td>
<td>709-498-2111</td>
<td>709-498-3422</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language of Correspondence:</th>
<th>Organization Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>MUNICIPALITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Product/Service:</th>
<th>Number of Employees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipality</td>
<td>2</td>
</tr>
</tbody>
</table>

Are there any employees on layoff and/or waiting notice of recall?  
□ Yes  □ No

Will the subsidy result in the displacement of existing employees or volunteers?  
□ Yes  □ No

Is there a labour stoppage or labour enforcement dispute in progress?  
□ Yes  □ No

Is there Union concurrence (if applicable)?  
□ Yes  □ No

Is there a reasonable opportunity for the individual hired to be retained as part of your regular workforce after the subsidy ends?  
□ Yes  □ No

LEGAL SIGNING OFFICERS:
(1) Contract Purposes

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement?  
2

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

□ 1  □ 2  □ 3  □ 4  □ 5  □ 6  □ 7  □ 8  □ 9  □ 10  □ 11  □ 12
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>GARY GOSINE</td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>KATHERINE CRANE</td>
<td>Deputy Mayor</td>
<td></td>
</tr>
<tr>
<td>BEN NOSEWORTHY</td>
<td>Town Clerk</td>
<td></td>
</tr>
</tbody>
</table>

(2) Payment Claims submitted to the Province:

How many signatures are required to sign a payment claim form submitted to the PROVINCE?

What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN NOSEWORTHY</td>
<td>Town Clerk</td>
<td></td>
</tr>
<tr>
<td>HOLLIE WENK</td>
<td>Finance Manager</td>
<td></td>
</tr>
</tbody>
</table>

Are your financial records kept manually or electronically?

- Manual [ ]
- Electronic [x]

Contact Name of Accountant / Bookkeeper: BEN NOSEWORTHY

Area Code / Telephone Number: 709-488-9990 Ext 283

Insurance coverage:

- Accidental: None [x] Personal Coverage: None [x] Firms: None [x]
- Liability: Yes [x] No [ ] Firms: See Attached Account:

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable).

VARIOUS

b) Please describe current agreements with the Province and their status (if applicable).
Section 3: Participant Information

Job Description and Budget

(For more than 2 participants please attach separate documentation detailing the information requested below)

Number of Participants Requested:

<table>
<thead>
<tr>
<th>Number of Participants Requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) 2</td>
</tr>
</tbody>
</table>

Participant 1

Number of Weeks From (YYYY/MM/DD) To (YYYY/MM/DD)

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From (YYYY/MM/DD)</th>
<th>To (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>2011/11/21</td>
<td>2011/04/01</td>
</tr>
</tbody>
</table>

Participant 1:

- **Surname:**
- **Given Name & Initial:**
- **SIN:**
- **Hourly Rate:**
- **Weeks Per Week:** 35
- **Plans for supervision of participant:**
  - ARENA MANAGER
  - ARENA ATTENDANT

Job Title and detailed description of the job duties:

ARENA ATTENDANT
- Maintenance of ice plant operations, cleaning, public events, supervision, cash, ability to operate ice resurfacer and maintain ice levels & safety.

Participant 2

Number of Weeks From (YYYY/MM/DD) To (YYYY/MM/DD)

- **Surname:**
- **Given Name & Initial:**
- **SIN:**
- **Hourly Rate:**
- **Weeks Per Week:**

Job Title and detailed description of the job duties:

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Non-Medicare and Medicare Contribution Requested</th>
<th>Applicant/Other Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$435.00</td>
<td>$435.00</td>
<td>$870.00</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$110.00</td>
<td>$110.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$445.00</td>
<td>$445.00</td>
<td>$890.00</td>
</tr>
</tbody>
</table>
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.

While the completion of this section is optional, failure to do so may result in denial of funding.

☐ Yes  ☐ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default owing</th>
<th>Nature of the amount in default (penalties, overpayments)</th>
<th>Newfoundland and Labrador Benefts and Measures File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Detail with respect to the requirements for lobbyist registration can be found online at http://www.gov.nf.ca/lobby or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8700
St. John's, Nl.
A1B 4J6

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 29(c) of the Access to Information and Protection of Privacy Act SLNL2002, c.A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. The program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 63 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information, please contact

The Access to Information and Protection of Privacy Office, (709) 729-7027
Section 7: Declaration

We certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

We certify that we have read and understood the information provided above.

We declare that the information in this application is accurate.

We declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

We recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to means under any contribution agreement.

Applicant Name (print):

Signature:

Date: YYYY/MM/DD

Official Use Only

Program
Responsible RO
Budget RO
Federal Electoral District
Province/Officer
Provincial Electoral District

NOA
N/A
Activity
Year of Operation
Special Interest Group
Organization Type

Application Reviewed and Decision made to:

[ ] Assess [ ] Reject [ ] Withdraw [ ] Signature

Date
Print Name

NLBN 5253-E (2010-06)
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>Black &amp; White Lounge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Business Name (if different):</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>24 Fourth Street Box 142</td>
</tr>
<tr>
<td>City/Town:</td>
<td>Bell Island</td>
</tr>
<tr>
<td>Province:</td>
<td>Newfoundland</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>A0A 4H0</td>
</tr>
<tr>
<td>Area Code/Telephone Number:</td>
<td>709-488-6606</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:snow13ash@hotmail.com">snow13ash@hotmail.com</a></td>
</tr>
<tr>
<td>Location of Activity (if different from mailing address of applicant):</td>
<td></td>
</tr>
<tr>
<td>Date business was established:</td>
<td>June 6, 2005</td>
</tr>
<tr>
<td>Name of Contact Person:</td>
<td>Jean Snow, Carla Ash</td>
</tr>
<tr>
<td>Area Code/Telephone Number (if different):</td>
<td></td>
</tr>
<tr>
<td>Area Code/Fax Number (if different):</td>
<td></td>
</tr>
<tr>
<td>Language of Correspondence:</td>
<td>English</td>
</tr>
<tr>
<td>Organization Type:</td>
<td>Private</td>
</tr>
<tr>
<td>Major Product/Service:</td>
<td>Bar/Lounge</td>
</tr>
<tr>
<td>Number of Employees:</td>
<td>0</td>
</tr>
</tbody>
</table>

Are there any employees on layoff and/or waiting notice of recall? □ YES □ NO

Will the subsidy result in the displacement of existing employees or volunteers? □ YES □ NO

Is there a labour stoppage or labour-management dispute in progress? □ YES □ NO

Is there union concurrence (if applicable)? □ YES □ NO

Is there a reasonable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends? □ YES □ NO

LEGAL SIGNING OFFICERS:
(1) Contract Purposes
How many signatures (according to your incorporating documents) are required to bind your organization into a legal agreement? 2

What combination of signatures below (according to your incorporating documents) are required to bind your organization into a legal agreement?
2 from owners & operators (2)
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Snow</td>
<td>Owner/Operator</td>
<td>Joan Snow</td>
</tr>
<tr>
<td>Carla Aik</td>
<td>Owner/Operator</td>
<td>Carla Aik</td>
</tr>
</tbody>
</table>

(2) Payment Claims submitted to the Province:

How many signatures are required to sign a payment claim form submitted to the PROVINCE? __2__

What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

Signature from each owner/operator (2)

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Snow</td>
<td>Owner/Operator</td>
<td>Joan Snow</td>
</tr>
<tr>
<td>Carla Aik</td>
<td>Owner/Operator</td>
<td>Carla Aik</td>
</tr>
</tbody>
</table>

Are your financial records kept manually or electronically?  
- [ ] Manual  
- [x] Electronic

Contact Name of Accountant/Bookkeeper:  
**Jim Reardon**

Firm:  
**JWR Consulting**

Area Code / Telephone Number:  
[709] 691-2078

Insurance coverage:

- [ ] Accident: None
- [x] Liability: Yes
- [ ] Worker's Compensation: Yes

Firm:  
**Cal le Graw**

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable):

b) Please describe current agreements with the Province and their status (if applicable):
Section 3: Participant Information  Job Description and Budget
(for more than 2 participants please attach separate documentation detailing the information requested below)

Participant 1

Number of Weeks: 40
From: [YYYY/MM/DD] 2012/01/09
To: [YYYY/MM/DD] 2012/10/12

Participant 1:
- Surname: [Redacted]
- Given Name & Initial: [Redacted]
- SIN: [Redacted]
- Subsidy Rate (%): 50
- Hourly Rate: 10.00
- Hours Per Week: 25

- Plans for supervision of participant:
  - For initial probation period of two weeks. Participant has experience in this field of work.

- Job Title and detailed description of the job duties:
  - Bartender
  - General cleaning
  - Maintenance of ULTs
  - People skills
  - Problem solving
  - Safety and responsibility of customers

Participant 2

Number of Weeks
From: [YYYY/MM/DD]
To: [YYYY/MM/DD]

Participant 2:
- Surname: [Redacted]
- Given Name & Initial: [Redacted]
- SIN: [Redacted]
- Subsidy Rate (%): 
- Hourly Rate: 
- Hours Per Week: 

- Plans for supervision of participant:

- Job Title and detailed description of the job duties:

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>N.L. Benefits and Measures</th>
<th>Applicant Other Benefits and Measures</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages, Based on 50 hrs</td>
<td>$520.00 (4.4% vac)</td>
<td>$49.41 (taxes e1)</td>
<td>$520.00</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$520.00</td>
<td>$49.41</td>
<td>$520.00</td>
</tr>
</tbody>
</table>
Section 4: Declaration - Amounts Owing In Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions

The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.

While the completion of this section is optional, failure to do so may result in denial of funding.

☐ Yes  ☐ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default to the Province</th>
<th>Newfoundland and Labrador Benefits and Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Detail with respect to the requirements for Lobbyist registration can be found online at http://www.gs.gov.nl.ca/cca/ or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8700
St. John's, NL
A1B 4J6

Section 6: Privacy

Access to Information and Privacy

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The Access to Information and Protection of Privacy Office, (709) 729-7027
Section 7: Declaration

I/we certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

I/we certify that I/we have read and understood the information provided above.

I/we declare that the information in this application is accurate.

I/we declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

I/we recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to me/us under any contribution agreement.

<table>
<thead>
<tr>
<th>Applicant Name (print)</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN SNOW</td>
<td>Owner/Operator</td>
<td>John Snow</td>
<td></td>
</tr>
<tr>
<td>CARLA ASH</td>
<td>Owner/Operator</td>
<td>Carla Ash</td>
<td></td>
</tr>
</tbody>
</table>
Government of Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

APPLICATION/AGREEMENT

729-15-3
NL Works

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

Amendment #

Project Number #

Attn: Betty Smith

Newfoundland Labrador

E-Record

Applicant Information

Business: Hurley's Trucking Ltd

Mailing Address: 709-488-2808

Postal Code: 709-488-3317

Bell Island NL

Business Telephone: Bell Island NL

Business Fax: (R/O)

Two persons with the organization who may be contacted for information pertaining to this application:

1. Patrick Hurley

2. Mary Hurley

Fax: 709-488-2877

Telephone: 709-488-2877

Accountant/Bookkeeper: Mary Hurley

E-Mail: PatHurley@live.ca

Type of Business: Trucking/Construction

Incorporation #: [Redacted]

Businesses established less than one year must provide a business plan.

Section 27(1)(b)

Which component are you applying for: Long Term  ☑  Seasonal  ☐

Number of seasonal positions applying for: [Redacted]

Number of long-term positions applying for: 1

Number of seasonal employees now on staff: [Redacted]

Number of regular employees now on staff: [Redacted]

Has the appropriate union concurred with this proposal: Yes  ☐  No  ☑  NA  ☐

Is the position(s) replacing regular employees or employees on lay-off: Yes  ☑  No  ☐

Is the position(s) already funded under another wage subsidy program: Yes  ☐  No  ☑

Are these jobs offering potential for long-term employment: Yes  ☑  No  ☐

Will hire a client identified by HRLE: Yes  ☑  No  ☐

DEPT OF HRLE

AUG 3 0 211

DPU

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or Key Authorized Representative):

July 28th, 2011

Signature (Client Services Officer):

Aug 23, 2011

FOR OFFICIAL USE ONLY

Approved: 1 Positions 21 Work-weeks $6,200 Wages $ — Admin Fee $4,200 Total Contribution

Contracted: 1 Positions 21 Work-weeks $6,200 Wages $ — Admin Fee $4,200 Total Contribution

Start Date: August 15, 2011  Finish Date: January 8, 2012

July 2007
Return completed application to the nearest Human Resources, Labour and Employment office as noted on the attached Information Sheet.

Legal Name of Business: Jim Yick Service Store
Common Name of Business (if different from legal name)
Mailing Address: P.O. Box 120
Bell Island, NL
Postal Code: A0A 4H4

Business Location: 21 WENLING ST. Bell Island
Business Telephone: 485-3828
Business Fax: 485-2635

Please list two persons with signing authority who may be contacted for further information. These individuals must sign this contract.

1. Name: Jim Yick
   Telephone: 485-3828 (Bus.)
   Fax: 485-2635
   E-mail: jlyick1@gmail.com

2. Name: Ryan Harris
   Telephone: 485-3828 (Bus.)
   Fax: 485-2635
   E-mail: rharris1@gmail.com

Accountant/Bookkeeper: HARRIS, RYAN
E-Mail: harrisrj;k@gmail.com

Type of Business: Convenience Store
Incorporation #: 1234567890
CRA Business #: 1234567891

Do you have Workplace Health, Safety and Compensation coverage? Yes √ No Account #: 123-45-6789
Do you wish to avail of direct deposit? Yes √ No Account #: 123-45-6789 (If yes, and your application is approved, financial information will be required)
Is your business in good standing with the Registry of Companies? Yes √ No

Businesses established less than one year must provide a business plan.

Which component are you applying for: Long Term ☐ and/or Seasonal ☐
Number of seasonal positions applying for: 1 Number of long-term positions applying for: 1
Number of seasonal employees now on staff: 0 Number of regular employees now on staff: 1

Has the appropriate union concurred with this proposal? Yes ☐ No ☐ NIA ☐
Is the position(s) replacing regular employees or employees on lay-off? Yes ☐ No ☐
Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐
Are these jobs offering potential for long-term employment? Yes ☐ No ☐
Will hire a client identified by HRLE. Yes ☐ No ☐

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.
HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

[Signature]
Shawd (Employer or Daily Authorized Representative)
Date: 9-29-2011

[Signature]
Client Services Officer
Date: 11-12-14

Approved: Positions 1 Work-weeks $ 1800 Wages $ - Admin Fee $ 1802 Total Contribution $ 1802
Contracted: Positions 1 Work-weeks $ 1800 Wages $ - Admin Fee $ 1802 Total Contribution $ 1802
Start Date: October 22, 2011 Finish Date: January 13, 2012

FY1 $ 1800.00 FY11

May, 2011
Newfoundland Labrador
DEPT OF HRALE
DEC 1 & 2011

Government of Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

NL Works
Application / Agreement

Return completed application to the nearest Human Resources, Labour and Employment office as noted on the attached Information Sheet.

Legal Name of Business: Wabana Boys & Girls Club

Applicant Information

Common Name of Business (if different from legal name):

Mailing Address:

Postal Code:

Business Location:

Business Telephone:

Business Fax:

Please list two persons with signing authority who may be contacted for further information. These individuals must sign this contract.

1. Leona Easte
   Telephone: 488-3939
   Fax: 488-6939

2. Crystal Clarke
   Telephone: 488-3939
   Fax: 488-6939

Accountant / Bookkeeper:

E-Mail:

Type of Business:

Incorporation #

Do you have Workforce Health, Safety and Compensation coverage? Yes ☐ No ☐ Account #: ______

Do you wish to avail of direct deposit? Yes ☐ No ☐ (If yes, and your application is approved, financial information will be required)

Is your business in good standing with the Registry of Companies? Yes ☐ No ☐

Businesses established less than one year must provide a business plan.

Which component are you applying for: Long Term ☐ and/or Seasonal ☐

Number of seasonal positions applying for: 0

Number of seasonal employees now on staff: 0

Number of long-term positions applying for: 1

Number of regular employees now on staff:

Has the appropriate union concurred with this proposal? Yes ☐ No ☐ NA ☐

Is the position(s) replacing regular employees or employees on lay off? Yes ☐ No ☐

Is the position(s) already funded under another wage subsidy program(s)? Yes ☐ No ☐

Are these jobs offering potential for long-term employment? Yes ☐ No ☐

Will hire a client identified by HRALE.

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or Designated Representative):
Dec 13/11

Signature (Client Services Officer):

For Official Use Only

Approved Positions: 188 Work-weeks $5040 Wages $376 Admin Fee $579 Total Contribution $4312

Contracted Positions: 188 Work-weeks $5040 Wages $376 Admin Fee $579 Total Contribution $4312

Start Date: December 12, 2011
Finish Date: July 04, 2012

May, 2011
Applicant Information:

Business: Jim Vick Service Store
Mailing Address: P.O. Box 1201, Bell Island
Business Location: 89 Fleming St., Bell Island
Postal Code: A0A 4H0
Business Telephone: 685-6836
Business Fax: 685-6835
Accountant / Bookkeeper: Harris Ryan
E-Mail: hrערך@harrisryan.com
Type of Business: Confidential State
Incorporation #: 
CRA Business #: 
Do you wish to avail of direct deposit? No
Account #: 
Is your business in good standing with the Registry of Companies? Yes

Businesses established less than one year must provide a business plan.

Number of seasonal positions applying for: 4
Number of seasonal employees now on staff: 0
Has the appropriate union concurred with this proposal? Yes
Number of long-term positions applying for: 4
Number of regular employees now on staff: 0
Is the position(s) replacing regular employees or employees on lay-off? Yes
Is the position(s) already funded under other wage subsidy program(s)? Yes
Are these jobs offering potential for long-term employment? Yes
Will hire a client identified by HRLE? Yes

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

Hiring is not permitted prior to official approval.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or duly authorized representative): 
Signature (Client Services Office): 
Date: May 16, 2012
Date: May 21, 2012

FOR OFFICIAL USE ONLY

Approved: 4 Positions 40 Work-weeks $8,000.00 Wages $N/A Admin Fee $5,000.00 Total Contribution
Contracted: 4 Positions 40 Work-weeks $8,000.00 Wages $N/A Admin Fee $5,000.00 Total Contribution
Start Date: Aug 22, 2011
Finish Date: May 21, 2013
6400
6400

June, 2011
DEPT OF
HRLR
MAR 6, 2012
DPU
NEWFOUNDLAND
LABRADOR
JAN 27, 2012
Department of Advanced Education and Skills
NL Works
Application / Agreement

Amendment # __________________ Project Number # NEWS 03191

Return completed application to the nearest Advanced Education and Skills office as noted on the attached Information Sheet.

Legal Name of Business: Tourism Bell Island

Applicant Information

Type of Business: Industry Association (Service)

Accountant / Bookkeeper: 

E-Mail: tourismbellisland@gmail.com

Telephone: 488-2374

Fax: 488-3181

Business Location: Bell Island NL

Business Phone: (709) 488-2960 ext 225

Business Fax: (709) 488-3181

Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐ Account B: 

Do you wish to avail of direct deposit? Yes ☐ No ☐ If yes, and your application is approved, financial information will be required

Is your business in good standing with the Registry of Companies? Yes ☐ No ☐ NA ☐

Businesses established less than one year must provide a business plan.

Which component are you applying for: Long Term ☐ Seasonal ☐

Number of seasonal positions applying for: __________ Number of long-term positions applying for: __________

Number of seasonal employees now on staff: __________ Number of regular employees now on staff: __________

Has the appropriate unions concurred with this proposal? Yes ☐ No ☐ NA ☐

Is the position(s) replacing regular employees or employees on layoff? Yes ☐ No ☐

Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐

Are these jobs offering potential for long-term employment? Yes ☐ No ☐

Will hire a client Identified by HRLE. Yes ☐ No ☐

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Advanced Education and Skills.

Signature (Employee or Deputy Authorized Representative)

Signature (Client Services Officer)

Date

FOR OFFICIAL USE ONLY

Approved: 2 Positions 80 Work-weeks $19,400 Wages $2,402 Admin Fees $18,429 Total Contribution

Contracted: 1 Positions 40 Work-weeks $8,000 Wages $1,200 Admin Fees $8,200 Total Contribution

Start Date: March 5, 2012 Finish Date: December 9, 2012

FYI 920 ☐ FYI 8290

November, 2011
DEPT OF AES
AUG 17 2012
Government of Newfoundland and Labrador
Department of Advanced Education and Skills
Career, Employment and Youth Services Division

APPLICATION/AGREEMENT
STUDENT EMPLOYMENT PROGRAM
(Level I, II, III Students)

Amendment # __________________________ Project Number # 12 HS 02367

Applicant Information

Legal Name of Organization: __________________________
Common Name of Organization: Youth Services Boys and Girls Club
Mailing Address: P.O. Box 539
Bell Island, NL
A1K 1X5
Telephone: 709-488-2288
Fax: 709-488-2226

Location:
Telephone:
Fax:
Two persons with the organization who may be contacted for information pertaining to this application:
1. Lorraine Keefe Telephone: 488-2288 (Bus) 709-488-2226 (Res)
2. Joe Somerton Telephone: 488-3801 (Bus) 709-488-2226 (Res)
Fax: 709-488-2226
E-mail Address: [blank]

Accountant/Bookkeeper: Crystal Clarke

E-mail:

Type of Organization: Youth Services

Incorporation #: [blank]

If incorporated, is your organization in good standing with the Registry of Companies? Yes ☐ No ☐

Do you wish to avail of direct deposit? Yes ☐ No ☐

Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐

Number of employees now on staff: 7
Number of positions applied for: 3

Who will supervise the student(s): Name: Joe Somerton Telephone: 488-3801

How will the students be supervised?

Describe your plan to ensure that the student(s) are aware of good health and safety practices in the workplace:

Has the appropriate union concurred with this proposal? Yes ☐ No ☐ N/A ☐

Are these positions replacing regular employees or employees on layoff? Yes ☐ No ☐

Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐

Willing to hire a client identified by Advanced Education and Skills?

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire student(s) who are currently enrolled in Level I, II or III.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Advanced Education and Skills.

Signature (Employer or Employee): [blank]
Date: [blank]

Signature (Client Services Officer): [blank]
Date: [blank]

Final claim and payroll MUST be submitted within 30 days following completion or termination of employment.

FOR OFFICIAL USE ONLY

Approved: 2 Positions 10 Work-weeks $2150.00 Contribution
Contracted: 2 Positions 10 Work-weeks $3450.00 Contribution
Start Date: 2012.07.09 Finish Date: 2012.08.12

Return completed application to the nearest Advanced Education and Skills office as noted on the attached information sheet.

February 2012
APPLICATION/AGREEMENT
STUDENT EMPLOYMENT PROGRAM
(Level I, II, III Students)

Amendment #

Project Number # 12HS.02432

Legal Name of Organization: Royal Canadian Legion

Common Name of Organization:

mailing Address: Box 519, Location: Bell Island

Postal Code: A8A 4HO

Fax: 488-3072

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract)
1. Don Lévesque
   Telephone: 488-389 (Bus) 488-3072 (Res)

2. Sharon Collin
   Telephone: 488-3252 (Bus) 488-3072 (Res)

Accountant Bookkeeper: Angela McInnes
E-mail: mcmannes1829@Yahoo.com

Telephone: 488-2177

Type of Organization: Non-profit

Start-up Date of Organization: January 1, 2012

Incorporation #

If incorporated, is your organization in good standing with the Registry of Companies? Yes ☐ No ☐

Do you wish to avail of direct deposit? Yes ☐ No ☐ (If you and your application is approved financial information will be required)

Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐

Account #: ______

Number of employees now on staff: 2

Number of positions applied for: 1

Who will supervise the student(s)?

Name: Sharnay Bagg

Position: Part-time

Telephone: 488-3366

Daily Basis

Time 8am

Describe your plan to ensure that the students are aware of good health and safety practices in the workplace:

In the event of a safety concern, any and all safety equipment.

Are these positions replacing regular employees or employees on layoff? Yes ☐ No ☐ N/A

Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐

Willing to hire a client identified by Advanced Education and Skills? Yes ☐ No ☐

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who are currently enrolled in Level I, II or III.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Advanced Education and Skills.

Signature (Employer or Employer’s Designated Representative)

Signature (Client Services Office)

Date

Date

Final claim and payroll MUST be submitted within 30 days following completion or termination of employment.

Approved: 1 Positions

Contracted: 1 Positions

Start Date: 2012.07.09

Finish Date: 2012.08.19

Return completed application to the nearest Advanced Education and Skills office as noted on the attached Information Sheet.

February 2012
APPLICATION/AGREEMENT
STUDENT EMPLOYMENT PROGRAM
(Level I, II, III Students)

Amendment # DPU
Project Number # 12 HS 02453

Legal Name of Organization: Bell Lobster Harbour of Forme
Common Name of Organization: FO Box 241
Mailing Address: FO Box 241
Postal Code: 120A 1H0
Location: Bell Lobster
Telephone: 778-1290
Fax: 

Two persons with the organization who may be contacted for information pertaining to this application:
These individuals must have signing authority and must sign this contract:

1. Pat Rose
   Telephone: 226-1870 (Bus)
   E-mail Address: 
   Accountant/Bookkeeper:
   Telephone: 626-8863 (Res)
   Fax: 
   E-mail:
   Type of Organization: not for profit
   Incorporation 
   If Incorporated, is your organization in good standing with the Registry of Companies? Yes [ ] No [ ]
   Do you wish to avail of direct deposit? Yes [ ] No [ ] (If Yes and your application is approved financial information will be required)
   Do you have Workplace Health, Safety and Compensation coverage? Yes [ ] No [ ] Account #: 
   Number of employees now on staff: 
   Number of positions applied for:
   Who will supervise the student(s)? Name:
   Position:
   Telephone:
   How will the students be supervised?
   
   Describe your plan to ensure that the student(s) are aware of good health and safety practices in the workplace:
   
   Has the appropriate union concurred with this proposal? Yes [ ] No [ ] N/A [ ]
   Are these positions replacing regular employees or employees on lay-off? Yes [ ] No [ ]
   Is the position(s) already funded under other wage subsidy program(s)? Yes [ ] No [ ]
   Willing to hire a client identified by Advanced Education and Skills? Yes [ ] No [ ]

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who are currently enrolled in Level I, II or III.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Advanced Education and Skills.

Signature (Employer or Employee-Duly Authorized Representative) 
Date: Dec 1, 2011

Signature (Ductt Services Division) 
Date: Dec 1, 2011

Final claim and payroll MUST be submitted within 30 days following completion or termination of employment.

FOR OFFICIAL USE ONLY

Approved: 1 Positions $20.70/h Contribution
Contracted: 1 Positions $20.70/h Contribution
Start Date: 2012.01.16 Finish Date: 2012.08.05

Return completed application to the nearest Advanced Education and Skills office as noted on the attached information Sheet.
APPLICATION/AGREEMENT

STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment # Project Number: 125 00869

Applicant Information
Legal Name of Business: Wabana Boys & Girls Club

Common Name of Business: (if different from Legal Name)
Mailing Address: P.O. Box 539 Business Location: Bell Island
Bell Island, N.L. Business Telephone: 709-888-7381
Postal Code: A0A 4H0 Business Fax: 709-888-2226

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract.)

1. Leora Ezekiel Telephone: 709-888-8888 (Bus) E-mail Address: leora.ezekiel@wbgc.ca
   Fax: 709-888-9999 (Res)
   2. Crystal Clarke Telephone: 709-888-9999 (Bus) E-mail Address: crystal.clarke@wbgc.ca
      Fax: 709-888-9999 (Res)

Accountant/Bookkeeper: Crystal Clarke Start-up Date of Business: Oct. 1995
E-Mail: crystal.clarke@wbgc.ca Business # (with CRA)

Is your business in good standing with the Registry of Companies? Yes □ No □
(cado-services.gov.nl.ca)
Do you wish to avail of direct deposit? Yes □ No □
(If Yes and your application is approved financial information will be required)
Do you have Workplace Health, Safety and Compensation coverage? Yes □ No □
Account #: 

Businesses established less than one year must provide a business plan.

Number of employees now on staff: 2 FT (40Hrs/week) Number of positions applied for: 6

Has the appropriate union concurred with this proposal? Yes □ No □ NA □

Are these positions replacing regular employees or employees on lay-off? Yes □ No □

Is the position(s) already funded under other wage subsidy program(s)? Yes □ No □

Will the client identified by Advanced Education & Skills? Yes □ No □
Will provide a minimum of 25 hours per week employment for the student(s)? Yes □ No □

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HourLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Advanced Education and Skills.

Leora Ezekiel

Signature (Employer or Employer's duly Authorized Representative) Date: Aug. 11, 2012

Signature (Client Services Officer) Date: July 5, 2012

FOR OFFICIAL USE ONLY

Approved: 1 Positions Work-weeks Salary $40.00 Tuition Voucher
Contracted: 1 Positions Work-weeks Salary $40.00 Tuition Voucher
Total Contract Contribution: $1600.00 Start Date: 2017.07.01 Finish Date: 2017.08.26

Return completed application to the nearest Advanced Education and Skills office as noted on the attached Information Sheet.

February 2012
<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Applicant Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary</td>
<td>Mary Gable</td>
<td></td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>Mary Gable</td>
<td></td>
</tr>
<tr>
<td>Town Clerk</td>
<td>Jane Henry</td>
<td></td>
</tr>
<tr>
<td>Housing Officer</td>
<td>Jane Henry</td>
<td></td>
</tr>
</tbody>
</table>

How many signatures are required to use a payment plan form or other report submitted to the Board?

What evidence or documentation is required to use a payment plan form or other report submitted to the Board?

Accounting Policies
- [ ] Internal
- [ ] Outsourced

Name of accounting firm

Name of current service provider

Is it a requirement for your organization to maintain?

- [ ] applicable
- [ ] not applicable

If your organization subscribes to an annual audit or independent review, please indicate the frequency and dates:

2012-2013

Gregory Biales, CA

Signature of the organization's representative:

Name of the organization's representative

Area Code/Exchange Number

Organization Name (for all organizations)

[ ] 100,000 or more

[ ] 25,000 to 99,999

[ ] 2,000 to 24,999

[ ] 2,000 or less

Is your organization a benefit of a tax-exempt organization? [ ] Yes [ ] No

If you have any comments or concerns regarding this report, please provide them:

[ ] Yes [ ] No

If you have any additional information to provide, please indicate:

[ ] Yes [ ] No

If you have any additional questions or concerns, please contact:

[ ] Yes [ ] No

<table>
<thead>
<tr>
<th>Name of Board Member</th>
<th>Title</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Mary Gable</td>
<td>Mayor</td>
<td>123 Main St</td>
</tr>
<tr>
<td>[ ] Jane Henry</td>
<td>Deputy Mayor</td>
<td>456 Downtown</td>
</tr>
<tr>
<td>[ ] Mary Gable</td>
<td>Town Clerk</td>
<td>789 City Hall</td>
</tr>
<tr>
<td>[ ] Jane Henry</td>
<td>Housing Officer</td>
<td>101 Benefits</td>
</tr>
<tr>
<td>[ ] Mary Gable</td>
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<tr>
<td>[ ] Jane Henry</td>
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</table>

[ ] Mary Gable

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<tr>
<th>NA</th>
<th>Yes</th>
<th>NA</th>
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</table>

If you have any additional questions or concerns, please indicate:

[ ] Yes [ ] No
COMMUNITY DEVELOPMENT WORKERS

Submitted to Job Creation Program
Submitted by Town of Wabana

JANUARY 20, 2012
INTRODUCTION: The Bell Island Playground Project and the Wabana Town Council Recreation Committee are focusing on enhancing and developing the community hub known as the Helping Hands Park. Within the past two years, outdoor equipment has been installed within the area to a total of $170,000.00 in materials alone, but requires funding to ensure safety for its users and outdoor bathroom facilities. The following is a proposal to collaborate with Human Resources Labour and Employment to increase the human capital in order to strengthen the town's structures to benefit all Bell Islanders.

PROJECT OBJECTIVES:

- From June 11, 2012 to October 26, 2012, the Playground Committee and the Recreation Committee under the Town of Wabana will provide 6 workers with 20 weeks of experience as a Community Development Worker to unemployed EI eligible clients. From this project, the clients will develop and maintain several employability skills that can be transferred to future employment opportunities such as carpentry, plumbing, masonry, landscaping and construction.

In addition, this project will provide the Town of Wabana with the opportunity to develop a community hub that can offer local activity and provincial competition to residents in and around Bell Island.

- Planning and development
- Supply allotment
- Building skills
- Team work
- Enhancement of carpentry skills, masonry, plumbing, landscaping and construction.

Activities and Timelines:

June - October – As masonry, carpentry, plumbing, and manual labour is best productive during warmer climate months this would be the most productive and learning time to achieve project accomplishments.

Target Beneficiaries:

By enhancing existing facilities within the community residents of Bell Island, population of 3000 people, and various user groups will benefit immensely from continued usage for further years to come. Competitions could be then held at this outdoor facility such as the Special Olympics and Klic Coast Games.

Partners:
The partners listed below are all committed to collaborating with the Town to improve their community.

- Bell Island Playground Project
- Bell Island Recreation Commission
- Town of Wabana

Expected Results:

The successful participants will have gained valuable work experience which will allow him/her to acquire, develop and maintain skills that will enable him/her to utilize in future positions, thus becoming more employable. As there is becoming a higher demand for construction workers and assistants for masonry and plumbing in the Bell Island and surrounding areas. The work experience from this employment will offer invaluable employable skills to each worker which can be transfer to other employable opportunities.

Installation of 1050 meters of wire fencing and gating surrounding the Helping Hands Park, and outdoor male and female washrooms within that area.

Measuring Success:

The success will be measured by the scope of skills developed by each worker, continued usage of services, and ability to offer larger scale events.

Applicant/s Background:

Each applicant will be required to have a working knowledge of carpentry, plumbing, masonry, landscaping and construction. Work will little supervision, take initiative and direction, team player and a wellness to learn new skills.

Past Projects with Service Canada:

Various on file under the Town of Wabana.

Environmental Impact:

Not Applicable

Budget:
40 hr per week x 6 workers x 20 weeks = 4800 hours (HRLE Covered)

Fencing materials (attached quote) - $14,650 ($15,000.00 provided

Cement - 117 bags x $10.15 (HST In) - $1,187.55

TOTAL - $15,837.55
Bayview Variety
35 Main Street
Bell Island, NL
709-488-3501
bayviewvariety2009@hotmail.com

February 22, 2012

To Whom It May Concern:

This letter accompanies an application for Employee Funding through Newfoundland and Labrador Wage Subsidies Program. I am looking for an employee to work in my convenience store here on Bell Island, starting April 1, 2012 with the hopes of making it a full-time permanent position.

Requirements for the position are as follows:

- Operate cash register, with accurate handling of cash
- Customer service
- Sell lottery products, beer and tobacco items, refusing to sell to those who are under 19 years old or unable to supply photo ID if in question
- Assist at Sears Catalogue outlet with processing customer pickups, returns, freight, and customer inquires
- Operate meat cutter safely for slicing custom deli meat orders
- Checking incoming stock orders for accuracy, stocking shelves and coolers, creating shopping lists
- Keeping store neat and tidy

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 709-488-3501 or by email at bayviewvariety2009@hotmail.com.

Sincerely,

Valerie Hean
Owner/Operator
Bayview Variety

Are there any employees who are laid off and/or waiting notice of recall?

☐ YES ☐ NO

Will the subsidy result in the displacement of existing employees or volunteers?

☐ YES ☐ NO

Is there a labour stoppage or labour-management dispute in progress?

☐ YES ☐ NO

Is there a union contactor (if applicable)?

☐ YES ☐ NO

Is there a reasonable opportunity for the individual hired to be retained as part of your regular workforce after the subsidy ends?

☐ YES ☐ NO

LEGAL SIGNING OFFICER:

(1) Contract Purpose:

How many signatures (accompanying your incorporating documents) are required to bind your organization into a legal agreement?
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>011586906</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Business Name (if different):</td>
<td>BAYVIEW VARIETY</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>VALERIE HANN</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>BRUCE HANN</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>33 MAIN ST</td>
</tr>
<tr>
<td>City:</td>
<td>BELL ISLAND</td>
</tr>
<tr>
<td>Province:</td>
<td>NL</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>A0A 1H0</td>
</tr>
<tr>
<td>Area Code/Telephone Number:</td>
<td>709-488-3501</td>
</tr>
<tr>
<td>Area Code/Fax Number:</td>
<td>709-488-3501</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:valerie_hann@hotmail.com">valerie_hann@hotmail.com</a></td>
</tr>
<tr>
<td>Location of Activity (if different from mailing address of applicant):</td>
<td></td>
</tr>
<tr>
<td>Date business was established:</td>
<td>May 2009</td>
</tr>
<tr>
<td>Name of Contact Person:</td>
<td>Valerie Hann</td>
</tr>
<tr>
<td>Language of Contact Person:</td>
<td>English</td>
</tr>
<tr>
<td>Organization Type:</td>
<td>Private</td>
</tr>
<tr>
<td>Major Product/Service:</td>
<td>Convenience Store</td>
</tr>
<tr>
<td>Number of Employees:</td>
<td>1</td>
</tr>
</tbody>
</table>

Are there any employees on layoff or other notice of recall?

- [ ] Yes
- [x] No

Will the subsidy result in the displacement of existing employees or volunteers?

- [ ] Yes
- [x] No

Is there a labour stoppage or labour-management dispute in progress?

- [ ] Yes
- [x] No

Is there union concurrence of application?

- [x] Yes
- [ ] No

Is there a reasonable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends?

- [x] Yes
- [ ] No

LEGAL SIGNING OFFICER:

(1) Contract Purpose:

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

[ ]

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

[ ]

NLBM 5205 (2016-08)
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valerie Hann</td>
<td>Owner/Operator</td>
<td>Valley Hann</td>
</tr>
<tr>
<td>Bruce Hann</td>
<td>Owner/Operator</td>
<td>Bruce Hann</td>
</tr>
</tbody>
</table>

Payment Claim submitted to the Province:

How many signatures are required to sign a payment claim form submitted to the Province: 1

What combination of signatures is required to sign a payment claim form submitted to the Province?

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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<td>Owner/Operator</td>
<td>Valley Hann</td>
</tr>
<tr>
<td>Bruce Hann</td>
<td>Owner/Operator</td>
<td>Bruce Hann</td>
</tr>
</tbody>
</table>

Are your financial records maintained manually or electronically? Manual [✓] Electronic [ ]

Contact Name of Accountant/Bookkeeper:

Area Code/Telephone Number:

Insurance coverage:

Accident: [✓] Private Coverage [ ]

Liability: [ ]

Workers Compensation:

Registered: [✓] No [ ]

Aon Protection Plus

WHSCC

Section 27(1)(b)

Section 2: Previous and Current Experience with the Province

<table>
<thead>
<tr>
<th>Experience</th>
<th>Description</th>
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<tbody>
<tr>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

NA

NBIS 60503E (2016-06) Page 2 of 5
Section 3: Participant Information

Job Description and Budget

(For more than 2 participants, please attach separate documentation detailing the information requested below)

Participant 1

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From (MM/DD/YYYY)</th>
<th>To (MM/DD/YYYY)</th>
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</thead>
<tbody>
<tr>
<td>72</td>
<td>2012/03/25</td>
<td>2013/TBA</td>
</tr>
</tbody>
</table>

**Participant 1:**
- **Surname:** [Redacted]
- **Given Name & Initial:** [Redacted]
- **SIN:** [Redacted]
- **Subsidy Rate (%):** 50.0%
- **Hourly Rate:** $1.50
- **Hours Per Week:** 36

**Job Title & Detailed Description of the Job duties:**
- Checking incoming orders for accuracy
- Cashier, stock shelves, customer service, sell lottery products, beer and tobacco items and be able to refuse to sell to those underage or unable to produce ID.
- Work in the Sears Catalogue Area, giving out parcels, processing returns + cash transactions, creating stock orders, keeping store neat + clean, work shift weekends.
- Payrate: $10.00/hr.

**Supervised by:** current employee or by one of current owners during shift.

Participant 2

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From (MM/DD/YYYY)</th>
<th>To (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Participant 2:**
- **Surname:** [Redacted]
- **Given Name & Initial:** [Redacted]
- **SIN:** [Redacted]
- **Subsidy Rate (%):** [Redacted]
- **Hourly Rate:** [Redacted]
- **Hours Per Week:** [Redacted]

**Job Title & Job No.:**
- [Redacted]

**Supervised by:** [Redacted]

Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$</td>
</tr>
</tbody>
</table>

[Redacted calculations]

Page 3 of 5
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this portion is required only if the amount of funding requested from the Province is $25,000 or more.

Individuals

The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.

While the completion of this section is optional, failure to do so may result in denial of funding.

☐ Yes ☐ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Nature of amount</th>
<th>Due Date</th>
<th>Remittance Information</th>
</tr>
</thead>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Details with respect to the requirements for lobbyist registration can be found online at http://www.gov.nl.ca/lobbyist or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8700
St. John's, NL
A1B 4J6

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act S.N.L.2002, c.A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 63 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information, please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027
Section 7: Declaration

We certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

We certify that we have read and understood the information provided above.

We declare that the information in this application is accurate.

We declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

We recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to me/us under any contribution agreement.

<table>
<thead>
<tr>
<th>Applicant Name (orig)</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Valerie Hann</td>
<td>Owner</td>
<td></td>
<td>12/01/22</td>
</tr>
<tr>
<td>Bruce Hann</td>
<td>Owner</td>
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<td>11/07/23</td>
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<table>
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<th>Description</th>
<th>Special Notes</th>
<th>Quantity</th>
<th>Purchase Order</th>
<th>Delivery Date</th>
<th>Material Code</th>
<th>Source Code</th>
<th>Rejected</th>
<th>Vendor</th>
<th>Signature</th>
<th>Print Name</th>
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</tbody>
</table>

Page 3 of 5
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

<table>
<thead>
<tr>
<th>Name of Applicant (Business Name):</th>
<th>Legal Business Name (if different):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White Lounge</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Area Code/Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 - Fourth St.</td>
<td>604 - 4110</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/Town:</th>
<th>Province:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell Island</td>
<td>NL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area Code/Telephone Number:</th>
<th>Area Code/Fax Number:</th>
</tr>
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<tbody>
<tr>
<td>709 - 458 - 6606</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address:</th>
<th>Business Number (Canada Revenue Agency):</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:swiss3ash@hotmail.com">swiss3ash@hotmail.com</a></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of Activity (if different from mailing address of applicant):</th>
<th>Date Business was established:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>June 2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Contact Person:</th>
<th>Area Code/Telephone Number (if different):</th>
<th>Area Code/Fax Number (if different):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Snow / Carla A.</td>
<td>709 - 458 - 6627</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language of Correspondence:</th>
<th>Organization Type:</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>Private</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Product/Service:</th>
<th>Number of Employees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beer / Liquor / Pub</td>
<td>9</td>
</tr>
</tbody>
</table>

Are there any employees on layoff and/or waiting notice of recall? [ ] YES [ ] NO

Will the subsidy result in the displacement of existing employees or volunteers? [ ] YES [ ] NO

Is there a labour stoppage or labour-management dispute in progress? [ ] YES [ ] NO

Is there Union concurrence (if applicable)? [ ] YES [ ] NO

Is there a reasonable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends? [ ] YES [ ] NO

LEGAL SIGNING OFFICERS:

(1) Contract Purposes

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement? 2

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

Signatures of two owners/operators: Joan Snow / Carla A.

NLBM 5253E (2010-08)
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Snow</td>
<td>owner/operator</td>
<td>John Snow</td>
</tr>
<tr>
<td>Carla Ash</td>
<td>owner/operator</td>
<td>Carla Ash</td>
</tr>
</tbody>
</table>

(2) Payment Claims submitted to the Province:

How many signatures are required to sign a payment claim form submitted to the PROVINCE: 2

What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Snow</td>
<td>owner/operator</td>
<td>John Snow</td>
</tr>
<tr>
<td>Carla Ash</td>
<td>owner/operator</td>
<td>Carla Ash</td>
</tr>
</tbody>
</table>

Are your financial records kept manually or electronically? Manual [ ] Electronic [ ]

Contact Name of Accountant / Bookkeeper: Jim Reardon

Firm: TWR Consulting

Area Code / Telephone Number: 909-691-2078

Insurance coverage:

- Accident: None [ ] Private Coverage [ ]
- Liability: Yes [ ] No [ ]

Worker's Compensation:

Registered: Yes [ ] No [ ]

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable).

b) Please describe current agreements with the Province and their status (if applicable).
Section 3: Participant Information  
Job Description and Budget
(for more than 2 participants please attach separate documentation detailing the information requested below)

Number of Participants Requested:

- 2

Participant 1

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From (YYYY/MM/DD)</th>
<th>To (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>2012/04/23</td>
<td>2012/10/19</td>
</tr>
</tbody>
</table>

Participant 1:

- Surname: [Redacted]
- Given Name & Initial: [Redacted]
- SIN: [Redacted]
- Hourly Rate: 10.00
- Hours Per Week: 35
- Subsidy Rate (%): 50

Job Title and detailed description of the job duties:

Bar Tender
- Customer Service
- General Cleaning
- Stocking of coolers/fridges
- Knowledge/Operation of UVPCs
- Knowledge/Operation of Infenac

Plans for supervision of participant:

Daily on the supervisor’s staff, 10:00 weekly or whenever needed.

Participant 2

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>From (YYYY/MM/DD)</th>
<th>To (YYYY/MM/DD)</th>
</tr>
</thead>
</table>

Participant 2:

- Surname: [Redacted]
- Given Name & Initial: [Redacted]
- SIN: [Redacted]
- Hourly Rate: (Redacted)
- Hours Per Week: (Redacted)

Job Title and detailed description of the job duties:

- [Blank]

Plans for supervision of participant:

- [Blank]

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>NL Benefit and Measures Contribution Requested</th>
<th>Applicant/Other Contribution</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Participant Wages</td>
<td>$45.50</td>
<td>$45.50</td>
<td>$911.00</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions
- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.
- While the completion of this section is optional, failure to do so may result in denial of funding.

☐ Yes ☐ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default owing</th>
<th>Nature of the amount in default owed (penalties, overpayments)</th>
<th>Newfoundland and Labrador Benefits and Measures File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Detail with respect to the requirements for Lobbyist registration can be found online at [www.gs.gov.nl.ca/lobbyist] or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8700
St. John's, NL
A1B 4J6

Section 6: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act SNL2002, c.A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 83 of the federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information please contact:

The Access to Information and Protection of Privacy Office, (709) 729-7027
Section 7: Declaration

I/we certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

I/we certify that I/we have read and understood the information provided above.

I/we declare that the information in this application is accurate.

I/we declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

I/we recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to me/us under any contribution agreement.

<table>
<thead>
<tr>
<th>Applicant Name (print)</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Snow</td>
<td>Owner/operator</td>
<td>Snow</td>
<td>2012/03/21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Name (print)</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carla Ash</td>
<td>Owner/operator</td>
<td>Ash</td>
<td>2012/03/21</td>
</tr>
</tbody>
</table>

Official Use Only

<table>
<thead>
<tr>
<th>Program</th>
<th>Responsible RC</th>
<th>Budget RC</th>
<th>Federal Electoral District</th>
<th>Provincial Official</th>
<th>Provincial Electoral District</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOC</td>
<td>NAICS</td>
<td>Activity</td>
<td>Year of Operation</td>
<td>Special Interest Group</td>
<td>Organization Type</td>
</tr>
</tbody>
</table>

Application Reviewed and Decision made to:

☐ Assess ☐ Reject ☐ Withdraw Signature

Date

Print Name
<table>
<thead>
<tr>
<th>Project #</th>
<th>Title</th>
<th>Organization Name</th>
<th>Type</th>
<th>Officer</th>
<th>RC</th>
<th>Status</th>
<th>HRSDC Contribution Value</th>
<th>BF</th>
</tr>
</thead>
<tbody>
<tr>
<td>011233137</td>
<td>Black &amp; White Lounge - NLWS</td>
<td>Black &amp; White Lounge</td>
<td>NL Wage Subsidies - Employer</td>
<td>NIKKI RUSSELL</td>
<td>1168</td>
<td>Withdrawn Assessment</td>
<td>6760</td>
<td></td>
</tr>
</tbody>
</table>

Next Search
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

Section 1: Applicant Information

| Name of Applicant (Printed Name): | C.D. BURNS LTD |
| Making Address: | P.O. Box 640 |
| Province: | Bell ISLAND |
| Postal Code: | A0A 4H0 |
| Area Code/Telephone Number: | 709-488-2290 |
| Officier in Charge: | Charlie O'Reilly |
| Date of Birth: | Dec 1983 |
| Name of Corporate Director: | Carl Burns |
| Language of Correspondence: | English |
| Business Name/Corporation: | Burns Ltd |
| Organization Type: | Private |
| Number of Employees: | 6 |

Section 27(1)(b)

Part C: Preliminary Questions

Are there any obstacles to your legal and operational capacity of recall?  
[ ] Yes  [ ] No

Will the subsidy result in the displacement of existing employees or volunteers?  
[ ] Yes  [ ] No

Is there any labor dispute or labor management dispute in progress?  
[ ] Yes  [ ] No

If there is a labor dispute, is there a process to resolve the dispute?  
[ ] Yes  [ ] No

Is there a viable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends?  
[ ] Yes  [ ] No

Legal Services Officers:

How many persons (accordance with your Incorporating Documents) are required to bind your organization into a legal agreement?  
[ ] One

Were all questions answered in accordance with your Incorporating Documents?  
[ ] Yes  [ ] No
Please provide name, title and specimen signature of the person(s) authorized to sign

Name: Barry Byrne
Title: "" 
Signature: 

(2) Payment Claims submitted to the Province:
How many signatures are required to sign a payment claim form submitted to the PROVINCE: ONE
What combination of signatures is required to sign a payment claim form submitted to the PROVINCE?

Please provide name, title and specimen signature of the person(s) authorized to sign

Name: Barry Byrne
Title: "" 
Signature: 

Are your financial records kept manually or electronically?
Manual [ ] Electronic [ ]

Contact Name of Accountant / Bookkeeper: Barry Byrne

Area Code / Telephone Number:

Insurance coverage:
Accident: [ ] Private Coverage [ ] Firm: 
Liability: [ ] Yes [ ] No [ ] Firm: 
Worker's Compensation: [ ] Yes [ ] No [ ] Firm: 
Registered: [ ] Yes [ ] No [ ] Firm: 
Account:

Section 2: Previous and Current Experience with the Province:

a) Describe your past agreements with the Province and their satisfaction with the service.

b) Describe current agreements with the Province and their satisfaction with the service.

MM/DD/YYYY (2019-09)
Section 2: Participant Information

(for more than 2 participants please attach separate documentation detailing the information requested below)

Number of Participants Participated In: 1 (2 or Other)

Participant 1

- Name:
- Given Name & Initial:
- SIN:
- Hourly Rate:
- Hours Per Week:
- Plans for supervision of participant:

Section 30

- Job Title and detailed description of the job duties:

Participant 2

- Name:
- Given Name & Initial:
- SIN:
- Hourly Rate:
- Hours Per Week:
- Plans for supervision of participant:

Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Participant Wages</th>
<th>Other Participant Related Project Costs</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Section 4: Declaration - Amounts Owed in Default to the Province.

If the amount owed by you is $50,000 or more, please check one of the following boxes:
- [ ] Yes
- [ ] No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default</th>
<th>Date of default in default</th>
<th>Amounts will be collected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 6: Note to Applicants regarding lobbying

Applicants are responsible for ensuring, where applicable, that they comply with the requirements for registration pursuant to the Lobbying Registration Act.

Details of registration and regulatory requirements can be found at the following websites:
- [Government of Newfoundland and Labrador](#)
- [Department of Government Services](#)

Commercial Registration Division
Department of Government Services
P.O. Box 8703
St. John's, NL
A1B 4X9

Section 8: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 51(3) of the Access to Information and Protection of Privacy Act (R.S.N.L. 2000, c. P. 17) (as amended) and is subject to all provisions under the Act. This personal information collected will be used for the administration of the Newfoundlander and Labrador (NL) Benefits and Assistance Program for which you have applied. This program is provided by Newfoundland and Labrador under an agreement with Employment and Social Development Canada. If you have any specific questions regarding the collection, use, or disclosure of personal information, please contact:

The Access to Information and Protection of Privacy Office, (709) 729-3337
Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

NAME: Bayview Variety

Applicant: Valerie Hann
Business Name: Bruce Hann

Address: 33 Main Street
City/Town: Bell Island
Province: Newfoundland
Postal Code: A0A 1H0

Area Code/Telephone Number: 709-488-3501
Area Code/Fax Number: 709-488-3501
Email Address: bayviewvariety2009@hotmail.com

Date Contract was Established: May 2009

Contact Person: Valerie Hann

Language of Correspondence: English

Organization Type: Private

Major Product/Service: Convenience Store

Number of Employees: 1

YES NO

Are there any employees on layoff and/or waiting notice of recall?

YES NO

Will the subsidy result in the displacement of existing employees or volunteers?

YES NO

Is there a labour stoppage or labour-management dispute in progress?

YES NO

Is there Union concurrence (if applicable)?

YES NO

Is there a reasonable opportunity for the individuals hired to be retained as part of your regular workforce after the subsidy ends?

YES NO

LEGAL SIGNING OFFICERS:

Contract Purpose

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

Signature:

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

NLMB 5253E (2010-06)
Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements if applicable.

Just completed wage subsidy for employees [redacted] whom we kept on after program was finished.

b) Please describe current agreements with the Province and their status if applicable.

Sections 27(1)(b)
Section 3: Participant Information  
Job Description and Budget

(for more than 2 participants please attach separate documentation detailing the information requested below)

<table>
<thead>
<tr>
<th>Number of Participants Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

Participant 1

Number of Weeks 52
From: (YYYY/MM/DD) 2012-11-01
To: (YYYY/MM/DD) 2013-11-01

- Surname [Name]
- Given Name & Initial [Name]
- SIN [Number]
- Subsidy Rate (%) [50]
- Hourly Rate [10.00]
- Hours Per Week [35]
- Plans for supervision of participant [Section 30]

will be supervised by one of the current owners during the shift.

- Job Title and detailed description of the job duties

Store clerk working opposite shifts as current clerk and store owners. Duties involve: cashier, customer service, sell beer, tobacco & lottery products (check for ID), checking incoming stock for accuracy, price stock, stock shelves, create stock orders, keep store neat and clean, operate meat cutter on deli counter, serve customers at Sears Outlet - accurately handling cash, processing orders, payments, returns and giving customer parcels, able to work shifts and weekends as required.

Participant 2

Number of Weeks
From: (YYYY/MM/DD)
To: (YYYY/MM/DD)

- Surname [Name]
- Given Name & Initial [Name]
- SIN [Number]
- Subsidy Rate (%) [ ]
- Hourly Rate [ ]
- Hours Per Week [ ]
- Plans for supervision of participant

- Job Title and detailed description of the job duties

- [Section 30]

Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>NL Workers and Occupiers Contribution Requested</th>
<th>Applicant/Other Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Other Participant Related Project Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

NLBM 5263E (2010-08)
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions

- The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2006.
- While the completion of this section is optional, failure to do so may result in denial of funding.

□ Yes  ☒ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default owing</th>
<th>Failure of the amount in default owed (principal, interest, penalties, late payments)</th>
<th>Newfoundland and Labrador Benefits and Measures File Number</th>
</tr>
</thead>
</table>

Section 6: Note to Applicants regarding lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Detail with respect to the requirements for Lobbyist registration can be found online at http://www.ggs.gov.nl.ca/lobbyist or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 6700
St. John's, NL
A1B 4J6

Section 8: Privacy

Access to Information and Privacy

Information on this form is collected under the authority of Section 32(c) of the Access to Information and Protection of Privacy Act, SNL2002, c.A-1.1 (as amended) and is subject to all provisions under the Act. The personal information collected will be used for the administration of the Newfoundland and Labrador (NL) Benefits and Measures program for which you have applied. That program is provided by Newfoundland and Labrador under an agreement with Canada made pursuant to section 83 of the Federal Employment Insurance Act. If you have any specific questions concerning the collection, use or disclosure of personal information please contact:

The Access to Information and Protection of Privacy Office, (709) 728-7027
Section 7: Declaration

I/we certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

I/we certify that I/we have read and understood the information provided above.

I/we declare that the information in this application is accurate.

I/we declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

I/we recognize that any such amounts owing to the Province may be deducted from, set-off against, or recovered by other means from amounts payable to me/us under any contribution agreement.

<table>
<thead>
<tr>
<th>Applicant Name (Joint)</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valerie Hann</td>
<td>owner</td>
<td>Valerie Hann</td>
<td>20120918</td>
</tr>
<tr>
<td>Bruce Hann</td>
<td>owner</td>
<td>Bruce Hann</td>
<td>20120918</td>
</tr>
</tbody>
</table>

Application Funded and Decision Made By

☐ Approve ☐ Reject ☐ Withdraw Signature

Date
Print Name
Bayview Variety

How many signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement? 1

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

<table>
<thead>
<tr>
<th>Program</th>
<th>Organization No.</th>
<th>Incorporation No.</th>
<th>Nature of Business</th>
<th>Incorporation Date</th>
<th>Special Interest Group</th>
<th>Incorporation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGO</td>
<td>NAICS</td>
<td>Activity</td>
<td>Year of Incorporation</td>
<td>Special Interest Group</td>
<td>Incorporation Type</td>
<td></td>
</tr>
</tbody>
</table>

Application Received and Decision made to:

[ ] Accept [ ] Reject [ ] Withdraw [ ] Signature

Date

[ ] Accept [ ] Reject [ ] Withdraw [ ] Signature

Print Name

Page 1 of 5
Bayview Variety  
33 Main Street  
Bell Island, NL A0A 1H0  
709-488-3501

To Whom It May Concern,

This letter accompanies an application for Employee Funding through Newfoundland and Labrador Wage Subsidies Program. This would be our second application this year, as our first applicant [redacted], started the program in March 2012. She is just finishing the program Sept 7, 2012 but will continue her employment here as we have decided to hire her on full time. She has become a very valuable addition to our business.

Unfortunately since hiring [redacted] in March, our one regular full time employee has left us. This was unexpected as the employee had been with the business for many years. With covering the extra hours (we operate a convenience store, open 7 days a week) and still going into town for supplies at least twice a week, we are finding it a strain (time-wise) to handle it all plus raise a family. We would like to apply for a second clerk to work opposite hours to [redacted] and myself, starting October 1, 2012 or as soon as possible.

Requirements for the position are as follows:

- Excellent customer service skills  
- Operate cash register, with accurate handling of cash  
- Sell tobacco, beer and lottery tickets, checking I.D. when necessary, refusing to sell to those who are underage or unable to supply photo I.D.  
- Operate meat slicer safety for cutting custom deli meat orders  
- Checking incoming stock orders for accuracy, stock shelves, coolers and create shopping lists  
- Assist at Sears Catalogue Outlet with processing customer pickups, returns, freight and customer inquiries  
- Keep store neat and clean

Please feel free to contact me at your convenience by phone at (business) 709-488-3501 or (home [redacted]) or (fax) 709-488-3501 or email at bayviewvariety2009@hotmail.com.

Thank you for your consideration,

Valerie Hann  
Owner/Operator
Project Summary

Project Details
Project #: 011586906
Amendment #: 0
RC: 1168
Project Title: Bayview Variety - WS
Program: NL Wage Subsidies - Employer
Organization: Bayview Variety
Business #: Section 27(1)(b)
Phase: Post-closure - Closed

Main Summary

Project Number: 011586906
On-Line Tracking Number:
Start Date (yyyy/mm/dd): 2012/03/12
Project Title: Bayview Variety - WS
Phase: Post-closure - Closed
Organization Name: Bayview Variety
Payment Method: Progress Payments
Related Projects: No Linked Projects
Bring Forwards: -- Select --

Characteristics
- Best Practices
- Success Stories
- ATIP
- Third Party Audit
- Program Compliance
- Audit

Newfoundland and Labrador Wage Subsidies
Employer Application for Funding

All applicants must complete the following:

Section 1: Applicant Information

Name of Applicant (Business Name):

Town Of Wabana

Legal Business Name (if different):

Magr. Bartlett Memorial Arena

Mailing Address:
P.O. Box 1229  §30 Third Street

City/Town:

Bell Island

Province:

NL

Postal Code:

A0A 4H0

Area Code/Telephone Number:

709-488-2111

Area Code/Fax Number:

709-488-3422

E-mail Address:

magrnova@gmail.com

Business Number (Canada Revenue Agency):

Municipality

Location of Activity (if different from mailing address at applicant):

Date business was established:

Section 27(1)(b)

Name of Contact Person:

Hollie Negry

Language of Correspondence:

☑ English  ☐ French

Organization Type:

☐ Private  ☐ Not for profit  ☑ Public Organization

Main Production Service:

Arena

Number of Employees:

2

Are there any employees on layoff and/or waiting notice at recall?

☐ YES  ☑ NO

Will this subsidy result in the displacement of existing employees or volunteers?

☐ YES  ☑ NO

Is there a labour dispute or labor-management dispute in progress?

☐ YES  ☑ NO

Is there a union conscience (if applicable)?

☐ YES  ☑ NO

Is there a reasonable opportunity for the individuals laid to be retained as part of your regular workforce after the subsidy ends?

☐ YES  ☑ NO

LEGAL SIGNING OFFICERS:

(1) Contract Purposes

Secretary signatures (according to your Incorporating Documents) are required to bind your organization into a legal agreement.

☐ YES  ☑ NO

What combination of signatures below (according to your Incorporating Documents) are required to bind your organization into a legal agreement?

Two of Three
Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Gosine</td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Katharine Crane</td>
<td>Deputy Mayor</td>
<td></td>
</tr>
<tr>
<td>Ben Noseworthy</td>
<td>Town Clerk</td>
<td></td>
</tr>
</tbody>
</table>

(i) Payment Claims submitted to the Province:
Number of signatures are required to sign a payment claim form submitted to the Province: 1
What combination of signatures is required to sign a payment claim form submitted to the Province? Any one

Please provide name, title and specimen signature of the person(s) authorized to sign

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Specimen signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Noseworthy</td>
<td>Town Clerk</td>
<td></td>
</tr>
<tr>
<td>Gary Gosine</td>
<td>Mayor</td>
<td></td>
</tr>
<tr>
<td>Hollie Neary</td>
<td>Arena Manager</td>
<td></td>
</tr>
</tbody>
</table>

Are your financial records kept manually or electronically? Manual X Electronic □
Contact Name of Accountant / Bookkeeper: Roger Coombs
Firm: Coombs and Associates
Area Code / Telephone Number: 709-579-1005

Insurance coverage:
Accident: None X Private Coverage □ Firm: 
Liability: Yes □ No □ Firm: 
Workers' Compensation: 
Registered: Yes X No □ Firm: 
Amount: 

Section 2: Previous and Current Experience with the Province

a) Please describe past agreements with the Province and their achievements (if applicable).

Various agreements on file

b) Please describe current agreements with the Province and their status (if applicable).
Section 3: Participant Information

**Job Description and Budget**

(For more than 2 participants please attach separate documentation detailing the information requested below)

| Number of Participants Requested: | 1 | 2 | Other |

### Participant 1

- **Number of Weeks:** 10
- **From:** 2012/10/08
- **To:** 2013/03/30

#### Participant 1:
- **Surname:** [To Be ADVERTISED]
- **Given Name & Initial:**
- **Sex:**
  - Probability Rate (p): 50
- **Hourly Rate:** $[2.00]
- **Hours Per Week:** 33
- **Plans for supervision of participant:**
  - Supervised by senior arena attendant and arena manager
  - **Town Staff**

### Participant 2

- **Number of Weeks:**
- **From:**
- **To:**

#### Participant 2:
- **Surname:**
- **Given Name & Initial:**
- **Sex:**
  - Probability Rate (p):
- **Hourly Rate:**
  - Hours Per Week:
- **Plans for supervision of participant:**

### Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>NI Benefits and Measures</th>
<th>Applicant/Other Contribution</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participant Wages</strong></td>
<td>$5250.00</td>
<td>$5250.00</td>
<td>$10500.00</td>
</tr>
<tr>
<td><strong>Other Participant Related Project Costs</strong></td>
<td>$377.50</td>
<td>$377.50</td>
<td>$1155.00</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td>$5827.50</td>
<td>$5827.50</td>
<td>$11685.00</td>
</tr>
</tbody>
</table>
Section 4: Declaration - Amounts Owing in Default to the Province.

NOTE: Completion of this declaration is required only if the amount of funding requested from the Province is $25,000 or more.

Instructions

☐ The information you provide below is collected in accordance with the Canada-Newfoundland and Labrador Labour Market Development Agreement dated September 4, 2008.

☐ While the completion of this section is optional, failure to do so may result in denial of funding.

☐ Yes ☐ No

If yes, please complete the following chart:

<table>
<thead>
<tr>
<th>Amounts in default owing</th>
<th>Nature of the amount in default owed (penalties, overpayments)</th>
<th>Newfoundland and Labrador Benefits and Measures File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Note to Applicants regarding Lobbyists

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with the Department of Government Services pursuant to the Lobbyist Registration Act.

Detail with respect to the requirements for Lobbyist registration can be found online at or by mailing:

Commercial Registration Division
Department of Government Services
P.O. Box 8700
St. John’s, NL
A1B 4J6

Section 6: Privacy

Access to Information and Privacy

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The Access to Information and Protection of Privacy Office, (709) 729-7027

Newfoundland and Labrador Benefits and Measures File Number
Section 7: Declaration

We certify that any proposed participants are not currently employed with the business. The hiring of these participants will not commence until an agreement has been signed with the Province and the agreement start date established.

We certify that I have read and understood the information provided above.

I declare that the information in this application is accurate.

I declare that we have provided the Province with a true and accurate list of all amounts owing to the Province which are past due and in arrears as of the time of this application to the Province for funding. Any such amounts are limited to those:

a) resulting from Newfoundland and Labrador Benefits and Measures contribution agreements; and
b) having been established after November 2, 2009.

I have recognized that any such amounts owing to the Province may be deducted from, set off against, or recovered by other means from amounts payable to me/us under any contribution agreement.

Applicant Name (print)

Position

Date

[Signature]

[Signature]

Position

Date

Official Use Only

Program

Responsible RE

Budget RE

Federal Electoral District

Provincial Official

Provincial Electoral District

NOC

NAGS

Address

Year of Operation

Special Interest Group

Organization Type

Application Rejected and Decision made to:

☑ Accept

☐ Reject

☐ Withdraw

Signature

Date

Print Name

[Signature]
January 25, 2012

Mr. Ben Noseworthy  
Town Clerk  
Town of Wabana  
P. O. Box 1229  
Wabana, Bell Island, NL  
A0A 4H0

Dear Mr. Noseworthy:

This is to advise that a cheque for $2,252.25 (cheque #2083597 dated January 17, 2012) was recently sent to the Town of Wabana by the Department of Finance. This represents payment of the stipend portion of a Career Exploration and Experience Income Support (CEEIS) placement for 2011/12 for [Redacted] Stipends are paid based on $150.15 per week per participant for 15 weeks.

If you require additional information, please contact me at 729-6890.

Sincerely,

[Signature]
Edwina McCarthy  
Manager, CYN
<table>
<thead>
<tr>
<th>Project #</th>
<th>CYN/Agency and Number of Placements Approved</th>
<th>Amount of Approved Stipends</th>
</tr>
</thead>
<tbody>
<tr>
<td>11CI03090</td>
<td>Town of Wabana (1 placement)</td>
<td>$2,252.25</td>
</tr>
</tbody>
</table>

Approved by: [Signature]  
Edwina McCarthy, Manager, CYNs  
Date: Jan 6, 2013
February 21, 2012

Mr. Ben Noseworthy  
Town Clerk  
Town of Wabana  
P. O. Box 1229  
Wabana, Bell Island, NL  
A0A 4H0

Dear Mr. Noseworthy:

This is to advise that a cheque for $2,800 (cheque #2108455 dated February 20, 2012) was recently sent to the Town of Wabana by the Department of Finance. This represents payment of the stipend portion of two Year Round SWASP placements for 2011/12 for [redacted] and [redacted]. Stipends are paid based on $175 per week per participant for eight weeks.

If you require additional information, please contact me at 729-6890.

Sincerely,

Edwina McCarthy  
Manager, CYN
Year Round SWASP
Approvals 2011-12

Year Round SWASP
Stipends Paid @ $175/wk for a maximum of 8 weeks

<table>
<thead>
<tr>
<th>Project #</th>
<th>CYN/Agency and Number of Placements Approved</th>
<th>Amount of Approved Stipends</th>
</tr>
</thead>
<tbody>
<tr>
<td>11YR03156</td>
<td>Town of Wabana (2 placements)</td>
<td>$2,800.00</td>
</tr>
</tbody>
</table>

Approved by: [Signature]  
Edwina McCarthy, Manager/CYNs  
Date: Feb 10, 2012
March 13, 2012

Mr. Ben Noseworthy
Town Clerk
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mr. Noseworthy:

I am pleased to enclose a cheque for $1,400 which represents payment of the stipend portion of a Year Round SWASP placement for 2011/12 for [redacted]. Stipends are paid based on $175 per week per participant for eight weeks.

If you require additional information, please contact me at 729-6890.

Sincerely,

[Signature]

for

Edwina McCarthy
Manager, CYN
## Approvals 2011-12

### Year Round SWASP

<table>
<thead>
<tr>
<th>Project #</th>
<th>CYN/Agency and Number of Placements Approved</th>
<th>Amount of Approved Stipends</th>
</tr>
</thead>
<tbody>
<tr>
<td>11YR03199</td>
<td>Town of Wabana (1 placement)</td>
<td>$1,400.00</td>
</tr>
</tbody>
</table>

Approved by: [Signature]

Edwina McCarthy, Manager, CYNs

Date: [Signature]

March 1, 2012
July 31, 2012

Mr. Ben Noseworthy  
Town Clerk  
Town of Wabana  
P. O. Box 1229  
Wabana, Bell Island, NL  
A0A 4H0

Dear Mr. Noseworthy:

This is to advise that a cheque for $1,400.00 (cheque #40074827 dated July 25, 2012) was recently sent to the Town of Wabana by the Department of Finance. This represents payment of the stipend portion of one Year Round SWASP placement for 2012/13 originally for [Redacted]. I understand that [Redacted] has terminated [Redacted] employment. When [Redacted] replacement is in place, these funds can be used to pay his/her stipend based on $175 per week for eight weeks.

Section 30

If you require additional information, please contact me at 729-6890.

Sincerely,

P. Jelford

for Edwina McCarthy
Manager, CYN
Year Round SWASP
Approvals 2012-13

<table>
<thead>
<tr>
<th>Project #</th>
<th>CYN/Agency and Number of Placements Approved</th>
<th>Amount of Approved Stipends</th>
</tr>
</thead>
<tbody>
<tr>
<td>12YR03065</td>
<td>Town of Wabana (1 placement)</td>
<td>$1,400.00</td>
</tr>
</tbody>
</table>

Approved by: [Signature]
Edwina McCarthy, Manager, CYNs

Date: July 17, 2012
January 25, 2012

Ms. Leona Ezekiel
Executive Director
Wabana Boys and Girls Club
P. O. Box 539
Bell Island, NL
A0A 4H0

Dear Ms. Ezekiel:

This is to advise that a cheque for $2,252.25 (cheque #2085688 dated January 19, 2012) was recently sent to Wabana Boys and Girls Club by the Department of Finance. This represents payment of the stipend portion of a Career Exploration and Experience Income Support (CEEIS) placement for 2011/12 for [redacted] Stipends are paid based on $150.15 per week per participant for 15 weeks. [Section 30]

If you require additional information, please contact me at 729-6890.

Sincerely,

Edwina McCarthy
Manager, CYN
## CEEIS
Approval 2011-12

<table>
<thead>
<tr>
<th>Project #</th>
<th>CYN/Agency and Number of Placements Approved</th>
<th>Amount of Approved Stipends</th>
</tr>
</thead>
<tbody>
<tr>
<td>11CI03092</td>
<td>Wabana Boys and Girls Club (1 placement)</td>
<td>$2,252.25</td>
</tr>
</tbody>
</table>

Approved by: [Signature]

Edwina McCarthy, Manager, CYNs

Date: Jan 10, 2012
Feb. 29, 2012

Grants to Youth Serving Agencies  
Career, Employment and Youth Services Division  
P.O. Box 8700  
St. John’s, NL  
A1B 4J6

Attn: Geoff Newman

Dear Geoff:

Please find enclosed our signed contract for our Grant to Youth Organizations for 2012 - 2013

Should you have any questions, please do not hesitate to contact me.

Kindest Regards,

Leona Ezekiel  
Executive Director

Encl.
Career, Employment and Youth Services Division  
Department of Advanced Education and Skills  

GRANTS TO YOUTH ORGANIZATIONS PROGRAM APPLICATION

Section 1: General Information
Name of Organization: Wabasso Boys & Girls Club  
Permanent Mailing Address: P.O. Box 539 Bell Island, NL A0A 4H0  
E-Mail Address: whbc.org@hotmail.com  
Contact Person: Leona Eekari  
Telephone: (h)lena@whbc.org (b)709.488.2288  
Fax: 709.488.2286  
No. of Paid Staff: Full-Time 4  Part-Time 1  No. of Adult Volunteers:  
Don Brewster joined in April 1, 2012

Section 2: Type of Grant Requested
Administrative [x]  Special Project [ ]  Amount Requested $40,000.00

Section 3: Client Groups Served
Type of Organization: Provincial Governing Body [ ]  Regional/Community Agency [x]  
No. of Youth Served: 360  No. of Communities Served: 1  Age Groups Served: 5-18 yrs.

What policies and practices does your organization follow to include youth who may have increased challenges for participation (e.g., inability to pay)?

Once upon a time, for ages 5-13 and 7-50 for ages 14-19. We have many children from low income families.

Parties will be held throughout the year, so we never turn anyone away.

Section 4: Purpose of Program/Service/Duration of Program(s)

Are there any other organizations in your area with similar programs? Specify.
The Wabasso Boys & Girls Club is the only organization that
serves a diverse age group of programs after school, summer, weekdays, Saturday and
we continue to be a year-round free building.

What is the main purpose of your organization?

Youth Services - We offer a wide variety of programs for youth.

List affiliations/partnerships with other organizations (if applicable).

We partner with all organizations that benefit members of our program.

List major programs/services/activities of your organization:

<table>
<thead>
<tr>
<th>Programs and Services/Activities</th>
<th>Location</th>
<th>Short Description</th>
<th>Duration Start &amp; End Date</th>
<th># of Youth Participants</th>
<th>Age Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leadership Weekend</td>
<td>Bishops Falls</td>
<td>Train Youth Leaders in our program</td>
<td>Sept. 7 – 9/12</td>
<td>22</td>
<td>15 - 18</td>
</tr>
<tr>
<td>Fall/Winter Sport Program</td>
<td>Bell Island</td>
<td>Rules of all games - Sports</td>
<td>On going on a yearly basis, 28 per season to 40, depending on sport</td>
<td></td>
<td>5 - 18</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Bell Island</td>
<td>Assist members with homework</td>
<td>All year except 2 months in the summer</td>
<td>15 - 20</td>
<td>5 - 14</td>
</tr>
<tr>
<td>RANT</td>
<td>Bell Island</td>
<td>Member fun! Be team, recess - snorkeling, visit different countries</td>
<td>Daily</td>
<td>40 - 50</td>
<td>5 - 14</td>
</tr>
<tr>
<td>Nutrition</td>
<td>Bell Island</td>
<td>We care! Healthy eating - Food Clinic and only provide nutrition related to health</td>
<td>On going</td>
<td>20 - 35</td>
<td>5 - 14</td>
</tr>
<tr>
<td>Staying</td>
<td>Bell Island</td>
<td>Deal with Blood Health</td>
<td>On going</td>
<td>15 - 25</td>
<td>5 - 14</td>
</tr>
</tbody>
</table>
If request is for a special project grant, please complete the following:

Description of Target Group and Age of Clients:

Project Title: ____________________________ Location: ____________________________

Project Overview:

Project Description:

Objectives:

Duration of Project: __________ Start Date: __________ Completion Date: __________

**Section 5: Organizational Considerations**

Incorporated: Yes ☑ No ☐ In Process ☐

Registered with Revenue Canada as a charitable organization? Yes ☐ No ☐

Year Formed: 1955 Written Constitution: Yes (please attach) ☐ No ☐

Liability Insurance (Mandatory): ☑ Amount of Coverage: $1,000,000 Insurer: Wedgewood Bro

Principal Officers: Bd. Of Dir. ☑ Exec. Com. ☐ Other (Specify): ☐

Elected ☐ Appointed ☑ How Often/By Whom:

**Section 30**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/Chair</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Crystal Clark</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

**Other Officer**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

In what type of facility is your agency/organization housed? Private ☐ Provincial ☐ Municipal ☐ Other (specify): Community owned

[Handwritten note: 3]
What methods for monitoring and evaluating programs and/or special projects are in place?

1. We do questionnaires with members sometimes post it.
2. Have a good working relationship with the community, families, groups, and staff.
3. The budget feedback from agencies such as funding agencies.
4. Members of the team deal with other staff on many issues.

Section 6: Financial Considerations

Fiscal Year: From: 01/01/11 To: 31/12/11

Financial statement for last complete fiscal year attached: Yes ☐ No ☐

Budget request to Department of Advanced Education and Skills related to a special project ☐

Budget request to Department of Advanced Education and Skills related to organization's administrative expenses ☐

Rental/mortgage costs incurred by your organization per year (if applicable):

Please complete the following section relating to either your special project grant or administrative grant request:

<table>
<thead>
<tr>
<th>Details</th>
<th>Total Expenses</th>
<th>Amount Requested from the Department of Advanced Education and Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honoraria</td>
<td>Please see attached</td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If amount requested is different from previous year, please give details of proposed increase:
Please complete the following section relating to sources of funding in addition to this grant request:

<table>
<thead>
<tr>
<th>Organization's Contribution</th>
<th>Operations/Administration</th>
<th>Special Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Provincial Departments (specify)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Government Departments (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business/Private Sector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (eg: fundraising, fees, National Office contribution) (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total funding other sources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If request is for a special project grant, is there a possibility that the program will continue and, if so, what is the plan to sustain the project?

Section 7: Conditions

Departmental funding may be used only for the purposes specified in this application. Once the Department has agreed to provide financial assistance, no substantial change in these activities shall be made without the consent of the Department and it shall be at the discretion of the Department to determine what constitutes substantial change in each case.

The Department reserves the right to determine the extent and type of information required to support payment of the grant. Further, the Department may require that an audit be undertaken to verify the purposes for which Government funds have been utilized.

Any funding not used for these purposes must be returned to the Department.

The organization is wholly responsible for its own debts. The Department will not consider any application to pay debts.

If any part of this funding is used to pay salaries or honoraria, federal and provincial laws concerning salaries and source deductions must be applied (i.e. deductions for income tax, unemployment insurance, etc.)

Whenever appropriate, public acknowledgement of funding by the Department is expected. Publications should clearly acknowledge the Department's assistance. A standard statement of acknowledgement is available on request.

The organization agrees to respect and apply the spirit and provisions of existing human rights legislation.

Under the Access to Information and Protection of Privacy Act, members of the public may request and obtain access to information held in Provincial Government records. Should a request be received for information about this grant application, the Department will consult with you prior to disclosing any information. It should be noted, however, that only personal information and certain third-party confidential financial information may be withheld. When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization receiving the funding are considered public information.

A successful proponent with respect to this program shall be required to complete contractual arrangements with the Department to confirm the agreement between the parties.
Section 8: Authorization

Please list persons with signing authority:

a. [Signature]

b. [Signature]

c. [Signature]

We, the undersigned, certify that to the best of our knowledge, this contains a full and correct account of all matters stated within.

Name: [Signature]
Name: [Signature]

Position: [Position]
Position: [Position]

IMPORTANT: Please check to ensure the following documents are included with your completed grant application. Any application that does not have all these documents attached will not be considered:

☐ A financial statement for the previous year that includes a breakdown of Department of Advanced Education and Skills grant contribution (audited if available)
☐ Annual report or report of activities
☐ A detailed budget for the year for which the funds are being requested
☐ A complete list of board of directors/executive committee

Please forward completed applications by Thursday April 26, 2012 to:

Geoff Newman, Manager of Youth Serving Agencies
Career, Employment and Youth Services Division
Department of Advanced Education and Skills
3rd Floor, West Block Confederation Building
P. O. Box 8700
St. John’s, NL
A1B 4J6

Updated: January 2012
Breakdown and explanation of some of the bigger Income and Expenditures of the Financial Report. The Wabana Boys & Girls Club has through its involvement with Government is host to or been broker for funding for other groups once or twice throughout the year.

<table>
<thead>
<tr>
<th>Income</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000 (estimated)</td>
<td>$60,000 (actual)</td>
</tr>
</tbody>
</table>

Compiled by [Signature]

Section 27(1)(b)
PROPOSED BUDGET
WABANA BOYS AND GIRLS CLUB
2012

PROJECTED INCOME

Section 27(1)(b)

Note: RANT is included.
Section 27(1)(b) EXPENDITURE

Note: RAVT is included.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Hann</td>
<td>President</td>
<td>Canadian</td>
</tr>
<tr>
<td>Stephen Fitzgerald</td>
<td>V-President</td>
<td>Canadian</td>
</tr>
<tr>
<td>Const. Steve Brown</td>
<td>Secretary</td>
<td>Canadian</td>
</tr>
<tr>
<td>Crystal Clarke</td>
<td>Treasurer</td>
<td>Canadian</td>
</tr>
<tr>
<td>Norm Newman</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Judy Newman</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Brenda Sweeney</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Nora Hawco</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Pat Mansfield</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Melissa Shehans</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>LeAnn Bickford</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Sophie Hammond</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Michael Lahey</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Shellyl Murphy</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Const. Leo Doiron</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Melissa Brown</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Ashley Somerton</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Jennifer Hickey</td>
<td>Director</td>
<td>Canadian</td>
</tr>
<tr>
<td>Leona Ezekiel</td>
<td>Executive Director</td>
<td>Canadian</td>
</tr>
</tbody>
</table>
R.A.N.T.
Proposal 2012
Recognizing and Nurturing Talent

Project Description

RANT is a program that began approximately five years ago. It was initially funded by the Community Mobilization Program of the Department of Justice. The intent was to have young people engaged in charting their future while provided them with the necessary tools to achieve success. Since the Community Mobilization program was disbanded we were fortunate to have the Provincial Government’s support through the Department of Human Resources Labor and Employment now (AES). Part of the reason that RANT is so successful is due to the fact that it is delivered in three very economically depressed communities. These include Buchan’s, Norris Arm and Bell Island. There are very few options in these communities for youth to gain a global perspective on employment. There are often no opportunities for them to gain work experience as employment is so high and there is almost no chance for young people to get the tutoring support they need with more challenging subjects like math and some sciences.

Another important reason for RANT to be part of these three communities is that there is no Community Youth Network near them. Therefore they cannot take advantage of the extra supports that would be offered to other rural youth.

RANT is a program designed to effectively assist teens in achieving their education and career goals and to offer younger children a look at positive future opportunities. To help them learn to respect themselves and their environment and to assist them in developing their creativity through self discovery. This continued initiative will benefit children and youth from the Bell Island, Norris Arm and Buchan’s.

The two age groups involved in the RANT program changed last year and will continue again this year. As a result of continued interest from the younger children (5-7 yrs.) to become involved in the recycling and volunteer initiatives, a designated program was introduced for them as well. So essentially we now have three age groups 5-7 yrs., 8-12 (pre-teen) and the teen group 13-20.

RANT for 2012 will maintain all of the goals and objectives from the previous year and will include a few additions which will be described under the Expansion heading at the end of this proposal.

Teen RANT (ages 13-20)

Today’s knowledge-based economy demands a well-educated and skilled workforce. The youth we serve deserve a dedicated program that ensures they have access to the resources and supports necessary to develop and execute a plan for future success.
Pre-teen RANT (ages 8-12)

Junior Rant (ages 5-7)

Young people are more likely to make positive choices if they are given the right supports and opportunities in their own communities early on. While much of our efforts will concentrate on teens, it is important to reach younger children with an early intervention strategy so they can understand the importance of education and work before pressures to dismiss school or drop out even exist.

Demographics Important Observations

1. A total of 516 children/youth are involved between the three sites. There were also 105 younger children participating in the new program "From Local to Global". The 5-7 year age group was loosely recorded in this number of 105 as their participation was very informal.
2. It costs approximately $236.00/year per member for a five day a week service. This is a decrease in cost as there is a slight increase in membership.
3. 91% of all teens completed all requirements of the program and 97% of pre-teens. Attending one or more times a week.
4. Feedback from parents is 100% positive
5. Surveys (both written and verbal) with the teens indicated that 100% of those who responded benefited in some way from the program.
6. 100% of teens feel that we are meeting the previous years request of adding more skill based exposure such as in heavy equipment operation, aquaculture development and (mainly from the girls) a chance to design their own clothes from recycled material.
7. The age of the pre-teens was changed from 8-12 because the younger members had such an interest in the environmental program.
8. Younger children ages 5-7 were included in a new initiative called "From Local to Global". This initiative was a huge success.

TOTALS THREE SITES

Pre-teen

Male – 133 Female - 152

<table>
<thead>
<tr>
<th>Age</th>
<th>8-10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>47</td>
<td>48</td>
<td>38</td>
</tr>
<tr>
<td>Female</td>
<td>59</td>
<td>5</td>
<td>39</td>
</tr>
<tr>
<td>Grades</td>
<td>3-5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Teen Rant Age range 13-20
### Male - 111 Female - 115

<table>
<thead>
<tr>
<th>Age</th>
<th>13-14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>23</td>
<td>25</td>
<td>25</td>
<td>20</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>Female</td>
<td>26</td>
<td>24</td>
<td>21</td>
<td>19</td>
<td>16</td>
<td>9</td>
</tr>
<tr>
<td>Grade</td>
<td>8-9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>12</td>
<td>Out of School</td>
</tr>
</tbody>
</table>

### Wabana

<table>
<thead>
<tr>
<th>Male</th>
<th>Teen</th>
<th>Pre-Teen</th>
</tr>
</thead>
<tbody>
<tr>
<td>62</td>
<td></td>
<td>75</td>
</tr>
<tr>
<td>61</td>
<td></td>
<td>87</td>
</tr>
</tbody>
</table>

### Pre-teen

<table>
<thead>
<tr>
<th>Age</th>
<th>8-10</th>
<th>11</th>
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Teen Rant Age range 13-20
Goals, Objectives and Achievements

Goals:

1. Actively engage youth in development of future education and career planning.

   Each participant will complete in-take and goal setting forms. The information acquired from the forms will identify future career and salary expectations, subject areas of interest, subject areas that need improvement and much more. The information acquired from these forms will lay the stepping stones that tailor the RANT program to each individual participant.

   In an effort to help the participants identify their career goals AES staff will be asked to again assist this new group with Labor Market research that includes the demand, salary and qualifications for career options of interest. This provides a knowledge base that helps the participants chose courses they needed to achieve their career goals.

   The focus of pre-teen RANT participants is related to long term vision and staying in school. At this age the members are guided through a process that ensures they understand what their future looks like and what they need to get there. Most of the sessions are related to building confidence, self esteem and improving subject areas in school. Once this is achieved the younger members
are guided through business development, interview processes and exploration of future careers. We will also move forward to the delivery of Be Green with SIFE Memorial which focuses on the development of an environmentally responsible business.

Junior RANT – Junior Rant will continue in 2012 as it was a huge success this past year. The children volunteered their time and were rewarded for their efforts with praise, acknowledgement and a volunteer service party. They learned about other countries and began to understand the conditions (where appropriate) that many children live in around the world. They showed empathy and kindness toward these children. Part of the focus for this year will be to have children raise funds to either buy supplies for or donate to the Red Cross to assist children in developing countries.

2. Improve Self Esteem of Children and Youth

Staff members noticed a significant increase in the participants of the “From Local to Global” program as well as with the tutoring, and work skill development. The positive and supportive environment that staff and members of the Boys and Girls Club created for each other has been a key element in this. Success, academic achievements and other accomplishments, are noted and celebrated at the Clubs. Individual achievements such as attending school for a complete week, completing assignments, attending all RANT sessions are all applauded and celebrated. By the end of the 2011 school year staff witnessed increased study time, requests for help and positive attitudes towards final exams. This positive attitude stemmed from a growing sense of belief in themselves and their abilities.

Our pre-teen members also experienced a growth in self-confidence and self-esteem. Life and social skill sessions such as Dealing with Anger, Dealing with Being Left Out, Goal Setting, Who Am I and so many more provided skills and created an atmosphere that allowed members to express themselves in a positive manner. Also, our pre-teens success and achievements were acknowledged and celebrated.

4. Reduce Barriers Identified by Youth

The barriers that were identified by youth included:

a. Not having access to career information

In partnership with the Department of Human Resources, Labour and Employment our teen participants were given a tour and learned how to
use the resources of the HRLE resource centre. Using Career Cruising software, the RANT members were able to research job opportunities, salaries and pre-requisites for careers of interest to them. Our Teens also attended career fairs, Skills Canada Competitions and Lab Extravaganza at Memorial.

b. Home life did not lend support for study or scholastic achievement.

The Boys and Girls Club offered a quiet place, with tutors and other educational supports, for our members. To add to this, all achievements from completing homework, passing tests, increased attendance, to improving grades are all celebrated and rewarded with incentives.

5. Demonstrate to children at a young age the importance of advanced education and planning for future career opportunities.

Our pre-teen RANT members are presented with a wide variety of information on careers and what is necessary for achieving them. Coordinators used the Junior Achievement model of the "Economics of Staying in School" to demonstrate the reality of education and career choices.

Also, through the partnership with SIFE Memorial three years ago, the club staff was able to continue this model on their own. The program teaches youth basic business skills enabling them to run their very own profitable recycling enterprise. These skills were taught through a series of sessions and covered areas such as the business plan, communication, team work, accounting, ethics, marketing and interview skills.

The next phase of BE GREEN was offered to the new participants. It was because of this exciting environmental awareness program that so many more of our younger children wanted to get involved. We therefore had to drop the age requirement to 8 as many younger children wanted to participate.

Expose teens to a wide variety of career options

RANT participants will attend work fairs in and around their communities. They will work with their school to launch a work fair that will include all labor market information on their areas. They will have the opportunity to reach other teens and share this information through the outreach that these Fairs will provide. They will also be given expanded opportunities to visit job sites in Grand Falls/Windsor, Wabana and St. Johns.

6. Improve knowledge base of youth so that their chosen career field is attainable.

At the HRLE resource centre youth were instructed on how to access Labor Market information. With these new skills our participants will be able to identify
the pre-requisites that were needed to obtain their future career goal. Armed with this information our youth will be better prepared to choose courses and were more focused on their education.

The current youth identified subject areas that needed improvement and through the RANT program Boys and Girls Clubs were able to hire tutors in Math, Science, English, French and Social Studies.

With the tremendous amount of educational supports that we were able to put in place there our members reported an increased interest in school, increased focus on subject work, increased desire to perform well academically and an increase in grades.

7. Assist youth in the discovery of careers that suit their individual abilities and interests.

Along with the career exploration techniques that were offered through HRLE, Career Fairs and other field trips RANT members also had access to the Choices Planner from the Department of Education. This software is designed to help youth match their interests and abilities with career options. We will use this software for our rural youth and all new participants enrolled.

NOTE – Youth have identified areas of interest that they wish us to focus on for the coming year. Again please see expansion ideas at the bottom.

8. Give youth hands on volunteer and work experience.

At all clubs the RANT participants were presented with the opportunities to volunteer with the club. RANT members also had the chance to move through a selection process that included resume writing and interview skills to gain summer employment at the clubs.

There were members who used the summer to gain experience in career fields that they are pursuing. For example, some of the teens worked on the environmental component of the program over the summer and are now pursuing information on careers related to farming, aquaculture etc.

Job Shadowing and career relevant volunteer placements will be further developed in the next phase.

Objectives:

1. Support youth in their current studies through school work assistance including tutoring, homework assistance, and involvement in school life.
a. Education Resource staff (qualified teachers) and tutors will be hired to assist youth with study, assignments and other school work.
b. Volunteers from Students for Literacy also played a larger role in assist our members with homework completion.
c. RANT staff and participants will hold discussions with school guidance counselors and other school staff to provide information on the RANT program. Several participants signed contracts of commitment for their schools and for the RANT program during the previous phases. In reward for the renewed interest in school work the participants were awarded with the opportunity to complete extra assignments to make up for lost time and to improve their grades. We will continue this very successful process in phase three.

2. Provide information on post-secondary options based on career interests of youth.
   a. Information from Colleges and Universities will continue to be gathered and distributed.
   b. Discussions will be on-going on pre-requisites and entrance requirements. This will enable the youth to make course selections that empower them to succeed.

3. Enhance employment readiness through improvement of literacy skills, research abilities and exposure to advanced technology.
   a. RANT participants will avail of seminars on resume writing, job search techniques and interviewing skills.
   b. Advanced Education and Skills will provide instruction on searching for jobs on line and research Labor Market Information.

4. Provide work experience and skill development through work field placements and volunteer opportunities.

   a. Most of our participants were successful in finding summer employment—utilizing their new job search, resume writing and interview skills

   b. Opportunities to volunteer as youth mentors at the Boys and Girls Clubs will be presented

   c. This aspect will grow in the next phase.
5. Assist youth to achieve their goals, first by helping them to identify options and interests, by goal setting and creating a vision for the future.

The following methods were very successful in the past and will be utilized again.

a. Bridges software was used to allow youth to explore their interest and see what career opportunities resulted from that.

b. Staff at HRLE lead youth in Larbor Market Research. The youth discovered the demand, salaries and other information about careers that were of interest to them.

c. Goal setting forms were completed by all members, allowing RANT staff to tailor the program to individual needs. The information from these forms allowed staff to guide the youth in course selection.

Program Expansion

There were two main areas of interest that were identified by each age group from the last program year. One area is related to the self-esteem of the younger children and the other is to expand the personal creativity of the teens.

Pre-teen group ages 10 – 12 years, Junior RANT (5-9)

Every month each site provided a written report to the Coordinator outlining how the goals were being met, the numbers and ages of participants and any deficiencies that might be occurring. A common thread that came from the reports at each site last year was the incredible desire of the younger children to want to HELP. They would come to the club each day and ask if there was anything they could do to help staff, or assist with programs etc. Some children would even be seen with a broom attempting to sweep the floor or they would bring things in to HELP with the programming like recyclables or games or in some cases they would just follow staff around to watch what they did. Since this was occurring so regularly we decided to make it a more formal component to the program for 2011 and will be expanded in 2012.

Research indicates that when children feel helpful and useful they have a much more heightened sense of self worth, they feel they are contributing in a positive way to their surroundings and generally their overall health both mentally and physically is improved. To that end we created a new component for the younger children called “From Local to Global”. The children were given an opportunity to “volunteer” once a month for a total of one hour. This could consist of 5 minutes one day or ten the next. It was loosely recorded as this could be cumbersome for staff but generally it will be reasonably accurate. Staff provided feedback to the children on how helpful they were during the month and gave lots of praise for their efforts. They will not be awarded incentives for this as that does not demonstrate true volunteerism but were be able to attend a volunteer thank-you party at the end of the year. That demonstrated the LOCAL part.
The GLOBAL component related to having children understand what it is like for other children around the world. They were shown films on various parts of the world (as deemed appropriate) and saw how other people like Doctors without Borders and Free the Children are working to help children in other parts of the world. The children will have a greater appreciation for what they have and we believe that they will become kinder citizens who have a greater sense of compassion. Some of the children will also get to meet two teen girls who are going to Africa this coming summer to help build a school in Kenya. This will enable the little children to think a little more broadly and expose them to careers in the global giving world.

The second expansion to the program is targeted towards the teens. We have had great success in demonstrating to the teens what is available for them to pursue after they complete their secondary school. They have had opportunities to visit various work sites, work fairs and educational institutions. However, they have also asked for more practical experience in consideration of some occupations. There is a significant interest (especially from the girls) related to home and fashion design. In discussion with the teens we have developed a new component to the program called Buy/Design Café. The components would see the youth learn about designing clothes (through the use of recycled materials), learning to knit, craft, and also learn about interior design. We received a donation of one sewing machine but we need more. We also need to purchase more knitting material as well as to pay instructors etc. It is intended that a tutorial would be held at least twice a month on various aspects of design. We would also look into traditional craft making such as snow shoes, fly tying etc. as these are components that were mentioned by the male youth. The reason it is called BUY design is because the youth will get an opportunity to sell their products at various times throughout the year and they will be highlighted at the Fall Fair in November.

Note – There is interest and enthusiasm for this program however, the funds were not available to purchase all the supplies needed. The youth want to learn from instructors, have greater access to sewing machines and need further supplies. We are hoping to expand the budget this year to purchase the items needed.

This took on a slightly different form in Norris Arm and Buchans due to the availability of crafters and artists. However, the request from both of those sites includes further follow-up of careers such as forestry, aquaculture and farming. In Buchans the youth learned about paper mache making and they were very active in gardening and growing vegetables. In Norris Arm knitting was very popular. We are requesting a small increase in funds for both of those sites so that the youth will be able to visit more facilities. When field trips are planned there is a significant cost related to bussing and more support is needed in this area.

The growth of the RANT program has been significant for these three communities and we look forward to the year ahead.
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A new SEP-NPC application was submitted on 5/25/2012:

Section 1: Organization Information

Legal Name of Organization: Wabana Boys & Girls Club
Common Name of Organization:
Mailing Address: P.O. Box 639
Bell Island, NL

Location of Placement: Bell Island, NL
Telephone: 709-488-2288
Postal Code: A0A 4H0
Fax: 709-488-2228

Two persons with the organization who may be contacted for information pertaining to this application:

1. Leona Ezekiel  Telephone: 709-488-2288  (Bus) 709-488-3856  (Res)  E-mail: [redacted]

2. Joe Somerton  Telephone: 709-488-3801  (Bus) 709-488-3801  (Res)  E-mail: [redacted]

Organization's E-mail Address: wbgc@nf.albn.com

Type of Organization: Youth Services  Start up Date of Organization: 9/1/1955

Incorporation #: [redacted]  Business #: [redacted]  (with CRA): [redacted]

If Incorporated, Is your organization in good standing with the Registry of Companies? Yes

Do you wish to avail of direct deposit? No

Do you have Workplace Health, Safety and Compensation coverage? Yes.

25/05/2012
Account #: 612862

Number of employees now on staff: 3  Number of positions applied for: 1

Accountant/Bookkeeper: Crystal Clark  Telephone: 709-488-2107  E-mail:  
Fax:  

Does the organization have Liability Insurance? Yes

Has the appropriate union concurred with this proposal? Not Applicable

Are these positions replacing regular employees or employees on lay off? Not Applicable

Is the position(s) already funded under other wage subsidy program(s)? No

Are you willing to hire a client identified by Advanced Education and Skills? Yes

Section 2: Placement Description

Position Title: Summer Program Staff  Location of Position: Bell Island, NL

Duties:
Umpire and referee summer games in softball, soccer and t-ball. Do equipment checks, do stats, make phone calls. Teach new members the rules of the games and instruct in safety issues that they would have to deal with. Assist with Away Days and Rainy Day activities.

Will you provide adequate supervision to ensure your student receives the maximum benefit from the placement? Yes

Who will supervise the student(s):
Name: Joe Somerton  Position: Program Director  Telephone: 709-488-3801  E-Mail:  

Describe the supervision that will take place during the placement?
1. There will be a clinic with students prior to beginning work. 2. Weekly meetings to go over the weeks programming and any issues that may have arisen. 3. Students will be asked at the end of each day if there were any issues arising from dealing with the members or the general public who watch the programs. 4. There will be ongoing instruction for any thing the students or us as employers believe need to be dealt with.

Will you provide ongoing and constructive feedback to the student during the placement? Yes

Describe how the student will receive feedback:
Through meetings, ongoing instruction. Letting the students know when they are doing a good job and if necessary giving more instruction to those who we believe would require more assistance. This would all be done in a very positive manner.

Will you provide an orientation to your student, including good Occupational Health and Safety Practices? Yes

25/05/2012
Section 3: Declaration

The Organization agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

True

Office Use Only
Approved: 1
# of work-weeks: 8
Stipend $ 1,400
Tuition Voucher $ 1,400

Contracted: 1
# of work-weeks: 8
Stipend $ 1,400
Tuition Voucher $ 1,400

Start Date: July 21/12
Finish Date: Aug. 24/12

[Signatures]

25/05/2012
Bell Island
Graduate - All Statuses - For Fiscal Years 2008/09 - 2010/11
Report # PC9500

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GRADUATE EMPLOYMENT PROGRAM - APPLICATION/AGREEMENT

Amendment # ___________ Project Number # 0867280

Name of Business: Town of Wabana
Mailing Address: P.O. Box 1234 Bell Island, NL
Postal Code: A0A 4H0

Business Location: Wabana Complex
Business Telephone: 709-488-2990
Business Fax: 709-488-3181

Two persons with the business who may be contacted for information pertaining to this application:
1. Diane Butler Telephone: 709-488-2990 ext. 221
   Fax: 709-488-3181
   E-mail: diane.butler@nl.ca
   Accountant/Bookkeeper:
   Type of Business: Municipal Services
   Start-up Date of Business: 1950

Business established less than one year must provide a business plan.

Number of employees now on staff: 10

Has the appropriate union concurred with this proposal? Yes □ No □ N/A □
Is the position replacing regular employees or employees on lay-off? Yes □ No □ N/A □
Is the position already funded under other wage subsidy program(s)? Yes □ No □ N/A □
Does this job offer potential for long-term employment? Yes □ No □ N/A □
Do you have an individual in mind for this position? Yes □ No □ N/A □
Position applied for: Accounts Receivable Clerk
Hours Per Week: ___________
Job Description: Responsible for collecting municipal taxes, contacting taxpayers, making arrangements for payments, etc.
Annual Salary: $18,000
Hourly Wage Rate: $ _______________________

Please attach another sheet if you wish to provide additional information.
Hiring NOT TO TAKE PLACE PRIOR TO OFFICIAL APPROVAL.
This is to certify the above information is correct:

Signature of Employer or Duly Authorized Representative: ___________ Date: ___________

COMPLETE THE FOLLOWING SECTIONS ONLY AFTER APPROVAL BY THE PROVINCE IS RECEIVED.
The Applicant agrees to employ the graduate listed for a 52 week period, and provide work experience in the occupation related to the graduate's field of study.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that the Terms and Conditions are a legally binding agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature of Employer: ___________ Date: ___________
Signature of Employer or Duly Authorized Representative: ___________ Date: ___________

Total Contracted Financial Contribution: $10,000
Start Date: Sept 1, 2008 Finish Date: Aug 30, 2009

FOR OFFICIAL USE ONLY

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

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APPLICATION AGREEMENT
STUDENT EMPLOYMENT PROGRAM
(Level I, II, III Students)

Amendment # __________________________ Project Number # OHHS 7185

Name of Organization: Hayama Boys & Girls Club
Mailing Address: 40 Box 589, Bell Island NL
Postal Code: A0A 4W0

Location: Bell Island NL
Telephone: (709) 488-2288 (Bus) 488-2286 (Res)
Fax: (709) 488-2226

Applicant Information

Accountant/Bookkeeper: Reg Dunlea
E-mail: regdunlea@hotmail.com

Type of Organization: youth Services
Incorporation # __________________________

Do you have Workplace Health, Safety and Compensation coverage? Yes __________ No __________
Number of employees now on staff: __________________________

Has the appropriate union concurred with this proposal? Yes __________ No __________
Are these positions replacing regular employees or employees on layoff? Yes __________ No __________
Is the position(s) already funded under other wage subsidy program(s)? Yes __________ No __________
Will hire a client identified by HRLE? Yes __________ No __________

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who are currently enrolled in Level I, II or III.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Leona Cwik
Sylvia Haysed

FOR OFFICIAL USE ONLY
Approved: 24 Work-weeks $7526.40
Contracted: 24 Work-weeks $7526.40
Start Date: July 07, 2008 Finish Date: August 31, 2008

February 2008
**APPLICATION/AGREEMENT**

**STUDENT EMPLOYMENT PROGRAM**

**(Level I, II, III Students)**

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**Name of Organization:** Wabana Boys & Girls Club  
**Mailing Address:** PO Box 539, Beul Island, NL  
**Postal Code:** R0X 4R0  
**Location:** Beul Island, NL  
**Telephone:** (709) 488-2288/8801  
**Fax:** (709) 488-2226

**Applicant Information**

| 1. Leonard Eckert | Telephone: 709-488-2288 (Bus) |
| 2. Brenda Sanguinetti | E-mail Address: orlando@ncl.com |

| Accountant/Bookkeeper: Leonard Eckert | Telephone: 709-488-2288 (Bus) |
| E-mail: orlando@ncl.com | Fax: |

| Type of Organization: Youth Services | Start-up Date of Organization: July 1955 |

**Incorporation #**  
**Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐**  
**Account #: **  
**Number of employees now on staff: **  
**Number of positions applied for: **  
**Who will supervise the student(s)? Name: Jack Sanguinetti, Position: Program Dir. Telephone: 488-2801**  
**How will the students be supervised?**  
**Describe your plan to ensure that the student(s) are aware of good health and safety practices in the workplace.**  
**Has the appropriate union concurred with this proposal? Yes ☐ No ☐**  
**Are these positions replacing regular employees or employees on lay-off? Yes ☐ No ☐**  
**Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐**  
**Will hire a client identified by HRLE? Yes ☐ No ☐**

---

**FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.**

---

The Applicant agrees to hire students who are currently enrolled in Level I, II or III.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

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**Final claim and payroll MUST be submitted within 30 days following completion or termination of employment.**

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**FOR OFFICIAL USE ONLY**

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Start Date: July 06, 2009  
Finish Date: August 30, 2009

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Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.  
February 2003
APPLICATION/AGREEMENT
STUDENT EMPLOYMENT PROGRAM
(Level I, II, III Students)

Amendment # ____________________________  Project Number # 1DHS 01775

DEPT OF
HRLE

JUL 14 2010

DPU

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract.)

1. Leonora Friel First Name: ____________________________ Telephone: 709.488.2598 (Bus) ____________________________ (Res) ____________________________ (Bus) ____________________________ (Res)

2. Victoria Savoie First Name: ____________________________ Telephone: ____________________________ (Bus) ____________________________ (Res)

Fax #: ____________________________ Fax: ____________________________

Accountant/Bookkeeper: Leonora Friel E-mail Address: lefton@eastlink.net

Type of Organization: Youth Services Start-up Date of Organization: March 1955

Incorporation #: ____________________________ Business # (with CRA) ____________________________

If Incorporated, is your organization in good standing with the Registry of Companies? Yes ☐ No ☐

Do you wish to avail of direct deposit? Yes ☐ No ☐ (If Yes and your application is approved financial information will be required)

Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐ Account #: ____________________________

Number of employees now on staff: ____________________________ Number of positions applied for: ____________________________

Who will supervise the student(s)? Name: ____________________________ Position: ____________________________ Program: ____________________________ Telephone: ____________________________

How will the student(s) be supervised?

Check all that apply: Other ____________________________

Describe your plan to ensure that the student(s) are aware of good health and safety practices in the workplace:

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who are currently enrolled in Level I, II or III.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Leonora Friel
Signature (Employer or Employer’s Duty Authorized Representative) ____________________________

July 6, 2010

Data ____________________________

Signature (Client Services Office)

___________________________

___________________________

___________________________

___________________________

___________________________

___________________________

Final claim and payroll MUST be submitted within 30 days following completion or termination of employment.

FOR OFFICIAL USE ONLY

Approved: ____________________________ Positions ____________________________ Work-weeks ____________________________ $9,300.00 Contribution

Contracted: ____________________________ Positions ____________________________ Work-weeks ____________________________ $9,300.00 Contribution

Start Date: ____________________________ Finish Date: ____________________________

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

February 2010
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<td>Wabana</td>
<td>$8,000.00</td>
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Application/Agreement
NL WORKS

Please return completed application to your nearest HRLE office. See attached information sheet for addresses.

Amendment #  
Project Number: 07WS 10920

Applicant Information

Business: Town Council of Wabana
Mailing Address: P.O. Box 1229
Bell Island, NL
Postal Code: A0A 4H0

Business Location: Bell Island
Business Telephone: 709-488-2225
Business Fax: 709-488-3181

Two persons with the business who may be contacted for information pertaining to this application:

1. Gary Gosine
   Telephone: 488-2990 (Bus)
2. Duane Butler
   Telephone: 488-2990 (Bus)

Fax#: 709-488-3181
E-mail Address: dianebutler@aal.com

Accountant/Bookkeeper: Gregory Stokos
Type of Business: Manufacturing
Incorporation #:

Start-up Date of Business: July 1950
Business #: [Redacted]

BUSINESS ESTABLISHED LESS THAN ONE YEAR MUST PROVIDE A BUSINESS PLAN

Section 27(1)(b)

Which component are you applying for: Long Term [ ] and/or Seasonal [x]

Number of seasonal positions applying for: 0
Number of long term positions applying for: 1

Number of regular employees now on staff: 10
Number of seasonal employees now on staff: 2

Has the appropriate union concurred with this proposal?: Yes [x] No [ ] N/A [ ]

Is this position(s) replacing regular employees or employees on lay-off?: Yes [ ] No [x]

Is this position(s) being funded under another wage subsidy program(s)?: Yes [ ] No [x]

Are these jobs offering potential for long-term employment?: Yes [ ] No [ ]

Will hire an individual identified by HRLE: Yes [x] No [ ]

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

[Signatures and Dates]

FOR OFFICIAL USE ONLY

Approved: Positions 40 Work-weeks $6,000 Wages $720 Admin/Fee $6720 Total Contribution $6720
Contracted: Positions 40 Work-weeks $6,000 Wages $720 Admin/Fee $6720 Total Contribution $6720

Start Date: July 30, 2007  Finish Date: May 4, 2008

NAICS 835 NOC 1663 ORG 02 FYI 5380 FYI 840

May '08
Application/Agreement
WPKS
HRA
E:
RECEIVED
JUN 8 2009

Business
Bell Island Foodland
Mailing Address
Box 970
Beaufort Island, NL
Postal Code
A1A 4H0

Telephone: 488.2832 (Bus)
Business Location: Quegley Line BT
Business Phone: 488.2861
Business Fax: 488.2861

Section 30

1. Margie Wilcox

Telephone: 488.2832 (Bus)
Telephone: 488.2832 (Res)
Fax:

E-mail Address:

Accountant/Bookkeeper:
Type of Business: Supermarket
Incorporation:

BUSINESSES ESTABLISHED LESS THAN ONE YEAR MUST PROVIDE A BUSINESS PLAN

Section 27(1)(b)

Which component are you applying for: Long Term [V] and/or Seasonal [ ]

Number of seasonal positions applying for: [ ]
Number of regular employees now on staff: 14

Has the appropriate union concurred with this proposal? [ ]

Is this position(s) replacing regular employees or employees on lay-off? [ ]

Is this position(s) being funded under another wage subsidy program(s)? [ ]

Are these jobs offering potential for long-term employment? [ ]

Will hire an individual identified by HRLF? [ ]

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

MARGIE WILCOX

Signature (Employer or Employer's Duty Authorized Representative)

Date: June 04/09

Signature (Client Services Officer) Date Signature (Province): Date

FOR OFFICIAL USE ONLY

Approved: Positions Work-weeks $ Total Contribution

Contracted: Positions Work-weeks $ AdminFee $ Total Contribution

Start Date: Finish Date:

NAICS NOG ORG FYI FYII

May '06
APPLICATION/AGREEMENT

NL Works

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached information sheet.

Amendment # 1
Project Number # 08WS71938

Applicant Information

E-Record

Business:
Town of Wabana

Mailing Address:
P.O. Box 1229
Bell Island
A0A 4H0

Business Location: Wabana Complex
Business Telephone: 488-2990
Business Fax: 488-3181

Two persons with the organization who may be contacted for information pertaining to this application:

1. Diane Butler
   Telephone: 488-2990 (Bus) 488-3181 (Res)
   Fax: 488-3181
   E-Mail: DianeButler@nl.ca

2. Marilyn Styles
   Telephone: 488-2990 (Bus) 488-3181 (Res)
   Fax: 488-3181
   E-Mail: MarilynStyles@nl.ca

Accountant/Bookkeeper: Diane Butler
E-Mail: DianeButler@nl.ca

Type of Business: Municipal Council
Incorporation #: 401

Businesses established less than one year must provide a business plan.

Section 27(1)(b)

Which component are you applying for: Long Term ☐ and/or Seasonal ☐
Number of seasonal positions applying for: ☐ Number of long-term positions applying for: 10
Number of seasonal employees now on staff: ☐ Number of regular employees now on staff: ☐
Has the appropriate union concurred with this proposal? Yes ☐ No ☐ N/A ☐
Is the position(s) replacing regular employees or employees on lay-off? Yes ☐ No ☐
Is the position(s) already funded under other wage subsidy programs? Yes ☐ No ☐
Are these jobs offering potential for long-term employment? Yes ☐ No ☐
Will this a job identified by HRLE? Yes ☐ No ☐

DEPT OF HRLE
-02-19 2009

BPV

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Diana Butler
2009-01-20

Signature (Employer or Duty Authorized Representative)

Betty Smith
2009-01-16

Signature (Chief Services Officer)

Date

FOR OFFICIAL USE ONLY

Approved: Positions: 40 Work-weeks $3456.95 Wages $780.48 Admin Fees $780.48 Total Contribution $780.48

Contracted: Positions: 40 Work-weeks $3456.95 Wages $780.48 Admin Fees $780.48 Total Contribution $780.48

Start Date: June 9, 2009

Finish Date: March 15, 2009

July 2007
APPLICATION/AGREEMENT

NL Works

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

Amendment # __________ Project Number # 09W501392

Applicant Information

Business: Wabana Boys & Girls Club

Mailing Address: P.O. Box 539

Business Location: 709-488-2288/3801

Postal Code: A9A 4H4

Business Fax: 709-488-2288

Business Phone: 709-488-2288

Two persons with the organization who may be contacted for information pertaining to this application:

1. [Name]
   Telephone: [Number]
   Fax: [Number]
   E-mail Address: [Address]

2. [Name]
   Telephone: [Number]
   Fax: [Number]
   E-mail Address: [Address]

Accountant/Bookkeeper: [Name]

E-Mail: [Address]

Type of Business: Youth Services

Incorporation #: [Number]

Businesses established less than one year must provide a business plan.

Office Date of Business: __________

Business #: [Number]

Section 30

Which component are you applying for: Long Term ☐ and/or Seasonal ☐

Number of seasonal positions applying for: [Number]

Number of seasonal employees now on staff: [Number]

Has the appropriate union concurred with this proposal? Yes ☐ No ☐ N/A ☐

Is the position(s) replacing regular employees or employees on lay-off? Yes ☐ No ☐

Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐

Are these jobs offering potential for long-term employment? Yes ☐ No ☐

If yes, did they meet our requirements?

Please complete the attached job description for each job you are applying for.

Hiring is not permitted prior to official approval.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

[Signature]

Date: [Date]

[Signature]

Date: [Date]

Section 27(1)(b)

[Signature]

Date: [Date]

[Signature]

Date: [Date]

FOR OFFICIAL USE ONLY

Approved: 1 Positions 10 Work-weeks $1730 Wages $297.70 Admin Fee $1987.70 Total Contribution

Contracted: 1 Positions 10 Work-weeks $1730 Wages $297.70 Admin Fee $1987.70 Total Contribution

Start Date: May 11, 2009

Finish Date: July 19, 2009

FY 1989.50: FY 11

July 2007
**Application/Agreement**

**NL WORKS**

Please return completed application to your nearest HRLE office. See attached Information Sheet for addresses.

<table>
<thead>
<tr>
<th>Amendment #</th>
<th>Project Number #</th>
<th>68</th>
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</table>

**Applicant Information**

**Business**: BELL ISLAND FOODLAND

**Mailing Address**: P.O. Box 970

**Postal Code**: A0A 4H0

**Business Location**: Bell Island

**Business Telephone**: 488-2832

**Business Fax**: 488-2861

Two persons with the business who may be contacted for information pertaining to this application:

1. **Margie Wilcox**
   - Telephone: 488-2832 (Bus) [Redacted]
   - Fax: 488-2861

2. [Redacted]
   - Telephone: [Redacted] (Bus) (Ros)
   - E-mail Address: fdlid.bell.island@soapys.com

**Accountant/Bookkeeper**: [Redacted]

**Type of Business**: Supermarket

**Incorporation #**: [Redacted]

**Start-up Date of Business**: Aug 06/2005

**Business #**: [Redacted]

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**BUSINESSES ESTABLISHED LESS THAN ONE YEAR MUST PROVIDE A BUSINESS PLAN**

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**Which component are you applying for**: Long Term [X] and/or Seasonal [ ]

**Number of seasonal positions applying for**: [X] 0

**Number of regular employees now on staff**: 13

**Has the appropriate union concurred with this proposal?**: Yes [X] No [ ]

**Is this position(s) replacing regular employees or employees on lay-off?**: Yes [Y] No [ ]

**Is this position(s) being funded under another wage subsidy program(s)?**: Yes [Y] No [ ]

**Are these jobs offering potential for long-term employment?**: Yes [Y] No [ ]

---

**DEPT OF HRLE**

**JUN 17 2003**

**DPU**

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**Hiring is not permitted prior to official approval.**

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

**Margie Wilcox**

Signature (Employer or Employer's Duly Authorized Representative)

**Apr. 29/09**

**Jana Kaye**

Signature (Client Services Officer)

**June 12/09**

**J. J.**

Signature (Province)

**June 12/09**

---

**FOR OFFICIAL USE ONLY**

Approved: [X] Positions 40 Work-weeks $7200.00 Wages $7200.00 AdminFee $7200.00 TotalContribution $7200.00

Contracted: [X] Positions 40 Work-weeks $7200.00 Wages $7200.00 AdminFee $7200.00 TotalContribution $7200.00

**Start Date**: May 25/09

**Finish Date**: [Redacted]

**May 09**

**NAICS**: NDC ORG 01

**FYI**: [Redacted] FYI

May '06
Application/Agreement
NL WORKS

Please return completed application to your nearest HRLE office. See attached information for application process.

Amendment #

Project Number: 2740802894

Applicant Information

Business: Bell Island Foodland
Mailing Address: Box 970, Bell Island, NL
Postal Code: A0A 4H0

Business Location: augley line BT
Business Telephone: 488 2852
Business Fax: 488 2861

DEPT OF
HRLE
JAN 28 2010

Section 30

Section 27(1)(b)

Two persons with the business who may be contacted for information pertaining to this application:

1. Margie Wilcox
   Telephone: 488 2832 (Bus) [Redacted] (Res)

2. [Redacted]
   Telephone: [Redacted] (Bus) [Redacted] (Res)

Accountant/Bookkeeper: [Redacted]
Fax#: [Redacted]
E-mail Address: [Redacted]
E-mail Address: [Redacted]

Type of Business: Supermarket
Incorporation #: [Redacted]
Start-Up Date of Business: Aug 06/10
Business #: [Redacted]

BUSINESSES ESTABLISHED LESS THAN ONE YEAR MUST PROVIDE A BUSINESS PLAN

Which component are you applying for: Long Term [ ] and/or Seasonal [ ]

Number of seasonal positions applying for: [ ]
Number of regular employees now on staff: 14
Number of seasonal employees now on staff: 0

Has the appropriate union concurred with this proposal? [ ]
Yes [ ] No [x] NA [ ]

Is this position(s) replacing regular employees or employees on lay-off? [ ]
Yes [ ] No [x] [ ]

Is this position(s) being funded under another wage subsidy program(s)? [ ]
Yes [ ] No [x] [ ]

Are these jobs offering potential for long-term employment? [ ]
Yes [ ] No [x] [ ]

Will hire an individual identified by HRLE? [ ]
Yes [ ] No [x] [ ]

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Margie Wilcox
Signature (Employer or Employer's Only Authorized Representative)
Date: June 04/09

Client Services Officer
Signature (Client Services Officer)
Date: Jan 12/2010

[Redacted]
Signature (Province)
Date: Jan 10/2010

FOR OFFICIAL USE ONLY

Approved: 1 Positions 40 Work-weeks $5,000.00 Wages $ [Redacted] AdminFee $ [Redacted] TotalContribution $ [Redacted]

Contracted: 1 Positions 40 Work-weeks $7,000.00 Wages $ [Redacted] AdminFee $ [Redacted] TotalContribution $ [Redacted]

Start Date: May 06
Finish Date: Sept 19/2010

NAICS: NOC: CRG: 01 FV: $3,000.00 FV: $5,000.00

May 06
Government of Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

APPLICATION/AGREEMENT
NL Works

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

Amendment # Project Number # QW502746

Applicant Information

Business: D. D. Byrne LTD

Mailing Address: P.O. Box 640
        Bell Island NL
Post Code: A0N 1H0

Business Location: Bell Island
Business Telephone: 488-2290
Business Fax: 488-2290

Two persons with the organization who may be contacted for information pertaining to this application:

1. Gary Byrne Telephone: 488-2290 (Bus)
   Fax: 488-2290
   E-mail: byrneclark@bellnl.com

2. Don Mitchel Telephone: 488-2290 (Res)
   Fax: 488-2290 (Bus)

Accountant/Bookkeeper: Gary Byrne
E-mail: byrneclark@bellnl.com
Type of Business: Mining, Stone
Incorporation #

Businesses established less than one year must provide a business plan.

Which component are you applying for: Long Term [ ] and/or Seasonal [X]
Number of seasonal positions applying for: [ ]
Number of seasonal employees now on staff: [ ]
Number of long-term positions applying for: [ ]
Number of regular employees now on staff: [ ]

Has the appropriate union concurred with this proposal? [ ] Yes [ ] No
Is the position(s) replacing regular employees or employees on lay-off? [ ] Yes [ ] No
Is the position(s) already funded under other wage subsidy program(s)? [ ] Yes [ ] No
Are these jobs offering potential for long-term employment? [ ] Yes [ ] No
Will hire a client identified by HRLE. [ ] Yes [ ] No

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees to the request for funding for new positions and further agrees that the position(s) exists only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Gary Byrne
Signature (Employer or Duty Authorized Representative)
Date: Apr 28/09

Betty Smith
Signature (Client Services Officer)
Date: Apr 28/09

FOR OFFICIAL USE ONLY

Approved: 1 Positions 28 Work-weeks $4455.00 Wages $4455.50 Admin Fee $4455.50 Total Contribution

Contracted: 1 Positions 28 Work-weeks $4455.00 Wages $4455.50 Admin Fee $4455.50 Total Contribution

Start Date: September 28, 2009 Finish Date: April 11, 2010

NAICS NOC ORG FYI 4232.72 FYII 222.78

July 2007
Application/Agreement
NL Works

Amendment # Project Number # 10W 500 375

Applicant Information
Business: Walter Dicks Ltd, % Sea View Restaurant & Take Out
Mailing Address: P.O. Box 10
BELL ISLAND, N.L.
Postal Code: A0A 1A0
Business Location: The Beach Bell Island
Business Telephone: 488-2874
Business Fax: 

Two persons with the organization who may be contacted for information pertaining to this application:
1. Mary Noseworthy
   Telephone: 488-2874 (Bus)
2. Telephone: 334-3660 (Res)
   Fax: 
   Accountant/Bookkeeper: Williams Accounting
   E-mail: 
Type of Business: Restaurant
Start-up Date of Business: May 1950
Incorporation #: 
Business #: 
Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐ Account #: 

Businesses established less than one year must provide a business plan.

Which component are you applying for: Long Term ☐ and/or Seasonal ☐
Number of seasonal positions applying for: Number of long-term positions applying for: 1
Number of seasonal employees now on staff: Number of regular employees now on staff: 5
Has the appropriate union concurred with this proposal? Yes ☐ No ☐ N/A ☐
Is the position(s) replacing regular employees or employees on lay-off? Yes ☐ No ☐
Is the position(s) already funded under another wage subsidy program(s)? Yes ☐ No ☐
Are these jobs offering potential for long-term employment? Yes ☐ No ☐
Will hire a client identified by HRLE? Yes ☐ No ☐

PLEASE COMPLETE THE ATTACHED JOB DESCRIPTION FOR EACH JOB YOU ARE APPLYING FOR.

HIRING IS NOT PERMITTED PRIOR TO OFFICIAL APPROVAL.

The Applicant agrees this request for funding is for new positions and further agrees that the position(s) exist only as a result of this wage subsidy.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Mary Noseworthy

Signature (Employer or Duty Authorized Representative)
March 8, 2010

Betty Smith

Signature (Client/Service Officer)

FOR OFFICIAL USE ONLY
Approved: 1 Positions 40 Work-weeks $8000 Wages $— Admin Fee $3000 Total Contribution
Contracted: 1 Positions 40 Work-weeks $8000 Wages $— Admin Fee $3000 Total Contribution
Start Date: April 18, 2010 Finish Date: January 22, 2011

April 2009
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<td>Wabana</td>
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<td>Wabana Boys and Girls Club</td>
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<td>Walter Dicks Ltd</td>
<td>Wabana</td>
<td>$1,800.00</td>
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</tbody>
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Government of Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment #
Project # 08S70182

Name of Business: SKANES ENTERPRISES INC
Mailing Address: Box 476
Benulleland NL
Postal Code: A0A 4H0

Business Location: Beul Island
Business Telephone: 488-3477
Business Fax:

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract.)

1. FRANK L SKANES Telephone: ___________ (Bus) ___________ (Res)
Fax: ___________ E-mail Address: ___________
Accountant/Bookkeeper: FRANK SKANES
E-mail: ___________
Type of Business: Canteen Operation
Incorporation #: ___________

Businesses established less than one year must provide a business plan.

Number of employees now on staff: 1
Has the appropriate union concerned with this proposal? Yes □ No □ N/A □
Are these positions replacing regular employees or employees on lay-off? Yes □ No □
Is the position(s) already funded under other wage subsidy program(s)? Yes □ No □
Will this client identified by HRLE? Yes □ No □

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

[Signatures and Dates]

FOR OFFICIAL USE ONLY

Approved Subsidy: $1120.00 Positions 8 Work-weeks $400.00 Salary $400.00 Tuition Voucher
Contracted Subsidy: $1120.00 Positions 8 Work-weeks $400.00 Salary $400.00 Tuition Voucher
Total Contract Contribution: $1520.00
Start Date: June 24, 2008
Finish Date: August 15, 2008
NAICS NOC

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

February 2008
Government of Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

APPLICATION/AGREEMENT

STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment # 
Project Number # 08.521311

Applicant Information

Name of Business: Nabana Boys + Girls Club
Mailing Address: R.O. Box 523
Business Location: Bell Island, NL
Postal Code: A0A 4H0
Business Telephone: (709) 488-2288
Business Fax: (709) 488-2226

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract.)

1. Heena Faikkiel
   Telephone: 488-2288 (Bus)
   Fax: 488-2226 (Res)

2. Pervina Sweeney
   Telephone: 488-2288 (Bus)
   Fax: 488-2226 (Res)

Account/Bookkeeper: Reg Durdle
E-Mail: nhc@nlcaib.org
Type of Business: Youth Services
Incorporation #: [Redacted]

Businesses established less than one year must provide a business plan.

Number of employees now on staff: 3
Number of positions applied for: 1

Has the appropriate union concurred with this proposal? Yes ☐ No ☐ N/A ☐
Are these positions replacing regular employees or employees on lay-off? Yes ☐ No ☐ N/A ☐
Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐
Will hire a client identified by HRLE? Yes ☐ No ☐

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer's Authorized Representative) 
Date: Jan. 2008

Signature (Client Services Officer) 
Date: Aug. 10/08

FOR OFFICIAL USE ONLY

Approved Subsidy: 
Contracted Subsidy: 
Total Contract Contribution: 

Positions Workweeks $11/20.00 Salary $400.10 Tuition Voucher

Start Date: July 7, 2008

NOC: NOC ORG O

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached information sheet.

February 2008
Application/Agreement

Student Work and Service Program (Paid Employment Component)

Amendment # ____________________________ Project Number # 08571905

Name of Business: St. Michael's RC Parish

Mailing Address: Box 410 Bell Island

Postal Code: A0A 4H0

Business Location: Bell Island

Business Telephone: 488-3225

Business Fax: 488-3399

Withdrawn

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract)

1. Fr. James Bereford
   Telephone: (Bus) ________________________ (Res) ________________________
   Fax #: 488-3399

2. John Kent
   Telephone: (Bus) ________________________ (Res) ________________________
   Fax #: 488-3399

Accountant/Bookkeeper: St. Michael's RC Parish

E-Mail: synapton@sympatico.ca

Type of Business: Church

Incorporation #: ________________________

Businesses established less than one year must provide a business plan.

Section 27(1)(B)

Number of employees now on staff: 0

Has the appropriate union concurred with this proposal?

Yes ☐ No ☐ N/A ☐

Are these positions replacing regular employees or employees on lay-off?

Yes ☐ No ☐ N/A ☐

Is the position(s) already funded under other wage subsidy program(s)?

Yes ☐ No ☐ N/A ☐

Will hire a client identified by HRLE?

Yes ☐ No ☐ N/A ☐

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or Employer's Duty Authorized Representative): ____________________________ Date: May 28, 2008

Signature (Client Services Officer): ____________________________ Date: ____________________________

Signature (Province): ____________________________ Date: ____________________________

FOR OFFICIAL USE ONLY

Approved Subsidy: ____________________________ Positions ____________________________ Work-weeks $ ____________________________ Salary $ ____________________________ Tuition Voucher

Contracted Subsidy: ____________________________ Positions ____________________________ Work-weeks $ ____________________________ Salary $ ____________________________ Tuition Voucher

Total Contract Contribution: $ ____________________________

Start Date: ____________________________ Finish Date: ____________________________

NAICS: ____________________________ NOC: ____________________________ ORG: ____________________________ FY1: ____________________________

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

February 2008
Application Agreement

Student Work-and-Service Program (Paid Employment Component)

Amendment # __________ Project Number # ______________

Name of Business: SKANES ENTERPRISES INC.
Mailing Address: PO BOX 476
Bell Island NL
Postal Code: ABN 4W0

Business Location: Bell Island
Business Telephone: 788-8477
Business Fax: __________

Applicant Information

Name: Frank Skanes
Telephone: 788-8477
Fax: 788-5154

Accountant/Bookkeeper: Frank Skanes
Telephone: 788-8477
Fax: 788-5154

Type of Business: Contract operation
Incorporation #: __________

Do you have Workplace Health, Safety and Compensation coverage? Yes □ No □
Account #: __________

Businesses established less than one year must provide a business plan.

Number of employees now on staff: __________
Number of positions applied for: __________

Has the appropriate union concurred with this proposal? Yes □ No □
Are these positions replacing regular employees or employees on lay-off? Yes □ No □
Is the position(s) already funded under other wage subsidy program(s)? Yes □ No □
Will hire a client identified by HRLE? Yes □ No □

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, OUTLINE NUMBER OF WORK WEEKS AND HOU RLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or Employer's Duty Authorized Representative):

Date: __________________________

Signature (Client Services Officer):

Date: __________________________

Signature (Province):

Date: __________________________

FOR OFFICIAL USE ONLY

Approved Subsidy: __________ Positions __________ Work-weeks: $ __________ Salary $ __________ Tuition Voucher
Contracted Subsidy: __________ Positions __________ Work-weeks: $ __________ Salary $ __________ Tuition Voucher
Total Contract Contribution: $ __________
Start Date: __________
Finish Date: __________

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

February 2009
STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment # 
Project Number # 09502 5640

Applicant Information
Name of Business: Belle of the Bay Inn
Mailing Address: 87 Memorial Street, Portuguese Cove, Bell Island, NL A0A 4R0
Postal Code: 
Business Location: Bell Island, NL
Business Telephone: (709) 488-2500
Business Fax: (709) 488-8899

Two persons with the organization who may be contacted for information pertaining to this application:

1. Max Harvey
   Telephone: 488-2500
   Fax: (709) 488-8899
   Accountant/Bookkeeper: Max Harvey
   E-Mail: 
   Type of Business: Bed and Breakfast/Restaurant
   Start-up Date of Business: 1990
   Business No.: 
   Do you have Workplace Health, Safety and Compensation coverage? Yes [ ] No [X]
   Incorporation #: 

Businesses established less than one year must provide a business plan.

Number of employees now on staff: 3
Number of positions applied for: 1

Has the appropriate union concurred with this proposal? Yes [ ] No [X] N/A [ ]
Are these positions replacing regular employees or employees on lay-off? Yes [ ] No [X]
Is the position(s) already funded under other wage subsidy program(s)? Yes [X] No [ ]
Will the client identified by HRLE? Yes [X] No [ ]

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature of Employer (or Designated Authority):
Date: 7/10/09
Signature (Client Service Officer):
Date: 7/10/09
Signature (Province):
Date: 

FOR OFFICIAL USE ONLY
Approved Subsidy: $260.00/Position Work-weeks: 56 Salary: $160.00/Position Tuition Voucher: $1400.00
Contracted Subsidy: $260.00/Position Work-weeks: 56 Salary: $160.00/Position Tuition Voucher: $1400.00
Total Contract Contribution: $1400.00
Start Date: 07/03/09 Finish Date: 08/27/09

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.
DEPT OF HRLE
JUN 24 2009
Government of Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

APPLICATION/AGREEMENT

STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment # Project Number: 09-566773

Applicant Information

Name of Business: Wikana Boys & Girls Club
Mailing Address: P.O. Box 539
Bain Island, NL
Postal Code: A0E 4M0
Business Location: Bain Island, NL
Business Telephone: 709-498-2288
Business Fax: 709-498-2226

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract.)

1. Lena Ezhni
   Telephone: 498-2288 (Res)
   E-mail Address: lenaezhni@novanet.com
   Business #: 1
   Business Telephone: 498-2288

2. Barry Swann
   Telephone: 498-2226
   E-mail Address: bswann@novanet.com
   Fax: 498-2288

Accountant/Bookkeeper: Lena Ezhni
E-Mail: lenaezhni@novanet.com
Type of Business: Youth Services
Incorporation #: ___________

Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐

Businesses established less than one year must provide a business plan.

Number of employees now on staff: 2
Number of positions applied for: 1

Has the appropriate union concurred with this proposal? Yes ☐ No ☐

Are these positions replacing regular employees or employees on lay-off? Yes ☐ No ☐

Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐

Will hire a client identified by HRLE? Yes ☐ No ☐

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or Employer's Duty Authorized Representative)
Leona Ezhni
Date: March 25/09

Signature (Client Services Officer)
Date: June 17, 2009

FOR OFFICIAL USE ONLY

Approved Subsidy: 1 Positions 1440 Work-weeks $1440 Salary $4,050 Tuition Voucher
Contracted Subsidy: 1 Positions 1440 Work-weeks $1440 Salary $4,050 Tuition Voucher
Total Contract Contribution: $1,840
Start Date: July 6, 2009
Finish Date: August 30, 2009

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

February 2009
APPLICATION/AGREEMENT

STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment # Project Number # 09S01154

Name of Business: Strathlaurie House Farm
Mailing Address: Box 61, 48 Main St,
Postal Code: A0H1NO

Business Location: 48 Main Street
Business Telephone: 4882878
Business Fax: N/A

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract.)

1. Michael Lauria Telephone: 4882818 (Bus) 4882818 (Res)
   Fax: 4882260 4882260
   Accountant/Bookkeeper: Michael Lauria
   E-Mail: thelauries@sympatico.ca
   Business # Society #

2. Aliona Lauria Telephone: 4882374 (Bus) 4882374 (Res)
   Start-up Date of Business: January 1993
   E-Mail: thelauries@sympatico.ca
   Business Incorporation #: N/A

Businesses established less than one year must provide a business plan.

Number of employees now on staff: one  Number of positions applied for: 2

Has the appropriate Union concurred with this proposal? Yes ☐ No ☐ N/A ☐

Are these positions replacing regular employees or employees on lay-off? Yes ☐ No ☐ N/A ☐

Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐ N/A ☐

WILL hire a client identified by HRLE? Yes ☐ No ☐ N/A ☐

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or Employee)  Michael Lauria  Michael Lauria  Michael Lauria

For Official Use Only

Approved Subsidy: 1 Positions 8 Work-weeks $1860 Salary $400 Tuition Voucher

Contracted Subsidy: 1 Positions 8 Work-weeks $1860 Salary $400 Tuition Voucher

Total Contract Contribution: $16000

Start Date: June 09, 2009 Finish Date: August 23, 2009

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

February 2009
APPLICATION/AGREEMENT

STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment # ____________ Project Number # 10501696

Applicant Information

Legal Name of Business: Skanes Enterprises INC

Applicant Information

Common Name of Business: (If different from Legal Name)

Mailing Address: P.O. Box 476

Bell Island NL

Postal Code: A0B 4H0

Business Location: Bell Island

Business Telephone: 488-3477

Business Fax:

Two persons with the organization who may be contacted for information pertaining to this application:

1. Frank E. Skanes Telephone: 738-5154
2. Frank L. Skanes Telephone: 488-3477

Fax: ____________________________

Account/Bookkeeper: Frank L. Skanes

E-Mail: ____________________________

Type of Business: Fishing Operation

Incorporation 

Is your business in good standing with the Registry of Companies? Yes ☐ No ☐

Do you wish to avail of direct deposit? Yes ☐ No ☐ (If Yes and your application is approved financial information will be required)

Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐

Businesses established less than one year must provide a business plan.

Number of employees now on staff: 2

Number of positions applied for: 1

Has the appropriate union concurred with this proposal? Yes ☐ No ☐

Are these positions replacing regular employees or employees on lay-off? Yes ☐ No ☐

Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐

Will a client identified by HRLE? Yes ☐ No ☐

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Frank L. Skanes

Signature (Employer or Employer's Duty Authorized Representative)

Feb-28/2010

Date

FOR OFFICIAL USE ONLY

Approved: Positions ______ Work-weeks $_________ Salary $_________ Tuition Voucher

Contracted: Positions ______ Work-weeks $_________ Salary $_________ Tuition Voucher

Total Contract Contribution: $_________ Start Date: ____________

Finish Date: ____________

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached Information Sheet.

February 2010
Government of Newfoundland and Labrador
Department of Human Resources, Labour and Employment
Career, Employment and Youth Services Division

APPLICATION/AGREEMENT

STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment # __________________ Project Number # 105 00189

Applicant Information:

Legal Name of Business: Nanana Boys & Girls Club

Common Name of Business: (If different from Legal Name)

Mailing Address: 10.0. Box 539

Be ll Island, NL

Postal Code: A0A 4K0

Business Location: Bell Island, NL

Business Telephone: 709-488-2288/380

Business Fax: 709-488-2226

Two persons with the organization who may be contacted for information pertaining to this application:

1. Leann Edeki

   Telephone: 709-488-2288 (Res)

   Fax: 709-488-2226

2. Brenda Sweeney

   Telephone: 709-488-2288 (Res)

   Fax: 709-488-2226

Accountant/Bookkeeper: Leann Edeki

E-mail: whc@nl.ca

Tel: 709-488-2234

Type of Business: Youth Services, Inc.

Incorporation #: (must match Business #)

Is your business in good standing with the Registry of Companies? Yes ☐ No ☐

Do you wish to avail of direct deposit? Yes ☐ No ☐

Do you have Workplace Health, Safety and Compensation coverage? Yes ☐ No ☐

Businesses established less than one year must provide a business plan.

Number of employees now on staff: 2 FT 1 PT

Has the appropriate union concurred with this proposal? Yes ☐ No ☐ N/A ☐

Are these positions replacing regular employees or employees on lay-off? Yes ☐ No ☐

Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐

Will the client(s) be identified by HRLE? Yes ☐ No ☐

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Authorized Signature of Employer or Entity's Legally Authorized Representative

Date

Signature (Client Services Office)

Date

FOR OFFICIAL USE ONLY

Approved: 1 Positions Work-weeks Salary Tuition Voucher

Contracted: 8 Positions Work-weeks Salary Tuition Voucher

Total Contract Contribution: $2,000.00

Start Date: July 1, 2010

Finish Date: Aug 29, 2010

Return completed application to the nearest Human Resources, Labour & Employment office as noted on the attached information Sheet.

February 2010
APPLICATION/AGREEMENT

STUDENT WORK AND SERVICE PROGRAM (Paid Employment Component)

Amendment # ____________________________ Project Number: 10 5 00.309

Applicant Information

Legal Name of Business: Walter Dicks Ltd
Common Name of Business: (if different from Legal Name) Seafood Restaurant
Mailing Address: P.O. Box 18 1 Beach Rd
Postal Code: A0A 1T0

DEPT OF HRLE
JUN 9 7 2010

Business Location: 1 Beach Rd.
Business Telephone: 478-2874
Business Fax: DPU

Two persons with the organization who may be contacted for information pertaining to this application:
(These individuals must have signing authority and must sign this contract.)

1. Mary Noseworthy
   Telephone: 478-2874 (Bus) 1-709-334-3660 (Res)
   Fax: __________
   Accountant/Bookkeeper: Darrick Williams
   E-Mail: masonoseworthy@hotmail.com
   Telephone: __________
   Fax: __________
   E-Mail Address: Darrick Williams
   Start-up Date of Business: May 19 50
   Business # (with CR): __________
   Account #: __________

Businesses established less than one year must provide a business plan.

Number of employees now on staff: 6
Number of positions applied for: 2
Has the appropriate union concurred with this proposal? Yes ☐ No ☐ N/A ☐
Are these positions replacing regular employees or employees on lay-off? Yes ☐ No ☐ N/A ☐
Is the position(s) already funded under other wage subsidy program(s)? Yes ☐ No ☐ N/A ☐
Will a client be identified by HRLE? Yes ☐ No ☐

FOR EACH POSITION APPLIED FOR, PLEASE COMPLETE THE ATTACHED SHEET DESCRIBING THE POSITION, DUTIES, NUMBER OF WORK WEEKS AND HOURLY RATE OF PAY.

The Applicant agrees to hire students who plan to attend or return to a post-secondary institution within the next year.

The Applicant acknowledges that they have read and agree to the Terms and Conditions stated on the reverse and that should the application be approved, the Terms and Conditions will form part of the Agreement between the Applicant and the Department of Human Resources, Labour and Employment.

Signature (Employer or Employer's Duty Authorized Representative) ____________________________ Date: __________

Signature (Client Services Officer) ____________________________ Date: __________

FOR OFFICIAL USE ONLY

Approved: Positions 8 Work-weeks $1 14 00 Salary $4 100 00 Tuition Voucher $4 00 00
Contracted: Positions 8 Work-weeks $1 400 00 Salary $4 00 00 Tuition Voucher $4 00 00
Total Contract Compensation: $1 800 00
Start Date: _______Date 5 1 2010______ Finish Date: August 28, 2010

February 2010

February 2010
To: Sandra Bishop

Date: February 11, 2011

Subject: WISE Targeted Initiatives for Older Workers (TIOW) Funding Proposal for Projects in St. John's, Trinity/Conception Region and Grand Falls, Newfoundland and Labrador

Please find enclosed a proposal for three separate Targeted Initiatives for Older Workers (TIOW) projects. As you are aware, our organization is currently delivering three projects. These proposed projects will benefit from our previous experiences managing these TIOW projects.

During January, 2011, our staff followed up with participants of three WISE TIOW projects delivered during 2009/10. 80% of participants from the Bell Island project are working, 70% of participants from the Grand Falls-Windsor TIOW project are working and 58% of participants from the Carbonar TIOW project are working. The TIOW projects have equipped these women so they were able to successfully transition from unemployment to employment and to a higher standard of living. It is clear that there are women in the 50+ age category who are willing and able to work, given an opportunity.

Our organization provides clients with a range of pre-employment programming interventions that supports transition to the workplace. Some of these components include portfolio development, essential skills development, career exploration, self-employment initiatives, employment counseling and job search strategies. Clients who transition into employment are also supported through our job maintenance support initiatives.

There are key components of this proposal that support the strategic objectives of government and community stakeholders; 1) the community collaboration focus and 2) the expertise in delivering employment-focused programming and services for unemployed clients.

WISE has supported the employment and education goals of women in the community since 1987 and it has been successful in supporting the strategic plans of stakeholders over the years in various ways. Stakeholders include government, employers, unions, educational institutions and of course the unemployed women themselves.

The expertise that WISE offers women is assistance in making transitions in life. When these transitions are made successfully, the result is increased confidence, the achievement of higher skills and credentials and employment that sustains individuals and families above the poverty line.
WISE has extensive experience working with women of all ages. Our organization provides programming and services to older clientele on a continual basis but has experienced an increase in the number of older women looking to access our career and employment services in recent years.

Since introducing TIOW projects to our service delivery plans, WISE has extended its already rich network within the community to support the needs of older workers. New resources and champions supporting older women entering the workforce are now in place for these projects.

HRLE is a significant partner in this project and our organization welcomes any opportunity to discuss how it can best facilitate new opportunities for skills development and employment for women within the community.

Thanking you in advance for consideration of this proposal. For further information, I can be reached at 739-1375 or by e-mail at vcarruthers@wiseprograms.com.

Looking forward to meeting with you.

[Signature]

Valerie Carruthers
Executive Director,
Women Interested in Successful Employment (WISE)
PROJECT:

WISE TARGETED INITIATIVES FOR OLDER WORKERS (TIOW) FUNDING PROPOSAL

A Peer Mentoring Approach
Facilitating Transitions to Employment
Portfolio Development, Skills Development, Career Counselling, Job Search and Job Maintenance Support

Submitted to

The Department of Human Resources, Labour and Employment,
Government of Newfoundland and Labrador,
P.O. Box 8700, St. John's, NL A1B 4J6
TIOW@gov.nl.ca

Submitted by

Women Interested In Successful Employment
Suite # 306, Viking Building, 136 Crosbie Rd.,
St. John's, NL A1B 3K3
wise@nfld.net
www.wiseprograms.com

Contact: Valerie Carruthers, Executive Director
739-1375, vcarruthers@nfld.net

Submitted February 11, 2011
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*WISE TARGETED INITIATIVES FOR OLDER WORKERS PROPOSAL*
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Proposed Project and Locations

Women Interested in Successful Employment (WISE) is interested in undertaking three separate Targeted Initiatives for Older Workers (TIOW) in the province. These projects will offer the following types of programming and services to a minimum of 36 unemployed women ages 55-64 in the Bell Island, Carbonear and Grand Falls-Windsor regions of the province. The client numbers in one region may be larger than another depending on the regional demands.

Project Summary

This project will provide older women an opportunity to identify their work capabilities and interests, explore their work options and prepare for and undertake work in an accessible labour market. Some of these women will be looking for work for the first time while others may have a work history and are re-entering into different types of work or work environments.

Community/Client Engagement

Champions supporting women on a range of issues in the community ranging from poverty reduction, social inclusion, personal and professional development, elder care and of course employment will be called upon to join forces with the project to share this opportunity with women interested in exploring their work options in the current labour market. These champions may be found in 50+ clubs, senior resource centers, Women’s Institutes, church clubs, and other traditional connections such as government departments or agencies within the non-profit network.

Employed on each WISE TIOW project is an older staff member who has chosen to work while many of her peers in the community have opted to retire. These 50+ women have invaluable work and life experience, strong ties with older women in the community and are an asset in promotion and community engagement.

Client Assessment

Once clients are assessed to have goals and needs that can be addressed by the project, any supports to facilitate their participation in the project will be put in place. These needs may include transportation and dependent care but may also include non-financial supports. Our contract with LMA, previously Service Canada, may also be able to contribute to the transportation and dependent care needs of some unemployed women participating in the career planning and job search components of the program, if required.
Project Summary (continued)

Group Mentoring

This project will assist clients in a group setting with other women and will provide formal and informal mentoring opportunities from counselor to client and also among clients themselves. The group is a key force that motivates, assists and supports clients. Clients are accountable to the group as well as the counselor and work hard to ensure they support the process and the progress of others.

Portfolio Development

Once women start the project, they will undertake a rich experience that will take them on a journey of reflecting on their lives and identifying what knowledge and skills they have gained from their experiences. Throughout the process, clients will also focus in on their interests, capabilities and strengths. This process has been used within the WISE organization for many years and provides a solid foundation for clients to identify well suited work options.

Essential Skills

Part of the initial assessment with women will focus on their goals for employment, their goals for skills development and their overall goals for life. These women have some of the skill sets needed to reach their goals but require the development of other skills in order to get there. These skills are sometimes referred to as essential skills or general employability skills by stakeholders. Skill areas may include use of technology, communication skills (written, verbal, electronic), problem solving, teamwork and decision-making skills.

Some of these skills overlap with what has traditionally been referred to as literacy skills. These may include reading, writing/ navigation of text and math/financial literacy. WISE also facilitates CAAT and/or Brigance testing for women without a high school diploma and maybe considering returning to school either part-time or in a full-time capacity.
Project Summary (continued)

**Labour Market/Career Exploration**

Critical to the employment decision-making process for clients is the understanding of the labour market, what career options exist and what if any training is required to equip them to work in a specific industry or job. For this age group, women may opt for training that is of shorter duration. Also critical to the decision-making process is an understanding of how their employment choices will impact their current standard of living. Financial literacy skills come into play here.

Self employment is also explored in this component and will be done in conjunction with other agencies that currently facilitate this process for WISE clients.

**Employment Certifications**

There are a number of certifications that can be incorporated into this project ranging from First Aid/CPR, WHMIS and other occupational health and safety training. Elements of the Superhost program can serve clients well if they desire to work in the hospitality, tourism or retail industry. These new credentials prove most valuable for clients (re) entering the workplace.

**Self Employment Options**

WISE has incorporated a strong self-employment component to its TIOW projects so that participants can explore the viability of this option for employment. Self-employment services in the form of personal care services and the selling of artisan products has been of particular interest to participants.

**Job Search for Work**

WISE delivers a structured group job search program that provides clients with knowledge, new skills and a process to access the job market. WISE will encourage clients to make the initial contact with employers to secure an interview. This process encourages self-sufficiency and independence for clients. WISE staff members will meet with employers to finalize the details and paperwork associated with any work subsidy being used. Where appropriate, WISE will maintain contact with both clients and employers to support a successful work outcome.
Project Summary (continued)

**Supported Employment**

After the project, clients may be in a position to stay on with the current employer. Some women may be looking for paid employment with another organization. The Job Search skills gained in the project will help them secure alternative, paid employment. WISE also anticipates clients working with a number of job brokers from different agencies to avail of any employer incentives to facilitate the process.

**Case Management**

As a standard practice, WISE continues to work with unemployed women after a prescribed program or service has been completed. Unemployed women from this project will be encouraged to continue working with this organization and any other agencies they may find helpful in helping them meet their employment goals. One-on-one employment counseling is available by appointment and at times on a drop-in basis.

The walk-in resource centre with its internet service and office equipment is also available for women to continue their job search. Email, telephone, word processing software and photocopying/ printing services are available to women on a drop-in basis.

The WISE organization will maintain a client’s file in ARMS to be shared with other requesting agencies that can also support this client to meet her employment goals. Regular follow-ups and the documentation of client outcomes is a standard operating procedure.

** Proposed Funding**

Based on the experience in delivering the last set of TIOW projects, WISE has submitted a budget reflective for the most part of last year’s projects. This budget provided participants with an all encompassing experience that lead to employment.
D.1 Proposed Budget

Non Responsive
PROJECT:

WISE TARGETED INITIATIVES FOR OLDER WORKERS (TIOW) FUNDING PROPOSAL

A Peer Mentoring Approach
Facilitating Transitions to Employment
Portfolio Development, Skills Development, Career Counselling, Job Search and Job Maintenance Support

Submitted to

The Department of Human Resources, Labour and Employment, Government of Newfoundland and Labrador,
P.O. Box 8700, St. John's, NL A1B 4J6
TIOW@gov.nl.ca

Submitted by

Women Interested In Successful Employment
Suite # 306, Viking Building, 136 Crosbie Rd.,
St. John's, NL A1B 3K3
wise@nfld.net
www.wiseprograms.com

Contact: Valerie Carruthers, Executive Director
739-1375, vcarruthers@nfld.net

Submitted February 11, 2011
Profile of Organization

Mandate

WISE's mandate as outlined in its by-laws is to develop and deliver services and programs which provide support and assistance to women in the areas of career exploration, job search and job preparation in the province of Newfoundland and Labrador.

Board of Directors

A volunteer provincial Board of Directors governs WISE. The Board aims to represent the diversity that exists within the women's community in the province. Culture, education, expertise and sector representation that includes business, government, education, and the non-profit community sector are all factored into the composition of the board.

The Board of Directors meets every two months. The names of board members and their positions are noted on page 3.

Organizational Structure

The organization's provincial office is located in St. John's. This is where the Executive Director, under the direction of the Board of Directors, carries out the management of three sites.

The delivery of WISE Programming has been ongoing since 1987. Each regional site employs a permanent team which supports the federal EAS work in partnership with HRLE. Special projects such as the Targeted Older Worker Initiative within this proposal is carried out with the help of project-specific teams but supported by the entire organization.
Profile of Organization

Resources and Facilities

Each regional site team is resourced specifically to meet the needs of stakeholders and unemployed women in their region. Each site has the flexibility to undertake initiatives specific to their region and in ways that support regional strategic plans and stakeholder interests.

The educational backgrounds and experiences of women working within the organization are diverse with expertise in the fields of adult education, career & employment counseling, ABE and Literacy Programs, business, self-employment, management and administration. The needs and demands in one site are supported by expertise from other WISE sites and community partners.

Facilities are in place to deliver quality pre-employment and employment programs and services in Carbonear, Bell Island and Grand Falls-Windsor. Each location is equipped with a large training room where group sessions are facilitated. In addition, clients have access to computers which are equipped with high speed internet and MS Office software.

The WISE organization partners with other agencies in the community to deliver programming and services to clients. During 2008, WISE made a stronger commitment to actively seek out other agencies or people who are interested in partnering and have the capacity to work in this way. This initiative is proving interesting and enriching.

Project’s Organizational Structure

This project will be undertaken in three different locations supported by the existing WISE regional offices. Each regional initiative will be overseen by a Special Projects Lead and be assisted with support through contracted expertise or in-kind support from other community agencies.

A fundamental key to the success of WISE’s current TIOW projects is having a well educated and experienced project lead to provide continuity for project participants. The other staff working in WISE will serve as a support system and back-up to this project.

In addition, the Executive Director will oversee the project and the Financial Officer will administer the finances of the project.
Profile of Organization

Organization's Directors and Officers

Board of Directors

Fern Mitchelmore, President and Finance Committee Chair
Start of 2nd Term – November 14, 2008
CGA Finance Representative

Adriana Castano-Kutty
Start of 1st Term – December 8, 2008
Multi-cultural Representative

Linda Ross and Sarah Cahill
PACSWC Representative
Start of 1st Term – November 9, 2009
Sarah Cahill

Donna Moore, Former WISE Client
Private Sector Representative
Start of 1st Term – November 9, 2009

Edith Furey
Post-Secondary Education Representative; Transition Planning
Start of 1st Term – November 15, 2010

Angela Noseworthy
Non-profit Representative; Women’s Programming and Services
Start of 1st Term – November 15, 2010

Valerie Carruthers, Director
Business/Adult Education
Start of Term – December 13, 2004
Profile of Organization

Articles of Incorporation/Association

A. ARTICLES OF ASSOCIATION

1. These articles and by-laws shall be interpreted with reference to the provisions of the Corporations Act, R.S.N., 1990, Chapter c-36, An Act to Revise and Reform the Law Respecting Corporations. Words which have a special meaning assigned to them in these statutes shall have the same meaning in these articles.

2. The name of the company is Women Interested in Successful Employment Corporation, which may also be called the WISE Corporation or Women Interested in Successful Employment or WISE.

3. The object(ives) for which the Company is established is:

   to develop and deliver services and programs which provide support and assistance to women in the areas of career exploration, job search and job preparation in the province of Newfoundland and Labrador,

   to base all programming on the principles of adult learning and use appropriate and effective adult education practices and methodologies,

   to maintain a holistic, feminist approach to programming which is sensitive and responsive to the realities of women's individual experiences, issues, values, knowledge and perspectives,

   to ensure that the environment for clients, staff, board and volunteers is safe, respectful and empowering, and

   to act as an equity seeking organization in the promotion of women's equality.

4. Undertakings of the WISE Corporation are restricted to its object(ives).

5. The WISE Corporation has no authorized share capital. The income and properties of WISE shall be applied solely towards its objectives. There shall be no monetary gain to its members, except for the fair payment for services actually carried out by a member for WISE or for the full payment of reasonable rent.

6. The liability of the Members is limited to five dollars ($5.00).

7. Each first director becomes a member of WISE upon its incorporation.

8. Upon dissolution of the WISE Corporation, and after payment of all its debts and liabilities, the remaining property shall be given to a not-for-profit, charitable organization in the province of Newfoundland and Labrador, which has similar objectives to the WISE Corporation.
Profile of Organization

Articles of Incorporation/Association (continued)

B. BY-LAW OF ASSOCIATION

Being a by-law relating generally to the transaction of the business and affairs of (the) Women Interested in Successful Employment Corporation.

1. INTERPRETATION

1.1 In these by-laws, unless the content otherwise requires:

(a) Acts means the Corporations Act, R.S.N., 1990, c.C-36, as amended from time to time and any statute that may be substituted therefore;

(b) WISE Corporation or Association or Corporation or Organization means (the) Women Interested in Successful Employment Corporation;

(c) Board or Board of Directors or Directors shall mean the Board of Directors of the Corporation and be comprised of those members as set forth herein;

1.2 Unless context otherwise requires, words or expressions contained in these by-laws shall bear the same meaning as in the Act in force at the date at which these by-laws become binding on the organization;

1.3 In these by-laws, unless the context otherwise requires, words importing the singular number shall include the plural and vice versa, words importing the masculine gender shall include the feminine gender and vice versa, and words importing persons shall include firms and corporations.

2. HEAD OFFICE

2.1 The head office of the WISE Corporation shall be located in such a place in the Province of Newfoundland and Labrador as shall be determined by the Board of Directors.

3. PURPOSE

Objectives

3.1 The WISE Corporation is established for the objective(s) described in the Articles of Association.
Profile of Organization

Articles of Incorporation/Association (continued)

4. MEMBERSHIP

Categories

4.1 Categories of membership shall include voluntary membership on the Board of Directors, various Board and working committees, and the Local Advisory Committees.

5. BOARD OF DIRECTORS

Responsibilities

5.1 The Board of Directors is responsible for the management of the affairs and regular business of the WISE Corporation.

Number

5.2 The number of members of the Board of Directors shall not be more than ten (10) and not fewer than three (3) women. Should the number of members be reduced to six (6) or under at any time, it will be a priority of the Board to seek and appoint new members.

Representation

5.3 Appointment of a Director of WISE shall be voluntary and by invitation of the Board. The Board will be comprised of individuals with expertise and/or experience in some, or all, of the following areas:

a. Adult Learning Principles and Techniques;
b. Education and Training;c. Gender Based Policy Research
d. Women's Economic Development
e. Community-Based Women's Programming
f. Aboriginal & Other Groups with Diverse Needs
g. Labour Relations
h. Legal
i. Human Resources
j. Financial & Accounting
k. Rural Women's Issues
l. Public Relations and Communications
m. Past WISE Participants
n. Female Youth
o. Other provincial women's organizations which have worked towards women's equality and integration; and others deemed necessary by the Board

WISE TARGETED INITIATIVES FOR OLDER WORKERS PROPOSAL
Profile of Organization

Articles of Incorporation/Association (continued)

5. BOARD OF DIRECTORS

Representation

5.3 At any given time, some areas of expertise may not be represented while others may be represented by more than one individual, should the board feel that such representation best serves the current needs of the Board. There will remain a strong commitment to having representation at the board level from each of the geographic areas serviced by WISE as well as from former WISE participants.

In recognition of the integral role played by community organizations in the establishment and ongoing support of the work of WISE, one dedicated seat on the WISE Board will remain for each of the following organizations:

a) the Newfoundland and Labrador Association for Adult Education (NLAAE),

b) the Provincial Advisory Council on the Status of Women (PACSW)

Appointments

5.4 Names of potential Board members shall be put forth to the Board on a continuous basis to be reviewed at such time as vacancies exist within the Board. Representatives of NLAAE and PACSW shall be appointed by their respective organization, upon invitation by the Board of Directors.

The Board of Directors shall have the power to appoint persons for any special project committee and to fill a Board vacancy by a majority vote of the Board.

Terms of Office

5.5 Directors shall be appointed for a two year term. Directors may only be elected to two consecutive terms. Retiring Directors may be re-appointed following a minimum one year break. The Board of Directors may stagger the terms to ensure that there is continuity of experience and membership.
Profile of Organization

Articles of Incorporation/Association (continued)

5. BOARD OF DIRECTORS

Disqualification

5.6 Following discussion at a meeting of the Board of Directors, the office of a Director shall be vacated by a motion and majority vote, if the Director:

- fails to attend two (2) consecutive meetings of the Board of Directors without reasons acceptable to the Board;
- acts against the stated object(ives) of the Corporation;
- is found to be in an undeclared conflict of interest; or
- is negligent in carrying out her duties as a Director

Resignation

5.7 The office of Director shall be vacated if the Director resigns her office by notice in writing and delivered to the Board of Directors.

Powers

5.8 The Board of Directors shall have the power to:

a) seek funding,
b) approve expenditures for the purposes of furthering the goals of the Corporation,
c) develop and implement the policies of the Corporation,
d) appoint auditors,
e) ensure that WISE programming adequately reflects the goals and objectives of the Corporation,
f) appoint members of the local Advisory and other committees;

d) supervise the general affairs of the Corporation, and
e) may exercise and do all such acts and things as may be exercised or done by the Corporation and are not hereby or by statute expressly directed or required to be exercised or done by the Corporation.

Meetings

5.9 The Board of Directors of the Corporation shall meet not less than quarterly. A meeting may be called by the Chairperson or by any three (3) Directors.

Decision Making

5.10 The Board of Directors will work within a collaborative, consensus, team-building framework. If consensus is not possible, decisions will be reached by a simple majority (51%) of votes. The chairperson shall vote only in the case of a tie.
Profile of Organization

Articles of Incorporation/Association (continued)

5. BOARD OF DIRECTORS

Quorum

5.11 A quorum for any meeting of the board of Directors shall be 51% of the directors. No business or decision-making shall take place at any meeting unless a quorum is present, although informal discussions may proceed and, where consensus is reached on an item, absent Directors may be polled as soon as possible by telephone and consensus or a majority vote shall carry the decision.

Directors Liability

5.12 No Director or other Officer of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or for joining in any receipt or other act for conformity, or for any loss or expense happening to the Corporation through the insufficiency or deficiency of any security in or upon which any of the moneys of the Corporation shall be invested or for the loss or damage arising from the bankruptcy or insolvency or tortious act of any person with whom any moneys, securities or effects shall be deposited or for any loss occasioned by her part or for any other loss, damage or misfortune whatever which shall happen to the execution of the duties of her office or in relation thereto, unless the same happened through her own dishonesty.

Signing Officers

5.13 There shall be no fewer than three (3) and no more than five (5) signing officers, as named by the Board of Directors. Cheques shall require the signature of two signing officers.

No Monetary Gain

5.14 No director shall have monetary gain except for fair payment of services and/or reimbursement of expenses previously approved by the Board. A Director who is any way, whether directly or indirectly, interested in a contract or proposed contract or arrangement with the WISE Corporation shall declare the nature of her interest at a meeting of the Directors and shall not vote in respect of any such contract or arrangement in which she is interested and if she does vote, her vote shall not be counted but this prohibition shall not apply to any arrangement for giving a Director any security or indemnify in respect of money lent by her to or obligations undertaken by her for the benefit of the Corporation.
Profile of Organization

Articles of Incorporation/Association (continued)

5. BOARD OF DIRECTORS

Conflict of Interest

5.15 Directors shall declare any and all possible conflict of interest situations and remove themselves from discussion and decision making in these situations.

6. COMMITTEES & OFFICERS

Committees

6.1 The Board of Directors may delegate any of their powers to committees consisting of at least one Director and committee members drawn from like-minded organizations, former participants and the public-at-large. Members of committees shall adhere to the Articles of Association and By-laws and follow all policies set out both for and by the Board of Directors.

Officers

6.2 The Executive Committee of the WISE Corporation shall consist of the Chairperson, Vice-Chairperson and Secretary.

7. MINUTES, RECORDS AND NOTICES

Minutes

7.1 The Directors shall ensure that minutes are kept for: a) all meetings of Directors; and b) all meetings of committees.

Financial Records

7.2 The Directors shall ensure that proper records and accounts are kept of the funds of the WISE Corporation.

Inspection of Records

7.3 All minutes and records of the WISE Corporation shall be open to any member upon request and at such reasonable time as may be set by the Board of Directors.
Profile of Organization

Articles of Incorporation/Association (continued)

Audits

7.4 The accounts of the WISE Corporation shall be audited annually and as required by an auditor appointed by the Board of Directors. Their duties shall be regulated in accordance with the Act.

8. SIGNATURE OF DOCUMENTS

Signatures

8.1 Contracts, financial statements, documents or any instruments in writing requiring the signature of the WISE Corporation shall be signed in accordance with the requirements of the outside agency.

9. BUSINESS YEAR

Business Year

9.1 The business and financial year of the WISE Corporation shall be from the 1st day of April in any year to the 31st day of March in the year following.

10. WINDING-UP

Winding-Up

10.1 The Corporation may be wound up voluntarily whenever a resolution is passed by the votes of three-quarters (3/4) of the Directors at a duly constituted meeting of the Board of Directors. In the event of the Corporation being dissolved, its assets, after its liabilities have been paid, shall be distributed to an organization in the Province of Newfoundland and Labrador, the undertaking of which is charitable or beneficial to the community and which has aims and objectives that are consistent with the Articles of Association of the Corporation.

11. ADOPTION AND AMENDMENT OF ARTICLES OF ASSOCIATION AND BY-LAWS

Changes

11.1 By-laws of the WISE Corporation may be enacted, repealed or amended by the Board of Directors and sanctioned by an affirmative vote by the majority of members of the Board of Directors at a meeting duly called for the purpose of considering the said by-laws.
Profile of Organization

Articles of Incorporation/Association (continued)

11. ADOPTION AND AMENDMENT OF ARTICLES OF ASSOCIATION AND BY-LAWS

Adoption

11.2 The WISE Corporation hereby adopts and confirms the by-law within as the General Procedures By-Law No.2 of the Organization, as amended.

The foregoing is hereby authorized and enacted as General Procedures By-Law No.2 as amended by the Organization.

Dated this 10th day of January, 2003.

CHAIRPERSON

SECRETARY
Profile of Organization
Directors Liability Insurance

Policy
Non-Profit Entity
Management Liability Insurance

Policy Number: NP-356584
Replacing Policy: NP-056484
Client Number: 238583
Broker: CAL LECRAN INSURANCE LTD.

ENCON Group Inc.
500 - 1400 Eglinton Ave.
Oakville, Ontario L6J 9B8
Telephone 905-817-2000
Facsimile 905-817-2011
Toll-Free 888-626-5800
www.encon.ca

WISE TARGETED INITIATIVES FOR OLDER WORKERS PROPOSAL 13
Profile of Organization

Directors Liability Insurance

Insurance Manager: ENCON Group Inc.
500-1400 Blair Place
Ottawa, Ontario K1J 9R8

The INSURERS have duly authorized ENCON Group Inc. to execute and sign this policy on their behalf.

Dated: 23 March 2009

Jeann F. Laurin, President
Authorized Representative

Cal LeGrow Ins. Ltd.
Perc. Kane Moulding
Programs and Services Currently Offered

WISE is a federally funded EAS which partners with the provincial government’s Department of Human Resources, Labour and Employment to deliver one-on-one services and structured group programming to meet the needs of unemployed women. These offerings include:

1. **Pre-Program Needs Assessment** – Prior to the acceptance of clients into any WISE intervention or service, one-on-one interviews are conducted to gather information on participants’ backgrounds, education, skills and goals. During this time, eligibility for additional assisted services is determined. Participants’ interest, motivation and ability to actively participate in structured activities is also assessed and documented to support entrance into identified interventions. The outcome of this process is a recommendation for community-based services; both internal and external to the organization.

2. **Structured Group Essential Skills Development Interventions** – These modules provide clients with basic skills development to support the requirements of today’s marketplace. WISE delivers programming to address a range of essential skills areas including technology, communication, teamwork, problem-solving, finances and decision-making. WISE has also partnered with another agency so that other essential skills modules are available.

3. **Structured Group Career/Employment Counseling Interventions** – This broad category will provide a range of stand-alone modules for women to access, depending on the needs identified during their assessment process.

This programming will assist clients in a group setting with other women and characteristically provide for formal and informal mentoring opportunities from counselor to client and also among clients themselves. Groups will be diverse and multi-aged, unless targeting a specific group within the women’s community. Group interventions have been a key force that motivates, assists and supports clients. Clients are accountable to the group as well as the counselor and work hard to ensure they support the process and the progress of others.
Organizational Overview

Programs and Services Currently Offered (continued)

3. Structured Group Career/Employment Counseling Interventions

Components included in this group of interventions include but are not limited to:

a. In-Program Client Assessment – Clients participating in group programming, participate in a detailed needs assessment process which uses an asset-based approach as opposed to a deficit model. Clients identify their goals and speak to the things in their life that can support these goals. Client capabilities upon entering the program are captured and form a written baseline which is the basis of professional development and evaluation.

b. Portfolio Development - A core module offered as part of the career planning process is Portfolio Development. This is a confidence building process, which encourages women to reflect on their past, present and future and collect and/or produce concrete evidence that attests to their skills, abilities, attitudes and interests. Older women have a lifetime of experiences which produces rich documentation that supports future choices to be made in life; particularly around employment. This data can also be incorporated into the client’s baseline of skills, knowledge and attitudes.

c. Labour Market Information - Women will receive labour market information through group sessions and one-on-one activities within the group context. Labour market specialists within federal and provincial government as well as employers and unions will present information concerning labour market trends and needs in the workplace. WISE uses internet resources to assist women to investigate various industries, occupations within each industry and possible opportunities they may be able to target. Career Cruising software is one tool used by women for labour market information which supplements key labour market websites including LMIWorks and Service Canada. The outcome of this piece of work is list of career opportunities within specific employment sectors in the labour market that can be supported by the client’s capabilities, interests and goals.

d. Occupational Research and Investigation –This activity requires participants to make connections with employers with the goal of formally conducting occupational information interviews. Women then compile and analyze their data for decision-making purposes. This is an opportunity for women to make connections within industry allowing them to identify local opportunities that support their interests and capabilities. Participants are encouraged to collect first hand information through job shadowing activities. Clients are also able to identify occupational training requirements or other factors that may need to be incorporated into their action plan. The outcome of this activity is a focused list of employment options a client would like to pursue.
4. **Structured Group Career/Employment Counseling Interventions**

Components included in this group of interventions include but are not limited to:

- **Action Planning for Work** – Clients complete a personal return to work action plan which encompasses long and short-term goals. Outlined in this plan are concrete steps to increase employability specific to a career or industry which may include the need for documenting relevant work experience, gaining relevant work experience, education, training or putting in place transitional supports. Inherent in this process is the gradual moving of clients from a state of dependence to being able to address their needs confidently, independently and professionally. Problem-solving to overcome barriers is a key focus to ensure the things that have limited their employment potential are addressed.

- **Action Planning for School** - Clients may complete a return to school action plan which assists them to evaluate post-secondary education programs and/or training to support their employment goals. Clients applying for government funding are assisted with completing a training package which will support their request for funding. In addition, the application process to various colleges and universities is guided. Employment programs that support the earning of tuition vouchers or other forms of educational support will be explored. The outcome will be a completed application for further education and training.

- **Job Search Strategies** – During this intervention, clients participate in a number of active job search activities characteristic of federal Job Finding Clubs which include the preparation of a resume, cover letter and references. Mock interviews are conducted by a human resources specialist from outside the organization to provide the job seeker with a realistic and unbiased experience. Constructive feedback for the client is a key part of the process. In addition, women are encouraged to make full use of the resources contained in the local resource centres to support their job search.
Organizational Overview

Programs and Services Currently Offered (continued)

5. Employment Services

a. Individual Employment Counselling Services - One-on-one counseling is regularly scheduled to complement group interventions undertaken by the client. Clients will also initiate additional sessions by requesting one-on-one assistance for individual needs as they set out implementing their employment and education plans. One-on-one services are also provided to drop-in clients. The goal of individual counselling is to support goal setting, planning, decision-making and action.

b. Extended Job Search Support – After women complete a job search intervention or becomes unemployed after a period of employment, further assistance is provided to those trying to secure employment. This may include assisting women to locate job information, assisting women to tailor their resumes for specific job opportunities or scheduling a mock interview to encourage confidence before the real job interview takes place. Clients are able to capitalize on WISE's well established employment network. WISE graduates work in just about every sector in the province and are most helpful in assisting other women reaching their goals.

c. Referral Service - Another WISE service comes in the form of referral services. Clients may identify barriers to employment, which may need to be addressed more effectively by another agency or in conjunction with another agency. Referrals for participants include educational, social and governmental services and can be made at any time during or after the assessment process. These referrals address the needs of women holistically appreciating that barriers to employment come in many forms and can include issues with housing, health, family custody, domestic violence, food security, transportation and dependent care.

6. Walk-In Resource Centre – Each WISE site, including outreach sites, are equipped to provide women with access to a work area with access to telephone, computer, fax and copier. Current employment information can be accessed through the internet. While some WISE sites maintain a hard copy library of books and reference material, outreach sites tend to rely more heavily on online reference materials such as occupational job descriptions, employment legislation and sample resumes.
Organizational Overview

Programs and Services Currently Offered (continued)

7. **Case Management** – The case management process is a structured and documented process which includes:
   
   i. The collection of base-line client data upon entrance into each WISE intervention;
   
   ii. Client progress reviews based on established client needs and objectives. Data is collected through direct observation of process and delivery of outputs and may include assessment tools;
   
   iii. An exit Interview which is used to review participant’s achievements in the context of expectations for the intervention and to transition clients onto the next step of their Return to Work Action Plan;
   
   iv. Post-program follow-up through focus group meetings and telephone calls at 6, 12, 24 and 36 months. The results of this follow-up are maintained in ARMS for the purposes of analysis and accountability;
   
   v. The documentation of client activities and outcomes using ARMS.
Organizational Overview

Other WISE Projects & Initiatives

ABE Level 1

WISE is currently delivering an eLearning ABE Level 1 pilot project in the Trinity Conception area. Previous to this, WISE delivered ABE level 1 programming in Gander as part of a provincial pilot project. WISE continues its interest in the area of Literacy and essential skills and continues to explore feasible projects that support the women’s community.

Linkages

WISE continues to deliver the HRLE Linkages program by providing career planning, employment counseling, job search and job maintenance support to women entering the labour market. Support is also provided to employers as required throughout the new hires’ six month term of employment.

Lone Mothers Project

WISE is a current partner of a five year research project funded by the Community University Research Alliance (CURA). This Lone Mothers: Building Social Inclusion Project is national in scope and explores the impact of welfare and labour market changes on the lives of lone mothers. WISE also serves on the national advisory committee for this project.

Portfolio Development Workshop for Non-Profit Community & Outreach Initiatives

This year, WISE has taken its portfolio development expertise, which is a core piece of work delivered in its career planning program, and offered it as a stand-alone program and in an outreach capacity supporting other non-profit community programs. Clients document their knowledge, skills and accomplishments; building their confidence to achieve their employment and educational goals.

WISE Mentorship Program Participation

WISE is currently participating in a national mentoring project sponsored by the Women’s Economic Council. WISE has at its disposal as an in-kind contribution, the expertise and lessons learned by the Council from implementing workplace mentoring programs in a number of diverse workplaces across the country.

WEC Partnership Supporting Women’s CED

Since 2007, WISE had been an active contributor to national projects lead by the Women’s Economic Council (WEC). At present, WISE is dialoguing with WEC on the possibility of partnering on a multi-year women’s community economic development (CED) project on Bell Island. If successful, WISE will be able to pull together a number of national and regional resources and agencies to support the start-up of CED enterprises on Bell Island.
Organizational Overview

Demographic and Economic Profile

Target Group

The demographic this project will be targeting includes:

- women age 55-64; with consideration to 50-54 and 65+ women;
- unattached to the labour market for a period of time;
- may never have worked in a paid employment capacity;
- motivated and have the potential to work;
- are ill equipped to make the transition to employment because of challenges in a number of areas:
  - Confidence to work;
  - Confidence to work in a new workplace or industry;
  - Awareness of how their current attitudes, knowledge and skill sets can support today's marketplace;
  - Currency of knowledge required for today's marketplace;
  - Proficiency of skill sets in ways that support the marketplace;
  - Decision-making which requires an understanding of how changes in their employment will impact their current standard of living;
  - Understanding of what career choices and alternative work arrangements that can capitalize on their interests, capabilities and potential;
  - Job search skills including networking, marketing oneself to employers, interviewing and evaluating a job offer;
  - Workplace performance that can impact their success in the workplace.

Unemployed Women Ages 55-64

There are 35,105 women between the ages of 55-65 located in the province; many of them single, divorced, or widowed. Of these women, significant numbers are able to work and are motivated to work providing they are given the encouragement, knowledge, tools and skills to make the transition.

Older women want to connect or re-connect with the labour market for a variety of reasons either in a full-time or part-time capacity. Some of these reasons include improving their standard of living, having a reason to get up in the morning, feeling connected and apart of society, friendship and simply just feeling useful and of value to the community.

\(^1\) Community Accounts, Detailed Populations by Age and Gender, 2006 census

WISE TARGETED INITIATIVES FOR OLDER WORKERS PROPOSAL 21
Organizational Overview

Demographic and Economic Profile (continued)

Age Profile of Population

35.1% (180,300 people) of the province's population is 50 years and over. The Newfoundland population is aging faster than the rest of Canada and projects that half the population will be over the age of 49 by 2021. Yet, life expectancy for the population is approximately 78 years of age.  

Outmigration is a mitigating factor and it has been recommended that when human capital is lost, it must be replaced by increasing the skills of those who remain. Adult education and re-training older workers who remain in communities is to be encouraged.  

Economic Profile of Target Group

The median income of women in the province of Newfoundland and Labrador is $15,700 compared to $25,700 for men. As the population ages and moves toward the senior age bracket (65+), the median income decreases leaving older women among the poorest in the province.

Education

A significant number of women requiring assistance to enter the labour market through this project will have lower education levels. Individuals with less than a high school graduation certificate have a median income significantly less than those with a university certificate, diploma or degree. In one publication, this figure was given as a median income of $10,009.

Women with lower education and limited skills for today's workplaces require a support system in order to meet their employment goals. The document entitled Reducing Poverty: An Action Plan for Newfoundland and Labrador recommended that the province develop and expand employment skills programs for vulnerable groups whose needs are not currently being met. There is a gap in service for women ages 55-64 who would benefit greatly by successfully connecting to the labour market.

1 Healthy Aging for All In the 21st century – Seniors Profile, March 2006
2 Demographic Trends and Implications for Public Policy, March 2003
3 Community Accounts, Income, Consumption and Leisure Sources of Income by Gender, 2005
4 Healthy Aging for All In the 21st century – Seniors Profile, March 2006
Organizational Overview

Project Rationale

Market Place Trends Supporting Older Worker Employment

Given the aging population in Newfoundland Labrador and the labour shortages in many sectors and regions in the province, stakeholders recognize the value of creating opportunities for older workers who are willing and available to work.

The WISE organization has experienced more demand from older women for assistance in connecting or reconnecting with the labour market in recent years. In the same breath, it has also received more calls from employers actively seeking older women as applicants for jobs.

The following trends are impacting older women who are considering work:

- More job openings with higher wages, benefit plans and flexible employment arrangements are encouraging women to consider working;
- Employers have adapted their hiring practices to fill positions in this scarce labour market; there are more opportunities for women with disabilities and lower levels of education in the current labour market;
- Changes in retirement legislation provide choices for older workers to rethink their potential and length of stay in the workplace;
- Older workers have a reputation of having a strong work ethic. This coupled with life experience, maturity and possibly fewer demands from child dependents make older women a very marketable job seeker in today's labour market;
- More transitional supports are available for people considering leaving the security of income support to work; many of them tied to the provinces Poverty Reduction strategy. The introduction of a prescription drug plan for low income earners for example may encourage HRLE clients to come off income support if they are aware of another way to have then medical needs supported.

WISE counsellors observe the eagerness of older women wanting to enter the labour market. However, our organization also observes the challenges some women have even when attempting to apply basic workplace skills and workplace protocols in a structured training/counseling environment.

Women lacking preparation and basic workplace skills will be more prone to failing in the workplace and possibly disengaging from the labour market altogether.
Organizational Overview

Project Rationale (continued)

Labour Market Needs

The province has carried out consultations with labour market stakeholders (including employers, youth groups, labour organizations, community & economic planners and employers) to identify perceptions of labour market challenges and opportunities. These findings can be referenced in the Canada/Newfoundland and Labrador Labour Market Development Agreement, Business Plan 2007-08 and Beyond.

While there was general optimism among stakeholders across most industries and regions in Newfoundland and Labrador, there are a number of common labour market issues. These identified issues support WISE's first hand findings working with clients and are the foundation of this specific proposal:

- The need for technology-literate and computer-literate employees for growth and development;
- The need for current and relevant labour market information, especially about the current labour force skills availability and future demands;
- Concerns about literacy and basic communications skills, particularly in industries that traditionally have had lower education entry requirements, such as forestry, fishing and construction;
- The move away from specialization and more cross-training for a number of skills. There is an expectation for workers to be able to undertake a wider range of activities requiring a broader skill set.
- Increasing demand for skills such as team-building, problem solving, change management, flexibility and customer service skills;
- A need for better liaison between colleges and industries in the development of educational programs. This need extends to the liaison between non-profit agencies offering pre-employment and employment support to people entering or re-entering the labour market.
- Increased need for training opportunities and flexibility in accessing government support for training, especially among seasonal workers.

Supporting these government consultations, according to the 2003 International Adult Literacy and Skills Survey (IALSS), and the Canadian Adult Literacy and Life Skills Survey (ALL), the province is less equipped than others to support Canada and Newfoundland's competitive advantage. Participation in formal workplace training in this province between 1997 and 2003 was 29%, still the lowest in the country. So, despite having employment experience, workers who find themselves displaced may not have been well equipped by their employer to easily transition to other employment.
Organizational Overview

Project Rationale (continued)

Labour Market Needs

WISE's experiences with older women seeking employment mirror the findings of other stakeholders. There is a need for more comprehensive programming and support to address the challenges older women face before entering or re-entering the labour market successfully:

- Confidence in one's abilities and strengths is an area that challenges older women. Women who have not worked for a period of time or live in isolation outside the mainstream of society or lack current knowledge and skills for today's marketplace are vastly aware of their deficits. Their focus on their personal shortcomings leads to a lack of confidence in their abilities and discourages them from even trying to look for work.

- Technology skills and even the use of terminology can leave older women out of the loop of many types of jobs in the workplace. Many of these skills require little time to learn but can open up a whole new world of work. Standard for many jobs across the board include basic email, internet-based activities such as ordering suppliers or verifying information, basic word processing and retail point of sale systems;

- Financial knowledge and skills may prevent some women from making decisions around employment. These challenges may range from not knowing how to establish a bank account to not understanding what take home pay and mandatory employment deductions are. Women currently relying on some form of assistance may not be aware of recent changes to policy or how to determine how their participation in the labour market impacts their existing income. Financial skills on how to manage household expenses is also a challenge for those who have had others looking after these needs;

- Other employability skills (essential skills) may be out of date or never developed and make transitions to workplaces and long term employment difficult. Essential to every job is the requirement for effective communications, problem-solving, decision-making, and teamwork. Older women equipped with skills and best practices can contribute to workplaces more effectively;

- Older women may struggle with adopting workplace practices governed by legislation and other agreements impacting employment and workplace interactions. The Labour Standards Act, applicable collective agreements, occupational health and safety requirements, human rights, privacy legislation and a number of emerging trends can make the workplace a complex and sometimes confusing environment for those not in tune with today's workplace expectations.
Organizational Overview

Community Resources

Local Economic Development Strategies & Activities

The Government of Newfoundland and Labrador undertook consultations in 1999 concerning the province’s economic agenda. Stakeholders within the province made it clear that provincial priorities and community priorities must come together and that the most effective means to accomplish this is to focus on regional development strategies.

Government committed to explore new means of encouraging regional cooperation in service provision between communities to strengthen the environment for economic development on a regional basis. ¹

Also noted in this report is the need to ensure that all our people have an opportunity to participate productively in the economy and that they have meaningful jobs and the ability to provide for themselves and their families. Some of the themes highlighted in this report indicated that:

- People need help to acquire new skills;
- Integrating social and economic development initiatives makes sense;
- Opportunities should support equality within communities;
- Strategic partnerships are important.

Twelve years later in 2011, these findings are still relevant as guiding principles for new initiatives. However, just as these guiding principles take time to become the fabric of regional development, WISE is slowly but surely finding its strategic place within regional economic and social development plans.

WISE is committed to work hard to dialogue with stakeholders prior to the start of any new initiative and to work hard at developing new strategic partnerships in the community.

WISE has been identified as an intervention of best practice in the provision of flexible and holistic work supports in the province along with wage subsidy programs and work incentives/supplements. ²

This organization is looking forward to working in new ways and in new constructs as the province and regions work together to meet the social and economic challenges of the province.

² The Canada / Newfoundland and Labrador Labour Market Development Agreement Business Plan 2005-06 and Beyond - Working in Partnership
Organizational Overview

Community Resources (continued)

How Project Supports HRLE

WISE’s mandate as indicated in its by-laws supports HRLE by assisting women to make informed choices that will sustain themselves and their families through employment. WISE projects such as the TIOW initiative, also plays a part in supporting the needs of the labour market. Our organization:

- Works with women of all ages, starting with youth up to age 29 and inclusive of older women into their sixties;
- Measures its success as an organization by women’s ability to secure employment and complete education and/or training to meet their employment goals;
- Is a supporter of education when this intervention can leverage a women’s employability, earnings potential and self-fulfillment;
- Explores a women’s potential rather than use a deficit model that can diminish a women’s ability to fulfill an attainable dream;
- Supports women to seek a living wage that will keep them self-reliant and able to provide for their families. This is particularly relevant to this project as older women are very well represented among Newfoundland and Labrador’s poorest citizens;
- Strives to be responsive to the changing needs of women when the labour market and employment legislation changes;
- Welcomes partnerships with government and community agencies to assist the women’s community.

To summarize, WISE supports the personal vision of women through exploring their potential and assisting them to reach it via education, training and job readiness activities. This vision is characterized by supporting women to succeed and become self-reliant.

Aside from the specifics of this particular proposal, WISE continues to demonstrate its openness to discuss issues that impact the labour market and unemployed people in this province. The WISE organization has also demonstrated that it is flexible and willing to work in new ways and with new partners to support the employment needs of women in this province.
Project Description

Project Summary

Women Interested in Successful Employment (WISE) is interested in undertaking three separate Targeted Initiatives for Older Workers (TIOW) in the province. This project will offer the following types of programming and services to a minimum of 36 unemployed women ages 55-64 in the Bell Island, Carbonear and Grand Falls-Windsor areas of the province. The client numbers may be larger depending on the demand in certain regions.

Project Summary

This project will provide older women an opportunity to identify their work capabilities and interests, explore their work options and prepare for and undertake work in an accessible labour market. Some of these women will be looking for work for the first time while others may have a work history and are re-entering into different types of work or work environments.

Community/Client Engagement

Champions supporting women on a range of issues in the community ranging from poverty reduction, social inclusion, personal and professional development, elder care and of course employment will be called upon to join forces with the project to share this opportunity with women interested in exploring their work options in the current labour market. These champions may be found in 50+ clubs, senior resource centers, Women's Institutes, church clubs, and other traditional connections such as government departments or agencies within the non-profit network.

Employed on each WISE TIOW project is an older staff member who has chosen to work while many of her peers in the community have opted to retire. These 50+ women have invaluable work and life experience, strong ties with older women in the community and are an asset in promotion and community engagement.

Client Assessment

Once clients are assessed to have goals and needs that can be addressed by the project, any supports to facilitate their participation in the project will be put in place. These needs may include transportation and dependent care but may also include non-financial supports. Our contract with LMA, previously Service Canada, may also be able to contribute to the transportation and dependent care needs of some unemployed women participating in the career planning and job search components of the program, if required.
Project Summary (continued)

**Group Mentoring**

This project will assist clients in a group setting with other women and will provide formal and informal mentoring opportunities from counselor to client and also among clients themselves. The group is a key force that motivates, assists and supports clients. Clients are accountable to the group as well as the counselor and work hard to ensure they support the process and the progress of others.

**Portfolio Development**

Once women start the project, they will undertake a rich experience that will take them on a journey of reflecting on their lives and identifying what knowledge and skills they have gained from their experiences. Throughout the process, clients will also focus in on their interests, capabilities and strengths. This process has been used within the WISE organization for many years and provides a solid foundation for clients to identify well suited work options.

**Essential Skills**

Part of the initial assessment with women will focus on their goals for employment, their goals for skills development and their overall goals for life. These women have some of the skill sets needed to reach their goals but require the development of other skills in order to get there. These skills are sometimes referred to as essential skills or general employability skills by stakeholders. Skill areas may include use of technology, communication skills (written, verbal, electronic), problem solving, teamwork and decision-making skills.

Some of these skills overlap with what has traditionally been referred to as literacy skills. These may include reading, writing/navigation of text and math/financial literacy. WISE also facilitates CAAT and/or Brigance testing for women without a high school diploma and maybe considering returning to school either part-time or in a full-time capacity.
Project Summary (continued)

Labour Market/Career Exploration

Critical to the employment decision-making process for clients is the understanding of the labour market, what career options exist and what if any training is required to equip them to work in a specific industry or job. For this age group, women may opt for training that is of shorter duration. Also critical to the decision-making process is an understanding of how their employment choices will impact their current standard of living. Financial literacy skills come into play here.

Self employment is also explored in this component and will be done in conjunction with other agencies that currently facilitate this process for WISE clients.

Self Employment Options

WISE has incorporated a strong self-employment component to its TiOW projects so that participants can explore the viability of this option for employment. Self-employment services in the form of personal care services and the selling of artisan products has been of particular interest to participants.

Employment Certifications

There are a number of certifications that can be incorporated into this project ranging from First Aid/CPR, WHMIS and other occupational health and safety training. Elements of the Superhost program can serve clients well if they desire to work in the hospitality, tourism or retail industry. These new credentials prove most valuable for clients (re)entering the workplace.

Job Search for Work

WISE delivers a structured group job search program that provides clients with knowledge, new skills and a process to access the job market. WISE will encourage clients to make the initial contact with employers to secure an interview. This process encourages self-sufficiency and independence for clients. WISE staff members will meet with employers to finalize the details and paperwork associated with any work subsidy being used. Where appropriate, WISE will maintain contact with both clients and employers to support a successful work outcome.
Project Description

Project Summary (continued)

**Supported Employment**

After the project, clients may be in a position to stay on with the current employer. Some women may be looking for paid employment with another organization. The Job Search skills gained in the project will help them secure alternative, paid employment. WISE also anticipates clients working with a number of job brokers from different agencies to avail of any employer incentives to facilitate the process.

**Case Management**

As a standard practice, WISE continues to work with unemployed women after a prescribed program or service has been completed. Unemployed women from this project will be encouraged to continue working with this organization and any other agencies they may find helpful in helping them meet their employment goals. One-on-one employment counseling is available by appointment and at times on a drop-in basis.

The walk-in resource centre with its internet service and office equipment is also available for women to continue their job search. Email, telephone, word processing software and photocopying/printing services are available to women on a drop-in basis.

The WISE organization will maintain a client's file in ARMS to be shared with other requesting agencies that can also support this client to meet her employment goals. Regular follow-ups and the documentation of client outcomes is a standard operating procedure.

**Client Intakes**

- Minimum 13 participants for the Bell Island program;

WISE anticipates it will be able to assist a minimum of 36 women ages 55-64 to gain paid employment.
Project Description

Project Objectives

1. Document an evaluative framework for the project with milestones that support project objectives and requirements;
2. Identify formal and informal partners who embrace collaborating for the shared success of this target group of women in a specific region;
3. Document practices that assist government and the non-profit sector agencies in creating an awareness, interest and engagement in programs and services that assist older women to secure employment;
4. Assist clients through one-on-one and group processes to accomplish the following:
   i. A written list of project-specific goals that are realistic, attainable and measurable;
   ii. A documented portfolio of accomplishments, interests, skills and abilities;
   iii. The development of skills and the use of systematic processes to complete a range of tasks including:
      a) Data collection of labour market trends and opportunities;
      b) Decision-making concerning feasible employment options;
      c) Competency in a variety of workplace situations;
      d) Networking and communicating effectively with employers and other agencies that can support employment goals;
   iv. Working effectively in a paid position.
   v. Document a client action plan for securing and maintaining employment identifying barriers and strategies to overcome challenges;
5. Document a complete practitioner’s guide to support the delivery of components of this project for other applications and by other agencies;
6. Report on the appropriate positioning of feedback and pre/post evaluation processes to ensure practitioners and clients can gauge progress and accomplishments;
7. Communicate project’s activities, learnings and final products to stakeholders and potential beneficiaries;
8. Evaluate project using a pre-determined evaluative framework including the effectiveness of criteria and plans used to manage the project and communicate and disseminate project results;
9. Document the roles and contributions of community partners helping older women transition their plan to employment.
**Project Description**

**Project Activities and Work Plan**

This project will offer the following types of programming and services to unemployed women ages 55-64 in the Bell Island, Carbonear and Grand Falls-Windsor regions of the province.

This work plan will be flexible to support the needs of older women participating in the project.

The programming schedule includes 25 hours per week between the hours of 8:30 a.m. – 3:00 p.m. week days.

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<tr>
<th>Project/Component</th>
<th>Dates</th>
<th># of Weeks</th>
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<tr>
<td><strong>PRE-PROJECT ACTIVITIES</strong></td>
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Project Description

Project Activities and Work Plan

Schedule

X Plan community engagement activities;
X Meet with partners and community champions;
X Conduct information sessions;
X Conduct intake interviews/select participants; refer clients to complementary or Alternative community programs and services;
X Complete funding negotiations with qualified participants;
X Co-ordinate community resources;
X Prepare materials and resources.

X Deliver the programs and services;
X Administer financial supports for participants;
X Collect formative evaluation feedback;
X Assist clients to secure employment.

Mar. 05 2012 – Mar. 23 2012
X Collect summative evaluation feedback at the end of the program.
X Assist clients to secure paid employment;
X Complete project report and final project expense report;

X Facilitate work placements for clients;
X Provide support to participants and employers as required.
X Continue to case manage unemployed clients to support their employment goals.
X Update outcomes/status of in ARMS and submit reports to HRLE.
Project Description

Expected Results

Key areas used as post-program indicators of success and reported to HRLE include:

1. Employed full-time or part-time;

2. Wait-listed or enrolled in further relevant training, typically of a shorter term, that supports an expedient entry or re-entry into the labour market;

3. Actively engaged in activities, including job search activities that progress clients towards their employment goals or job maintenance activities that supports successful employment.

Other outcomes expected as a result of project include:

4. Documented portfolio of knowledge and skills to support decision-making around career choices and job fit as well as marketability to employers;

5. Documented resume and supporting documents to support job search;

6. Increased confidence demonstrated by increased engagement and participation in the community in a range of areas in addition to employment including goal setting and follow-through until goal achievement;

7. Enhanced employability through essential skills development activities;

8. Increased periods of employment through job retention strategies;

9. Increased engagement of women from this age group in accessing available programs and services that can assist them in addressing their overall needs including employability.
Project Description

Impact of Project

For Stakeholders

Women Interested in Successful Employment would like to take a leadership role in moving the community forward in supporting the needs of older women in the community. Impacts include:

- New partnerships with new relationships and networks for information sharing and support;
- Documentation of best practices around engaging the community so that these can be used by others to reach and encourage others to avail of supports;
- Further enhancement of curriculum and processes that will build on existing practices;
- Professional documentation of process and content that can support other agencies to deliver components to clients with similar needs;
- A demonstration to community stakeholders that existing agencies with longstanding interests in the community are capable of addressing the needs of unemployed people in new and creative ways;
- A demonstration that collaboration within a community can take many forms and that collaboration can benefit individual partners rather than weaken their presence in the community;
- A source of better equipped labour for employers in the marketplace; especially for those who are challenged with labour shortages and staff competency issues.

For the Unemployed Women

Unemployed women will be impacted in a number of ways aside of the specific outcomes outlined in this proposal. These impacts include:

- Building capacity within the older women’s community that can support different choices for women around the use of their time and their contribution to the community; including everything from volunteerism to employment;
- Lowering the incidence of poverty among older women; which is a current community challenge;
- Increased health and well-being of women as a result of the work itself and the associated benefits of employer-sponsored health and dental plans.
Project Delivery Capacity

Project Management

Ability to Manage and Deliver Employment Related Programs

WISE currently manages a number of joint federally and provincially funded projects focused on employment in St. John's, Carbonear and Gander. This includes programming and services under the guise of a federal EAS. WISE is also currently managing three TIOW projects located in Bell Island, Carbonear and Grand Falls-Windsor. WISE manages the delivery of smaller contracts including Linkages, ABE Level 1 and the Lone Mothers project with the School of Social Work.

Staffing is Stable

Despite challenges within the non-profit sector with staff retention, WISE has been fortunate to have maintained long term employees in all three sites; primarily due to the passion for the work. This stability has been helpful in the management of several projects with complex administration and reporting requirements.

Accountability and Reporting

WISE maintains an open dialogue with funder representatives when issues arise with projects or clients. WISE uses the ARMS system to report its activities with clients and as a tool to case manage clients’ progress beyond the end of the project.

- Clients with a legitimate social insurance number and providing consent, will be recorded in ARMS for each intervention undertaken noting the date and the final outcome;
- Post-intervention outcomes will be recorded in ARMS. Client's progress towards their employment goals are collected through scheduled follow-up meetings, telephone calls and/or when clients drop-in to WISE to share their successes;
- Any issues impacting client attendance or participation in project activities will be communicated to HRLE representatives as soon as possible.
Project Delivery Capacity

Project Management

Project Delivery Resources

This project will require the hiring of new staff. However, the existing WISE team both regionally and organizationally will be involved in supporting the project. The credentials of the current WISE team are described below.

Oversight of All Three TIOW Projects

Executive Director, Valerie Carruthers
Project Delivery Capacity

Bell Island TIOW Project

Project Lead, Linda Hickey

Section 30
Project Delivery Capacity

Project Delivery Resources

Job descriptions for project staff delivering programs and services directly to clients reflect the expectations contained in the provincial government’s Career Development Specialist position.

Independent Advisors

Margaret Madden
WISE Custom Solutions/Outreach Officer
St. John’s, NL

Ability to Provide a Supportive and Inclusive Work Environment

Women Interested in Successful Employment provides programs and services for women in facilities that can accommodate women with wheelchair accessibility needs. While the Carbonera site is located in a building with no wheelchair accessibility on the second floor, program resources and computing technology is located on level 1.

WISE uses a female-centered programming model to address the social inclusion needs of women. The organization provides an adult environment which is safe, sensitive and respective for women who have experienced domestic violence or have been marginalized because of their income source, family status or age.

WISE works with women from different cultural backgrounds. While this is more prevalent in the St. John's region, sensitivity to the needs of women of different ethnicities is important to the mandate of WISE.

WISE welcomes partnering opportunities with agencies that support the needs of both men and women. However, these partnerships must be sensitive to the need for WISE to retain sensitive and protected programming and supports for women.
Proposed Budget

Based on the experience in delivering the last set of TIOW projects, WISE has submitted a budget reflective of last year’s projects. That budget more accurately reflected the expenses required to provide clients with an all encompassing experience.
<table>
<thead>
<tr>
<th>WISE Targeted Initiative for Older Workers (TIOW) Funding Proposal for Bell Island</th>
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Financial Management

WISE's funding has been uninterrupted since the organization began in 1987.

The WISE organization manages at least $800,000 annually. An administrative system is in place to report finances and project activities in a way province expects. With the November, 2009 Devolution start date, WISE is prepared to adapt its reporting requirements to reflect any new requirements as a result of this federal influence.

The following reports will be submitted to HRLE:

- Upon approval of this proposal, a final pre-project budget with a cash flow statement;
- A quarterly Budget Position Statement on the July 30th, October 30th, January 30th and April 30th;
- An audit report by Fred Earle, Chartered Accountant, by June 30; ninety (90) days after the completion of the project.

In addition, an alphabetical system of supplier's invoices with cheque stubs is maintained and available for inspection by representatives of the Department of Human Resources, Labour and Employment. Contracts, bank deposit books and bank statements are also maintained in a file. All financial records are kept for seven years.

Project finances, including payroll, are managed with Simply Accounting software. An external accountant is also brought in to support the Financial Officer with the administration of projects from time to time.

Applicant Contact Information

Women Interested In Successful Employment
Suite # 306, Viking Building, 136 Crosbie Rd.,
St. John’s, NL A1E 3K3
wise@nlfd.net
www.wiseprograms.com

Contact: Valerie Carruthers, Executive Director
739-1375, vcarruthers@wiseprograms.com
About WISE

WISE is one of very few women’s organizations in the province. It was established to help support the unique needs of women as they strive to reach their employment goals. WISE today continues with this very same mandate, but with ever changing programs and services to respond to the needs of women in the province.

WISE has been in operation since 1987 and has been supported by funding from the government of Newfoundland and Labrador as well as by the Government of Canada.

Although some statistics paint a brighter employment picture for some women in our province, the reality is that the majority of employed women still occupy the lowest paid positions in our economy.

For those who are not working, income support provides many women with a form of security which is difficult to leave without the assistance of programs and people who can show them the way.

WISE would like to encourage government to reflect on practices and models used to support successful employment transitions in the province and see if there are ways to expand the use of these models so women do not experience a reduced standard of living as a consequence of working.

WISE is interested in taking capable women and helping them create a new reality for themselves and their families. This organization encourages women to set goals that are higher than the ones they may initially bring to WISE. WISE sees each woman with a potential higher than what they themselves can see. WISE in essence is a positive, reflective mirror in which women start to see themselves and their potential differently.

In this context, WISE aims to continue the delivery of career exploration, job search and other employment services for women in the St. John’s, Carbonear and Gander regions and continue to extend its service through new programming and outreach activities to Bell Island, Grand Falls-Windsor and communities outside of Gander.
To: Sandra Bishop - Career, Employment and Youth Services Division

Date: April 10, 2009

Subject: WISE Targeted Initiatives for Older Workers (TIOW) Funding Proposal for Projects in Bell Island, Trinity/Conception Region and Central Newfoundland

Please find enclosed a proposal for three separate Targeted Initiatives for Older Workers (TIOW). This project will integrate a number of different pre-employment programming interventions; prior learning & recognition, essential skills development, career exploration, employment counseling and job search programs and services as well as job maintenance support while the women are in the workplace.

I would like to highlight that the WISE organization has approved funding for the delivery of a number of interventions which can support this proposal. It would be important for the Department of Human Resources, Labour and Employment to dialogue with WISE on how its mandate would be best served by possible collaborations among other funded projects. These discussions will impact the final budget for the project.

There are key components of this proposal that support the strategic objectives of government and community stakeholders: 1) the community collaboration focus and 2) the expertise in delivering employment-focused programming and services for unemployed clients.

WISE has supported the employment and education goals of women in the community since 1987 and it has been successful in supporting the strategic plans of stakeholders over the years in various ways. Stakeholders include government, employers, unions, educational institutions and of course the unemployed women themselves.

The expertise that WISE offers women is assistance in making transitions in life. When these transitions are made successfully, the result is the achievement of higher skills, academic credentials and employment that sustains individuals and families above the poverty line.

This year, WISE has made a commitment organization-wide to collaborate in new ways with other agencies and individuals who can effectively work together for the benefit of the client group. It is well recognized that collaborative inter-agency work practices within the community can be strengthened.

WISE has extensive experience working with women of all ages. Our organization provides programming and services to older clientele on a constant basis but has experienced an increase in the number of older women looking to access our career and employment services in recent years.
On March 20, 2009, our organization completed a program which focused on assisting unemployed women with the development of their workplace essential skills. This initiative also included work around prior learning & recognition (PLAR) and cost-benefit analysis involving decisions to go to work. Liaising with HRLE's new Transition to Work staff provided important financial information required by women to make employment decisions. Working with regional job brokers was also important in assisting clients to navigate the various job placement or employment subsidy options available to them.

Key to the success of this program was the way the WISE organization worked with community champions (outside the employment service provider network) already engaged with women for reasons other than employment. These stakeholders embraced dialogue around collaboration and the sharing of information so these unemployed women could explore this new opportunity to build their skills. Older women ages 55 and over comprised 25% of the group and 50% of the women were between the ages of 40-54.

It is of interest to note that these two different age categories of women shared common pre-employment needs, even around the technology skills development piece. Understanding the overlap of needs among women of different ages provides agencies working with age-diverse groups and age-specific initiatives different choices on how to capitalize on shared service delivery; providing their shared needs have been identified upfront.

WISE has started to dialogue with agencies and individual champions in regions identified in this proposal. However, it does not expect to solidify more formal partnership arrangements until WISE has an opportunity to meet with the Department of Human Resources, Labour and Employment. HRLE is a significant partner in this project and our organization welcomes any opportunity to discuss how it can best facilitate new opportunities for skills development and employment for older women within the community.

Thanking you in advance for consideration of this proposal. I can be reached at 739-1375 or by e-mail at vcarruthers@nfl.net after April 24. Looking forward to meeting with you.

Valerie Carruthers  
Executive Director,  
Women Interested in Successful Employment (WISE)
PROJECT:

WISE TARGETED INITIATIVES FOR OLDER WORKERS (TIOW) FUNDING PROPOSAL

A Peer Mentoring Approach
Facilitating Transitions to Employment
Prior Learning Assessment & Recognition, Skills Development, Career Counselling, Job Search and Maintenance Support

Submitted to

The Department of Human Resources, Labour and Employment, Government of Newfoundland and Labrador,
P.O. Box 8700, St. John's, NL A1B 4J6
TIOW@gov.nl.ca

Submitted by

Women Interested In Successful Employment
Suite # 306, Viking Building, 136 Crosbie Rd.,
St. John's, NL A1B 3K3
wise@nfld.net
www.wiseprograms.com

Contact: Valerie Carruthers, Executive Director
739-1375, vcarruthers@nfld.net

Submitted April 3, 2009
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WISE TARGETED INITIATIVES FOR OLDER WORKERS PROPOSAL
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Executive Summary

Proposed Project and Locations

Women Interested in Successful Employment (WISE) is interested in undertaking three separate Targeted Initiatives for Older Workers (TIOW) in the province. This project will offer the following types of programming and services to a minimum of 36 unemployed women ages 55-64 in the Bell Island, Trinity/Conception and Central areas of the province. The client numbers may be larger depending on the demand in certain regions.

Project Summary

This project will provide older women an opportunity to identify their work capabilities and interests, explore their work options and prepare for and undertake work in an accessible labour market. Some of these women will be looking for work for the first time while others may have a work history and are re-entering into different types of work or work environments.

Community/Client Engagement

Champions supporting women on a range of issues in the community ranging from poverty reduction, social inclusion, personal and professional development, elder care and of course employment will be called upon to join forces with the project to share this opportunity with women interested in exploring their work options in the current labour market. These champions may be found in 50+ clubs, senior resource centers, Women’s Institutes, church clubs, departments/within government and other traditional connections with the non-profit network focused on employment.

Employed at each WISE site is a staff member who has chosen to work while many of her peers in the community have opted to retire. These 50+ women have invaluable work and life experience, strong ties with older women in the community and are an asset in promotion and community engagement.

Client Assessment

Once clients are assessed to have goals and needs that can be addressed by the project, any supports to facilitate their participation in the project will be put in place. These needs may include transportation and dependent care but may also include non-financial supports. Service Canada has approved funding to support the transportation and dependent care needs of unemployed women participating in key components of this project.
Executive Summary

Project Summary (continued)

Group Mentoring

This project will assist clients in a group setting with other women and will provide formal and informal mentoring opportunities from counselor to client and also among clients themselves. The group is a key force that motivates, assists and supports clients. Clients are accountable to the group as well as the counselor and work hard to ensure they support the process and the progress of others.

Prior Learning & Assessment Recognition

Once women start the project, they will undertake a rich experience that will take them on a journey of reflecting on their life and identifying what knowledge and skills they have gained from their experiences. In the process, clients will focus in on their interests, capabilities, strengths. This process has been used within the WISE organization for many years but recently has been expanded to include more formal documentation of their accomplishments under the PLAR umbrella. WISE also facilitates CAAT Testing for women without a high school diploma.

Essential Skills

Part of the initial assessment with women will focus on their goals for employment, their goals for skills development and their overall goals for life. These women have some of the skill sets needed to reach their goals but require the development of other skills in order to get there. These skills are sometimes referred to as essential skills or general employability skills by stakeholders. Skill areas include use of technology, communication skills (written, verbal, electronic), problem solving, teamwork and decision-making skills.

Some of these skills overlap with what has traditionally been referred to as literacy skills. These may include reading, writing/navigating of text and math/financial literacy. This past year, WISE and the Community Centre Alliance (CCA) piloted curriculum and processes in these areas which are now available for other projects.
Executive Summary

Project Summary (continued)

Labour Market/Career Exploration

Critical to the employment decision-making process for clients is the understanding of the labour market, what career options exist and what if any training is required to equip them to work in a specific industry or job. For this age group, women may opt for training that is of shorter duration. Also critical to the decision-making process is an understanding of how their employment choices will impact their current standard of living. Financial literacy skills come into play here.

Self employment is also explored in this component and will be done in conjunction with agencies who currently facilitate this process with clients working with other WISE programs.

Employment Certifications

There are a number of certifications that can be incorporated into this project ranging from First Aid/CPR, WHMIS and other occupational health and safety training. The Superhost program or components of it can serve clients well if they desire to work in the hospitality/tourism industry. In a recent project in St. John's, the Murphy Centre provided clients with opportunities to add some of these certifications to their resume before securing employment. WISE will dialogue with these program deliverers to ascertain what certifications and training proved most valuable for clients (re) entering the workplace.

Job Search for Work Placements

WISE already delivers a structured group job search program that provides clients with knowledge, new skills and a process to access the job market. WISE anticipates using this process to help secure placements for clients. WISE will encourage clients to make the initial contact with employers to secure an interview. This process encourages self-sufficiency and independence for clients. Staff members will meet with employers to finalize the details and paperwork associated with the work placement. In addition, WISE will maintain contact with both clients and employers to ascertain the benefit of the work placement and to support problem-solving where necessary.
Supported Employment

After the project, some clients may be in a position to stay on with the current employer in an employer-paid capacity. On the other hand, some women may be in the position of looking for paid employment with another organization. The Job Search skills gained in the project will help them secure alternative, paid employment. WISE anticipates clients working with a number of job brokers from different agencies to avail of any employer incentives to facilitate the process.

This is an opportunity to use the Linkages program in a broader application for older workers. It is our understanding that this type of application has been piloted elsewhere. Extending the application of Linkages to this project is a dialogue the WISE organization would like to have with HRLE prior to the start of the project. WISE has expressed an interest in using Linkages for different applications in previous funding proposals.

Case Management

As a standard practice, WISE continues to work with unemployed women after a prescribed program or service has been completed. Unemployed women from this project will be encouraged to continue to working with this organization and any other agencies she may find helpful in helping her meet her employment goals. One-on-one employment counseling is available by appointment and sometimes on a drop-in basis.

The walk-in resource centre with its internet service is also available for women to continue their job search; email, telephone, word processing software and photocopying/printing services are available to women on a drop-in basis.

The WISE organization will maintain a client file in ARMS to be shared with other agencies who can also support this client to meet her employment goals. Regular follow-ups and the documentation of client outcomes is a standard operating procedure.
Executive Summary

Proposed Funding

As mentioned in the cover letter accompanying this proposal, the WISE organization would like to dialogue about the details of this proposal and the accompanying budget. WISE has no difficulty in delivering the project, but would like to establish a budget that factors in other funded work. Areas for discussion are as follows:

- WISE already has funding secured for programming and service elements that can be integrated into the project. How HRLE would like the existing projects to share resources is an important consideration;

- Where exactly HRLE would ideally like to position the Central Newfoundland project will impact the travel and rent budget. WISE can deliver this project in Gander, Grand Falls or another community. WISE has some tentative resourcing in place for Gander or Grand Falls. However, WISE would like to meet with HRLE to discuss how this project complements other local initiatives planned for central;

- WISE has started to dialogue with agencies and individual champions in regions identified in this proposal. However, it does not expect to solidify more formal partnership arrangements until WISE has an opportunity to meet with HRLE. Therefore, the supporting details for the budget contained in this proposal may change; hopefully to reflect an increase in collaborative effort;

- WISE would like to discuss the allowances for participants. The TOWI guidelines indicate that participants will be paid an allowance while undertaking developmental activities. However, this would be a departure for WISE in how it typically provides programming supports to women. While WISE appreciates that women participating in the project will incur additional expenses when leaving their homes each day, WISE would like to discuss an alternative allowance of $100/week in addition to their transportation expenses. While the following budget is based on allowances of $9.50/hr @ 25 hr/week for 33 weeks, administering supports using WISE’s current practices for other group employment programming would reduce the budget by $163,350. Other TOWI projects may have already set a precedent in this regard, but the dialogue around this is important.

- The proposed budget is based on providing allowances to older women while undertaking a work placement. WISE currently refers women to the Murphy Center’s Employment Action program because it encourages employers to take clients who require extra time and attention to integrate into the workplace. After the work placement, if the employer is pleased with the worker, the employer is encouraged to hire the client with the assistance of a work subsidy such as the NL Works program or without a subsidy. In Newfoundland, small businesses have been challenged by increases in minimum wage and rising costs. This proposal provides ample incentive for employers to hire older workers.
PROJECT:

WISE TARGETED INITIATIVES FOR OLDER WORKERS (TIOW) FUNDING PROPOSAL

A Peer Mentoring Approach
Facilitating Transitions to Employment
Prior Learning Assessment & Recognition, Skills Development, Career Counselling, Job Search and Maintenance Support

Submitted to

The Department of Human Resources, Labour and Employment, Government of Newfoundland and Labrador,
P.O. Box 8700, St. John’s, NL A1B 4J6
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Submitted by

Women Interested In Successful Employment
Suite # 306, Viking Building, 136 Crosbie Rd.,
St. John’s, NL A1B 3K3
wise@nfld.net
www.wiseprograms.com

Contact: Valerie Carruthers, Executive Director
739-1375, vcarruthers@nfld.net

Submitted April 3, 2009
Profile of Organization

Mandate

WISE’s mandate as outlined in its by-laws is to develop and deliver services and programs which provide support and assistance to women in the areas of career exploration, job search and job preparation in the province of Newfoundland and Labrador.

Board of Directors

A volunteer provincial Board of Directors governs WISE. The Board aims to represent the diversity that exists within the women’s community in the province. Culture, education, expertise and sector representation that includes business, government, education, and the non-profit community sector are all factored into the composition of the board.

The Board of Directors meets every two months. The names of board members and their positions are noted on the next page.

Organizational Structure

The organization’s provincial office is located in St. John’s. This is where the Executive Director, under the direction of the Board of Directors, carries out the management of three sites.

The delivery of the WISE Program has been ongoing since 1987. Each regional site employs a permanent team which supports the federal EAS work in partnership with HRLE. Special projects such as the Targeted Older Worker Initiative within this proposal is carried out with the help of a project-specific team lead but supported by the entire organization.
Profile of Organization

Resources and Facilities

Each regional site team is resourced specifically to meet the needs of stakeholders and unemployed women in their region. Each site has the flexibility to undertake initiatives specific to their region and in ways that support regional strategic plans and stakeholder interests.

The educational backgrounds and experiences of women working within the organization are diverse with expertise in the fields of adult education, career & employment counseling, ABE and Literacy Programs, business, self-employment, management and administration. The needs and demands in one site are supported by expertise from other WISE sites and community partners.

The infrastructure is in place to deliver quality pre-employment and employment programs and services in each of the three sites. Each location is equipped with a large training room where group sessions are facilitated. In addition, private offices allow Career and Employment Counselors to conduct private, one-on-one counseling sessions.

A networked computer lab with internet access, up-to-date office software and Career Cruising software is available for clients to use during structured programming times and on a drop-in basis. A hard copy library supports these online resources but with increased computing skills, clients often use more current online publications.

The WISE organization partners with other agencies in the community to deliver programming and services to clients. During 2008, WISE made a stronger commitment to actively seek out other agencies or people who are interested in partnering and have the capacity to work in this way. This initiative is proving interesting and enriching.

Project's Organizational Structure

This project will be undertaken in three different locations supported by the existing WISE regional offices. Each regional initiative will be overseen by a Special Projects Co-ordinator. The other staff positions working on other career and employment projects will support this Older Worker initiative by facilitating components of the program and providing one-on-one counseling services. Staff will also serve as a support system and back-up to this project.

In addition, from the St. John's office, the Executive Director will oversee the project and the Financial Officer will administer the finances of the project. Other agencies and people with expertise in the community will be called upon to support and/or deliver components of the project. All locations have the ability to adapt and change to meet the needs of women in the community.
Profile of Organization

Organization's Directors and Officers

Beth A. Ryan, Chairperson, Signing Officer
Start of 1st Term – November 14, 2006
Communications Expertise

Fern Mitchelmore, Treasurer, Signing Officer
Start of 1st Term – November 14, 2006
CGA Expertise

Elaine Wychrechuck, PACSW
Start of 1st Term – June, 2007
Policy Analyst, PACSWC Representative

Heather Ryan, WISE Client Representative
Start of 1st Term – December 8, 2008
Full-time MUN Business Student

Jessica Lee Middleman
Start of 1st Term – December 8, 2008
ABE Expertise

Adriana Castano-Cutty
Start of 1st Term – December 8, 2008
Multi-cultural Expertise

Valerie Carruthers, Executive Director
Start of Term – December, 2004
Management, Small Business, Adult Education Expertise
Profile of Organization

Articles of Incorporation/Association

A. ARTICLES OF ASSOCIATION

1. These articles and by-laws shall be interpreted with reference to the provisions of the Corporations Act, R.S.N., 1990, Chapter c-36, An Act to Revise and Reform the Law Respecting Corporations. Words which have a special meaning assigned to them in these statutes shall have the same meaning in these articles.

2. The name of the company is Women Interested in Successful Employment Corporation, which may also be called the WISE Corporation or Women Interested in Successful Employment or WISE.

3. The object(ives) for which the Company is established is:

   to develop and deliver services and programs which provide support and assistance to women in the areas of career exploration, job search and job preparation in the province of Newfoundland and Labrador,

   to base all programming on the principles of adult learning and use appropriate and effective adult education practices and methodologies,

   to maintain a holistic, feminist approach to programming which is sensitive and responsive to the realities of women's individual experiences, issues, values, knowledge and perspectives,

   to ensure that the environment for clients, staff, board and volunteers is safe, respectful and empowering; and

   to act as an equity seeking organization in the promotion of women's equality.

4. Undertakings of the WISE Corporation are restricted to its object(ives).

5. The WISE Corporation has no authorized share capital. The income and properties of WISE shall be applied solely towards its objectives. There shall be no monetary gain to its members, except for the fair payment for services actually carried out by a member for WISE or for the full payment of reasonable rent.

6. The liability of the Members is limited to five dollars ($5.00).

7. Each first director becomes a member of WISE upon its incorporation.

8. Upon dissolution of the WISE Corporation, and after payment of all its debts and liabilities, the remaining property shall be given to a not-for-profit, charitable organization in the province of Newfoundland and Labrador, which has similar objectives to the WISE Corporation.
B. BY-LAW OF ASSOCIATION

Being a by-law relating generally to the transaction of the business and affairs of (the) Women Interested in Successful Employment Corporation.

1. **INTERPRETATION**

1.1 In these by-laws, unless the content otherwise requires:

   (a) Acts means the Corporations Act, R.S.N., 1990, c.C-36, as amended from time to time and any statute that may be substituted therefore;

   (b) WISE Corporation or Association or Corporation or Organization means (the) Women Interested in Successful Employment Corporation;

   (c) Board or Board of Directors or Directors shall mean the Board of Directors of the Corporation and be comprised of those members as set forth herein;

1.2 Unless context otherwise requires, words or expressions contained in these by-laws shall bear the same meaning as in the Act in force at the date at which these by-laws become binding on the organization;

1.3 In these by-laws, unless the context otherwise requires, words importing the singular number shall include the plural and vice versa, words importing the masculine gender shall include the feminine gender and vice versa, and words importing persons shall include firms and corporations.

2. **HEAD OFFICE**

2.1 The head office of the WISE Corporation shall be located in such a place in the Province of Newfoundland and Labrador as shall be determined by the Board of Directors.

3. **PURPOSE**

**Objectives**

3.1 The WISE Corporation is established for the objective(s) described in the Articles of Association.
Profile of Organization

Articles of Incorporation/Association (continued)

4. **MEMBERSHIP**

**Categories**

4.1 Categories of membership shall include voluntary membership on the Board of Directors, various Board and working committees, and the Local Advisory Committees.

5. **BOARD OF DIRECTORS**

**Responsibilities**

5.1 The Board of Directors is responsible for the management of the affairs and regular business of the WISE Corporation.

**Number**

5.2 The number of members of the Board of Directors shall not be more than ten (10) and not fewer than three (3) women. Should the number of members be reduced to six (6) or under at any time, it will be a priority of the Board to seek and appoint new members.

**Representation**

5.3 Appointment of a Director of WISE shall be voluntary and by invitation of the Board. The Board will be comprised of individuals with expertise and/or experience in some, or all, of the following areas:

a. Adult Learning Principles and Techniques;
b. Education and Training
c. Gender Based Policy Research
d. Women’s Economic Development
e. Community Based Women’s Programming
f. Aboriginal & Other Groups with Diverse Needs
g. Labour Relations
h. Legal
i. Human Resources
j. Financial & Accounting
k. Rural Women’s Issues
l. Public Relations and Communications
m. Past WISE Participants
n. Female Youth
o. Other provincial women’s organizations which have worked towards women’s equality and integration; and others deemed necessary by the Board.
5. **BOARD OF DIRECTORS**

**Representation**

5.3 At any given time, some areas of expertise may not be represented while others may be represented by more than one individual, should the board feel that such representation best serves the current needs of the Board. There will remain a strong commitment to having representation at the board level from each of the geographic areas serviced by WISE as well as from former WISE participants.

In recognition of the integral role played by community organizations in the establishment and ongoing support of the work of WISE, one dedicated seat on the WISE Board will remain for each of the following organizations:

a) the Newfoundland and Labrador Association for Adult Education (NLAAE),

b) the Provincial Advisory Council on the Status of Women (PACSW)

**Appointments**

5.4 Names of potential Board members shall be put forth to the Board on a continuous basis to be reviewed at such time as vacancies exist within the Board. Representatives of NLAAE and PACSW shall be appointed by their respective organization, upon invitation by the Board of Directors.

The Board of Directors shall have the power to appoint persons for any special project committee and to fill a Board vacancy by a majority vote of the Board.

**Terms of Office**

5.5 Directors shall be appointed for a two year term. Directors may only be elected to two consecutive terms. Retiring Directors may be re-appointed following a minimum one year break. The Board of Directors may stagger the terms to ensure that there is continuity of experience and membership.
Profile of Organization

5.

BOARD OF DIRECTORS

Disqualification

5.6 Following discussion at a meeting of the Board of Directors, the office of a Director shall be vacated by a motion and majority vote, if the Director:

- fails to attend two (2) consecutive meetings of the Board of Directors without reasons acceptable to the Board;
- acts against the stated object(ives) of the Corporation;
- is found to be in an undeclared conflict of interest; or
- is negligent in carrying out her duties as a Director

Resignation

5.7 The office of Director shall be vacated if the Director resigns her office by notice in writing and delivered to the Board of Directors.

Powers

5.8 The Board of Directors shall have the power to:

a) seek funding,
b) approve expenditures for the purposes of furthering the goals of the Corporation,
c) develop and implement the policies of the Corporation,
d) appoint auditors,
e) ensure that WISE programming adequately reflects the goals and objectives of the Corporation,
f) appoint members of the local Advisory and other committees;
d) supervise the general affairs of the Corporation, and

e) may exercise and do all such act and things as may be exercised or done by the Corporation and are not hereby or by statute expressly directed or required to be exercised or done by the Corporation.

Meetings

5.9 The Board of Directors of the Corporation shall meet not less than quarterly. A meeting may be called by the Chairperson or by any three (3) Directors.

Decision Making

5.10 The Board of Directors will work within a collaborative, consensus, team-building framework. If consensus is not possible, decisions will be reached by a simple majority (51%) of votes. The chairperson shall vote only in the case of a tie.
Profile of Organization

Articles of Incorporation/Association (continued)

5. BOARD OF DIRECTORS

Quorum

5.11 A quorum for any meeting of the board of Directors shall be 51% of the directors. No business or decision-making shall take place at any meeting unless a quorum is present; although informal discussions may proceed and, where consensus is reached on an item, absent Directors may be polled as soon as possible by telephone and consensus or a majority vote shall carry the decision.

Directors Liability

5.12 No Director or other Officer of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or for joining in any receipt or other act for conformity, or for any loss or expense happening to the Corporation through the insufficiency or deficiency of any security in or upon which any of the moneys of the Corporation shall be invested or for the loss or damage arising from the bankruptcy or insolvency or tortious act of any person with whom any moneys, securities or effects shall be deposited or for any loss occasioned by her part or for any other loss, damage or misfortune whatever which shall happen to the execution of the duties of her office or in relation thereto, unless the same happened through her own dishonesty.

Signing Officers

5.13 There shall be no fewer than three (3) and no more than five (5) signing officers, as named by the Board of Directors. Cheques shall require the signature of two signing officers.

No Monetary Gain

5.14 No director shall have monetary gain except for fair payment of services and/or reimbursement of expenses previously approved by the Board. A Director who is any way, whether directly or indirectly, interested in a contract or proposed contract or arrangement with the WISE Corporation shall declare the nature of her interest at a meeting of the Directors and shall not vote in respect of any such contract or arrangement in which she is interested and if she does vote, her vote shall not be counted but this prohibition shall not apply to any arrangement for giving a Director any security or indemnify in respect of money lent by her to or obligations undertaken by her for the benefit of the Corporation.
Articles of Incorporation/Association (continued)

5. BOARD OF DIRECTORS

Conflict of Interest

5.15 Directors shall declare any and all possible conflict of interest situations and remove themselves from discussion and decision making in these situations.

6. COMMITTEES & OFFICERS

Committees

6.1 The Board of Directors may delegate any of their powers to committees consisting of at least one Director and committee members drawn from like-minded organizations, former participants and the public-at-large. Members of committees shall adhere to the Articles of Association and By-laws and follow all policies set out both for and by the Board of Directors.

Officers

6.2 The Executive Committee of the WISE Corporation shall consist of the Chairperson, Vice-Chairperson and Secretary.

7. MINUTES, RECORDS AND NOTICES

Minutes

7.1 The Directors shall ensure that minutes are kept for: a) all meetings of Directors; and b) all meetings of committees.

Financial Records

7.2 The Directors shall ensure that proper records and accounts are kept of the funds of the WISE Corporation.

Inspection of Records

7.3 All minutes and records of the WISE Corporation shall be open to any member upon request and at such reasonable time as may be set by the Board of Directors.

Audits
Profile of Organization

Articles of Incorporation/Association (continued)

7.4 The accounts of the WISE Corporation shall be audited annually and as required by an auditor appointed by the Board of Directors. Their duties shall be regulated in accordance with the Act.

8. SIGNATURE OF DOCUMENTS

Signatures

8.1 Contracts, financial statements, documents or any instruments in writing requiring the signature of the WISE Corporation shall be signed in accordance with the requirements of the outside agency.

9. BUSINESS YEAR

Business Year

9.1 The business and financial year of the WISE Corporation shall be from the 1st day of April in any year to the 31st day of March in the year following.

10. WINDING-UP

Winding-Up

10.1 The Corporation may be wound up voluntarily whenever a resolution is passed by the votes of three-quarters (3/4) of the Directors at a duly constituted meeting of the Board of Directors. In the event of the Corporation being dissolved, its assets, after its liabilities have been paid, shall be distributed to an organization in the Province of Newfoundland and Labrador, the undertaking of which is charitable or beneficial to the community and which has aims and objectives that are consistent with the Articles of Association of the Corporation.

11. ADOPTION AND AMENDMENT OF ARTICLES OF ASSOCIATION AND BY-LAWS

Changes

11.1 By-laws of the WISE Corporation may be enacted, repealed or amended by the Board of Directors and sanctioned by an affirmative vote by the majority of members of the Board of Directors at a meeting duly called for the purpose of considering the said by-laws.
Articles of Incorporation/Association (continued)

11. ADOPTION AND AMENDMENT OF ARTICLES OF ASSOCIATION AND BY-LAWS

Adoption

11.2 The WISE Corporation hereby adopts and confirms the by-law within as the General Procedures By-Law No.2 of the Organization, as amended.

The foregoing is hereby authorized and enacted as General Procedures By-Law No.2 as amended by the Organization.

Dated this 10th day of January, 2003.

CHAIRPERSON

SECRETARY
Profile of Organization
Directors Liability Insurance

Section 27(1)(b)

10. Insurance Manager: ENCON Group Inc., Suite 500, 1400 Blair Place, Ottawa, Ontario, CANADA K1J 9B8

DATED: 08 April 2005

ENCON Group Inc.
A.1 Programs and Services Currently Offered

WISE is a federally funded EAS which partners with the Department of Human Resources, Labour and Employment to deliver one-on-one services and structured group programming to meet the needs of unemployed women. These offerings include:

1. **Pre-Program Needs Assessment** – Prior to the acceptance of clients into any of the WISE interventions or services, one-on-one interviews are conducted to gather information on participants' backgrounds, education, skills and goals. During this time, eligibility for additional assisted services is determined. Participants' interest, motivation and ability to actively participate in structured activities is also assessed and documented to support entrance into identified interventions. The outcome of this process is a recommendation for community-based services; both internal and external to the organization.

2. **Structured Group Essential Skills Development Interventions** – These modules provide clients with basic skills development to support the requirements of today's marketplace. WISE delivers programming to address a range of essential skills areas including technology, communication, teamwork, problem-solving, finances and decision-making. WISE has also partnered with another agency so that other essential skills modules are available for delivery by WISE or its partners. Additional modules are in the process of being developed.

3. **Structured Group Career/Employment Counseling Interventions** – This broad category will provide a range of stand alone interventions for women to access, depending on the needs identified during their assessment process. These interventions will assist clients in a group setting with other women and characteristically provide for formal and informal mentoring opportunities from counselor to client and also among clients themselves. Groups will be diverse and multi-aged, unless targeting a specific group within the women's community. Group interventions have been a key force that motivates, assists and supports clients. Clients are accountable to the group as well as the counselor and work hard to ensure they support the process and the progress of others.
A.1 Programs and Services Currently Offered (continued)

4. **Structured Group Career/Employment Counseling Interventions**

Components included in these interventions include but are not limited to:

a. **In-Program Client Assessment** — Clients participating in group programming, participate in a detailed needs assessment process which incorporates an asset-based approach using prior learning assessment and recognition (PLAR) methodology. This comprehensive process provides clients with a solid foundation on which to base their education and employment decisions. This particular activity is a confidence building process. In addition, focus on interests and practical living requirements are factored into this needs assessment. The other aspect of the client assessment is the identification of employability gaps to be addressed more fully by community interventions. The outcome of this piece of work is a written baseline which forms the basis of service delivery and evaluation.

b. **Labour Market Information** - Women will receive labour market information through group sessions and one-on-one activities within the group context. Labour market specialists within federal and provincial government as well as employers and unions will present information concerning labour market trends and needs in the workplace. WISE uses internet resources to assist women to investigate various industries, occupations within each industry and possible opportunities they may be able to target. Career Cruising software is one tool used by women for labour market information which supplements key labour market websites including LMIWorks and Service Canada. The outcome of this piece of work is list of specific career opportunities within specific employment sectors in the labour market that support the capabilities, interest and living requirements of each woman.

c. **Occupational Research and Investigation** — This intervention requires participants to make connections with employers, formally conduct occupational information interviews and compile and analyze data for decision-making purposes. This is an opportunity for women to make connections within industry allowing them to identify local opportunities that support their interests and capabilities. Participants are encouraged to collect first hand information through job shadowing activities. Clients are able to identify occupational training requirements or other factors that may need to be incorporated into their action plan. The outcome is a decision to enter the workforce immediately or to investigate options for further education and/or training.
A.1 Programs and Services Currently Offered (continued)

4. **Structured Group Career/Employment Counseling Interventions**

Components included in these interventions include but are not limited to:

d. **Action Planning for Work** – Clients complete a personal return to work action plan which encompasses long and short-term goals. Outlined in this plan are concrete steps to increase employability specific to a career or industry which may include the need for a documenting relevant work experience, gaining relevant work experience, education or training or putting in place transitional supports. Inherent in this process is the gradual moving of clients from a state of dependence to being able to address their needs confidently, independently and professionally. Problem-solving to overcome barriers is a key focus to ensure the things that have limited their employment potential are addressed.

e. **Action Planning for School** - Clients complete a return to school action plan which assists them to evaluate post-secondary education programs and/or training in the context of how they are valued in the current labour market. Clients applying for government funding are assisted with completing a training package which will support their request for funding. In addition, the application process to various colleges and universities is guided. Employment programs that support the earning of tuition vouchers or other forms of educational support will be explored. The outcome will be a completed application for further education and training.

f. **Job Search Strategies** – During this intervention, clients participate in a number of active job search activities characteristic of federal Job Finding Clubs which include the preparation of a resume, cover letter and references. Mock interviews are conducted by a human resources specialist from outside the organization to provide the job seeker with a realistic and unbiased experience. Constructive feedback for the client is a key part of the process. In addition, women are encouraged to make full use of the resources contained in the walk-in resource centre to support their job search.
A.1 Programs and Services Currently Offered (continued)

5. Employment Services

a. Individual Employment Counselling Services - One-on-one counseling is regularly scheduled to complement group interventions undertaken by the client. Clients will also initiate additional sessions by requesting one-on-one assistance for individual needs as they set out implementing their employment and education plans. One-on-one services are also provided to drop-in clients. The goal of individual counselling is to support goal setting, planning, decision-making and action.

b. Extended Job Search Support – After women complete a job search intervention or becomes unemployed after a period of employment, further assistance is provided to those trying to secure employment. This may include assisting women to locate job information, assisting women to tailor their resumes for specific job opportunities or scheduling a mock interview to encourage confidence before the real job interview takes place. Clients are able to capitalize on WISE’s well established employment network. WISE graduates work in just about every sector in the province and are most helpful in assisting other women to reach their goals.

c. Referral Service - Another WISE service comes in the form of referral services. Clients may identify barriers to employment, which may need to be addressed more effectively by another agency or in conjunction with another agency. Referrals for participants include educational, social and governmental services and can be made at any time during or after the assessment process. These referrals address the needs of women holistically appreciating that barriers to employment come in many forms and can include issues with housing, health, family custody, domestic violence, food security, transportation and dependent care.

6. Walk-In Resource Centre – Each WISE site is equipped with a resource centre, which includes a work area with access to telephone, computer, fax and copier. Current employment information can be accessed through the internet. The library also includes books and reference material on occupational job descriptions, employment legislation and resume writing. This centre is available to all women.
Organizational Overview

A.1 Programs and Services Currently Offered (continued)

7. **Case Management** – The case management process is a structured and documented process which includes:

   i. The collection of baseline client data upon entrance into each WISE intervention;

   ii. Client progress reviews based on established client needs and objectives. Data is collected through direct observation of process and delivery of outputs and may include assessment tools;

   iii. An exit interview which is used to review participant's achievements in the context of expectations for the intervention and to transition clients onto the next step of their Return to Work Action Plan;

   iv. Post-program follow-up through focus group meetings and telephone calls at 3, 12, 24 and 36 months. The results of this follow-up are maintained in ARMS for the purposes of analysis and accountability;

   v. The documentation of client activities and outcomes using ARMS.
A.2 Other WISE Projects & Initiatives

ABE Level 1

WISE delivered two years of ABE level 1 programming in Gander as part of a provincial pilot project. WISE continues its interest in the area of Literacy and essential skills and continues to explore feasible projects that support women.

Community Access Programming (CAP)

WISE provided computing services to the community at large through a Community Access Program funded by Industry Canada for many years. WISE continues to provide similar services outside this traditional funding arrangement to women by providing free access and assistance to computing resources.

Linkages

WISE continues to deliver the Linkages program by providing career planning, employment counseling, job search and job maintenance support to young women at each of its three sites. WISE anticipates increasing its Linkages placements if age and time of year criteria are adapted. This employment intervention can be very successful for women of all ages.

Lone Mothers Project

WISE is a current partner of a five year research project funded by the Community University Research Alliance (CURA). This Lone Mothers: Building Social Inclusion Project is national in scope and explores the impact of welfare and labour market changes on the lives of lone mothers. Janice Parsons and Tracey Swan from Memorial University of Newfoundland's School of Social Work are WISE's local partnership representatives.

Prior Learning and Recognition (PLAR) Outreach

This year, WISE has provided prior learning assessment & recognition (PLAR) programs both internally and in an outreach capacity to unemployed clients working with other community agencies. This piece of work has assisted clients in documenting their transferable skills and building their confidence around employment.

WISE Scholarship Fund

Since 2005, WISE has hosted golf fundraisers and other events in aid of a women's scholarship fund. WISE has issued four scholarships to women attending a university or college program. This is a voluntary activity undertaken by management and staff.
Organizational Overview

A.3 Demographic and Economic Profile

Target Group

The demographic this project will be targeting includes:

- women age 55-64;
- unattached to the labour market for a period of time;
- may never have worked in a paid employment capacity;
- motivated and have the potential to work;
- are ill equipped to make the transition to employment because of challenges in a number of areas:
  - Confidence to work;
  - Confidence to work in a new workplace or industry;
  - Awareness of how their current attitudes, knowledge and skill sets can support today's marketplace;
  - Currency of knowledge required for today's marketplace;
  - Proficiency of skill sets in ways that support the marketplace;
  - Decision-making which requires an understanding of how changes in their employment will impact their current standard of living;
  - Understanding of what career choices and alternative work arrangements that can capitalize on their interests, capabilities and potential;
  - Job search skills including networking, marketing oneself to employers, interviewing and evaluating a job offer;
  - Workplace performance that can impact their success in the workplace.

Unemployed Women Ages 55-64

There are 35,105 women between the ages of 55-65 located in the province; many of them single, divorced or widowed. Of these women, significant numbers are able to work and are motivated to work providing they are given the encouragement, knowledge, tools and skills to make the transition.

Older women want to connect or re-connect with the labour market for a variety of reasons either in a full-time or part-time capacity. Some of these reasons include improving their standard of living, having a reason to get up in the morning, feeling connected and apart of society, friendship and simply just feeling useful and of value to the community.

1 Community Accounts, Detailed Populations by Age and Gender, 2006 census
Organizational Overview

A.3 Demographic and Economic Profile (continued)

Age Profile of Population

35.1% (180,300 people) of the province’s population is 50 years and over. The Newfoundland population is aging faster than the rest of Canada and projects that half the population will be over the age of 49 by 2021. Yet, life expectancy for the population is approximately 78 years of age.¹

Outmigration is a mitigating factor and it has been recommended that when human capital is lost, it must be replaced by increasing the skills of those who remain. Adult education and re-training older workers who remain in communities is to be encouraged.²

Economic Profile of Target Group

The median income of women in the province of Newfoundland and Labrador is $15,700 compared to $25,700 for men.³ As the population ages and moves toward the senior age bracket (65+), the median income decreases leaving older women among the poorest in the province.

Education

A significant number of women requiring assistance to enter the labour market through this project will have lower education levels. Individuals with less than a high school graduation certificate have a median income significantly less than those with a university certificate, diploma or degree. In one publication, this figure was given as a median income of $10,009.⁴

Women with lower education and limited skills for today’s workplaces require a support system in order to meet their employment goals. The document entitled Reducing Poverty: An Action Plan for Newfoundland and Labrador recommended that the province develop and expand employment skills programs for vulnerable groups whose needs are not currently being met. There is a gap in service for women ages 55-64 who would benefit greatly by successfully connecting to the labour market.

¹ Healthy Aging for All in the 21st century – Seniors Profile, March 2006
² Demographic Trends and Implications for Public Policy, March 2003
³ Community Accounts, Income, Consumption and Leisure Sources of Income by Gender, 2005
⁴ Healthy Aging for All in the 21st century – Seniors Profile, March 2006
Organizational Overview

A.4 Project Rationale

*Market Place Trends Supporting Older Worker Employment*

Given the aging population in Newfoundland Labrador and the labour shortages in many sectors and regions in the province, stakeholders recognize the value of creating opportunities for older workers who are willing and available to work.

The WISE organization has experienced more demand from older women for assistance in connecting or reconnecting with the labour market in recent years. In the same breath, it has also received more calls from employers actively seeking older women as applicants for jobs.

The following trends are impacting older women who are considering work:

- More job openings with higher wages, benefit plans and flexible employment arrangements are encouraging women to consider working;
- Employers have adapted their hiring practices to fill positions in this scarce labour market; there are more opportunities for women with disabilities and lower levels of education in the current labour market;
- Changes in retirement legislation provide choices for older workers to rethink their potential and length of stay in the workplace;
- Older workers have a reputation of having a strong work ethic. This coupled with life experience, maturity and possibly fewer demands from child dependents make older women a very marketable job seeker in today's labour market;
- More transitional supports are available for people considering leaving the security of income support to work. These changes include increased exemptions and the introduction of a prescription drug plan for low income earners, which makes it possible to work in entry level positions and be better off financially.

WISE counsellors observe the eagerness of older women wanting to enter the labour market. However, our organization also observes the large deficits some women have even when attempting to apply basic workplace skills and workplace protocols in a structured training/counseling environment.

Women lacking preparation and basic workplace skills will be more prone to failing in the workplace and possibly disengaging from the labour market altogether or starting the cycle of dependence on some form of income support.
Organizational Overview

A.4 Project Rationale (continued)

Labour Market Needs

The province has carried out consultations with labour market stakeholders (including employers, youth groups, labour organizations, community & economic planners and employers) to identify perceptions of labour market challenges and opportunities. These findings can be referenced in the Canada/Newfoundland and Labrador Labour Market Development Agreement, Business Plan 2007-08 and Beyond.

While there was general optimism among stakeholders across most industries and regions in Newfoundland and Labrador, there are a number of common labour market issues. These identified issues support WISE's first hand findings working with clients and are the foundation of this specific proposal:

- The need for technology-literate and computer-literate employees for growth and development;
- The need for current and relevant labour market information, especially about the current labour force skills availability and future demands;
- Concerns about literacy and basic communications skills, particularly in industries that traditionally have had lower education entry requirements, such as forestry, fishing and construction;
- The move away from specialization and more cross-training for a number of skills. There is an expectation for workers to be able to undertake a wider range of activities requiring a broader skill set.
- Increasing demand for skills such as team-building, problem solving, change management; flexibility and customer service skills;
- A need for better liaison between colleges and industries in the development of educational programs. This need extends to the liaison between non-profit agencies offering pre-employment and employment support to people entering or re-entering the labour market.
- Increased need for training opportunities and flexibility in accessing government support for training, especially among seasonal workers.

Supporting these government consultations, according to the 2003 International Adult Literacy and Skills Survey (IALSS), and the Canadian Adult Literacy and Life Skills Survey (ALL), the province is less equipped than others to support Canada and Newfoundland's competitive advantage. Participation in formal workplace training in this province between 1997 and 2003 was 29%, still the lowest in the country. So, despite having employment experience, workers who find themselves displaced may not have been well equipped by their employer to easily transition to other employment.
Organizational Overview

A.4 Project Rationale (continued)

Labour Market Needs

WISE’s experiences with older women seeking employment mirror the findings of other stakeholders. There is a need for more comprehensive programming and support to address the challenges older women face before entering or re-entering the labour market successfully:

- Confidence in one’s abilities and strengths is an area that challenges older women. Women who have not worked for a period of time, or lives in isolation outside the mainstream of society or lack current knowledge and skills for today’s marketplace are vastly aware of their deficits. Their focus on their personal shortcomings leads to a lack of confidence in their abilities and discourages them from even trying to look for work.

- Technology skills and even the use of terminology can leave older women out of the loop of many types of jobs in the workplace. Many of these skills require little time to learn but can open up a whole new world of work. Standard for many jobs across the board include basic email, internet-based activities such as ordering suppliers or verifying information, basic word processing and retail point of sale systems;

- Financial knowledge and skills may prevent some women from making decisions around employment. These challenges may range from not knowing how to establish a bank account to not understanding what take home pay and mandatory employment deductions are. Women currently relying on some form of assistance may not be aware of recent changes to policy or how to determine how their participation in the labour market impacts their existing income. Financial skills on how to manage household expenses is also a challenge for those who have had others looking after these needs;

- Other employability skills (essential skills) may be out of date or never developed and make transitions to workplaces and long term employment difficult. Essential to every job is the requirement for effective communications, problem-solving, decision-making, and teamwork. Older women equipped with skills and best practices can contribute to workplaces more effectively;

- Older women may struggle with adopting workplace practices governed by legislation and other agreements impacting employment and workplace interactions. The Labour Standards Act, applicable collective agreements, occupational health and safety requirements, human rights, privacy legislation and a number of emerging trends can make the workplace a complex and sometimes confusing environment for those not in tune with today’s workplace expectations.
Organizational Overview

A.5 Community Resources

Local Economic Development Strategies & Activities

The Government of Newfoundland and Labrador undertook consultations in 1999 concerning the province’s economic agenda. Stakeholders within the province made it clear that provincial priorities and community priorities must come together and that the most effective means to accomplish this is to focus on regional development strategies.

Government committed to explore new means of encouraging regional cooperation in service provision between communities to strengthen the environment for economic development on a regional basis.¹

Also noted in this report is the need to ensure that all our people have an opportunity to participate productively in the economy that they have meaningful jobs and the ability to provide for themselves and their families. Some of the themes highlighted in this report indicated that:

- People need help to acquire new skills;
- Integrating social and economic development initiatives makes sense;
- Opportunities should support equality within communities;
- Strategic partnerships are important.

Ten years later in 2009, these findings are still relevant as guiding principles for new initiatives. However, just as these guiding principles take time to become the fabric of regional development, some organizations such as WISE are still trying to find its strategic place within regional economic and social development plans.

WISE is committed to work hard to dialogue with stakeholders prior to the start of any new initiative and to work hard at developing new strategic partnerships in the community.

WISE has been identified as an intervention of best practice in the provision of flexible and holistic work supports in the province along with wage subsidy programs and work incentives/supplements.²

This organization is looking forward to working in new ways and in new constructs as the province and regions work together to meet the social and economic challenges of the province.

² The Canada / Newfoundland and Labrador Labour Market Development Agreement Business Plan 2005-06 and Beyond - Working in Partnership
A.5 Community Resources (continued)

How Project Supports HRLE

WISE's mandate as indicated in its by-laws supports HRLE by assisting women to make informed choices that will sustain themselves and their families through employment. WISE projects such as the TIOW initiative, also plays a part in supporting the needs of the labour market. Our organization:

- Works with women of all ages, starting with youth up to age 29 and inclusive of older women into their sixties;
- Measures its success as an organization by women's ability to secure employment and complete education and/or training to meet their employment goals;
- Is a supporter of education when this intervention can leverage a women's employability, earnings potential and self-fulfillment;
- Explores a women's potential rather than use a deficit model that can diminish a women's ability to fulfill an attainable dream;
- Supports women to seek a living wage that will keep them self-reliant and able to provide for their families. This is particularly relevant to this project as older women are very well represented among Newfoundland and Labrador's poorest citizens;
- Strives to be responsive to the changing needs of women when the labour market and employment legislation changes;
- Welcomes partnerships with government and community agencies to assist the women's community.

To summarize, WISE supports the personal vision of women through exploring their potential and assisting them to reach it via education, training and job readiness activities. This vision is characterized by supporting women to succeed and become self-reliant.

Aside from the specifics of this particular proposal, WISE continues to demonstrate its openness to discuss issues that impact the labour market and unemployed people in this province. The WISE organization has also demonstrated that it is flexible and willing to work in new ways and with new partners to support the employment needs of women in this province.
Project Description

B.1 Project Summary

Women Interested in Successful Employment (WISE) is interested in undertaking three separate Targeted Initiatives for Older Workers (TIOW) in the province. This project will offer the following types of programming and services to a minimum of 36 unemployed women ages 55-64 in the Bell Island, Trinity/Conception and Central areas of the province. The client numbers may be larger depending on the demand in certain regions.

Project Summary

This project will provide older women an opportunity to identify their work capabilities and interests, explore their work options and prepare for and undertake work in an accessible labour market. Some of these women will be looking for work for the first time while others may have a work history and are re-entering into different types of work or work environments.

Community/Client Engagement

Champions supporting women on a range of issues in the community ranging from poverty reduction, social inclusion, personal and professional development, elder care and of course employment will be called upon to join forces with the project to share this opportunity with women interested in exploring their work options in the current labour market. These champions may be found in 50+ clubs, senior resource centers, Women’s Institutes, church clubs, departments within government and other traditional connections with the non-profit network focused on employment.

Employed at each WISE site is a staff member who has chosen to work while many of her peers in the community have opted to retire. These 50+ women have invaluable work and life experience, strong ties with older women in the community and are an asset in promotion and community engagement.

Client Assessment

Once clients are assessed to have goals and needs that can be addressed by the project, any supports to facilitate their participation in the project will be put in place. These needs may include transportation and dependent care but may also include non-financial supports. Service Canada has approved funding to support the transportation and dependent care needs of unemployed women participating in key components of this project.
B.1 Project Summary (continued)

*Group Mentoring*

This project will assist clients in a group setting with other women and will provide formal and informal mentoring opportunities from counselor to client and also among clients themselves. The group is a key force that motivates, assists and supports clients. Clients are accountable to the group as well as the counselor and work hard to ensure they support the process and the progress of others.

*Prior Learning & Assessment Recognition*

Once women start the project, they will undertake a rich experience that will take them on a journey of reflecting on their life and identifying what knowledge and skills they have gained from their experiences. In the process, clients will focus in on their interests, capabilities, strengths. This process has been used within the WISE organization for many years but recently has been expanded to include more formal documentation of their accomplishments under the PLAR umbrella. WISE also facilitates CAAT Testing for women without a high school diploma.

*Essential Skills*

Part of the initial assessment with women will focus on their goals for employment, their goals for skills development and their overall goals for life. These women have some of the skill sets needed to reach their goals but require the development of other skills in order to get there. These skills are sometimes referred to as *essential skills* or general *employability skills* by stakeholders. Skill areas include use of technology, communication skills (written, verbal, electronic), problem solving, teamwork and decision-making skills.

Some of these skills overlap with what has traditionally been referred to as literacy skills. These may include reading, writing, navigation of text and math/financial literacy. This past year, WISE and the Community Centre Alliance (CCA) piloted curriculum and processes in these areas which are now available for other projects.
Project Description

B.1 Project Summary (continued)

_Labour Market/Career Exploration_

Critical to the employment decision-making process for clients is the understanding of the labour market, what career options exist and what if any training is required to equip them to work in a specific industry or job. For this age group, women may opt for training that is of shorter duration. Also critical to the decision-making process is an understanding of how their employment choices will impact their current standard of living. Financial literacy skills come into play here.

Self employment is also explored in this component and will be done in conjunction with agencies who currently facilitate this process with clients working with other WISE programs.

_Employment Certifications_

There are a number of certifications that can be incorporated into this project ranging from First Aid/CPR, WHMIS and other occupational health and safety training. The Superhost program or components of it can serve clients well if they desire to work in the hospitality/tourism industry. In a recent project in St. John’s, the Murphy Centre provided clients with opportunities to add some of these certifications to their resume before securing employment. WISE will dialogue with these program deliverers to ascertain what certifications and training proved most valuable for clients (re) entering the workplace.

_Job Search for Work Placements_

WISE already delivers a structured group job search program that provides clients with knowledge, new skills and a process to access the job market. WISE anticipates using this process to help secure placements for clients. WISE will encourage clients to make the initial contact with employers to secure an interview. This process encourages self-sufficiency and independence for clients. Staff members will meet with employers to finalize the details and paperwork associated with the work placement. In addition, WISE will maintain contact with both clients and employers to ascertain the benefit of the work placement and to support problem-solving where necessary.
Supported Employment

After the project, some clients may be in a position to stay on with the current employer in a employer-paid capacity. On the other hand, some women may be in the position of looking for paid employment with another organization. The Job Search skills gained in the project will help them secure alternative, paid employment. WISE anticipates clients working with a number of job brokers from different agencies to avail of any employer incentives to facilitate the process.

This is an opportunity to use the Linkages program in a broader application for older workers. It is our understanding that this type of application has been piloted elsewhere. Extending the application of Linkages to this project is a dialogue the WISE organization would like to have with HRLE prior to the start of the project. WISE has expressed an interest in using Linkages for different applications in previous funding proposals.

Case Management

As a standard practice, WISE continues to work with unemployed women after a prescribed program or service has been completed. Unemployed women from this project will be encouraged to continue to working with this organization and any other agencies she may find helpful in helping her meet her employment goals. One-on-one employment counseling is available by appointment and sometimes on a drop-in basis.

The walk-in resource centre with its internet service is also available for women to continue their job search; email, telephone, word processing software and photocopying/printing services are available to women on a drop-in basis.

The WISE organization will maintain a client file in ARMS to be shared with other agencies who can also support this client to meet her employment goals. Regular follow-ups and the documentation of client outcomes is a standard operating procedure.

Client Intakes

- Minimum 12 participants for the Bell Island program;

WISE anticipates it will be able to assist a minimum of 36 women ages 55-64 to gain paid employment.
B.2 Project Objectives

1. Document an evaluative framework for the project with milestones that support project objectives and requirements;

2. Identify formal and informal partners who embrace collaborating for the shared success of this target group of women in a specific region;

3. Document practices that assist government and the non-profit sector agencies in creating an awareness, interest and engagement in programs and services that assist older women to secure employment;

4. Assist clients through one-on-one and group processes to accomplish the following:
   i. A written list of project-specific goals that are realistic, attainable and measurable;
   ii. A documented portfolio of accomplishments, interests, skills and abilities;
   iii. The development of skills and the use of systematic processes to complete a range of tasks including:
   iv. Data collection of labour market trends and opportunities;
   v. Decision-making concerning feasible employment options;
   vi. Competency in a variety of workplace situations;
   vii. Networking and communicating effectively with employers and other agencies that can support employment goals;
   viii. Working effectively in a paid position.
   ix. Document a client action plan for securing and maintaining employment identifying barriers and strategies to overcome challenges;

5. Document a complete practitioner’s guide to support the delivery of components of this project for other applications and by other agencies;

6. Report on the appropriate positioning of feedback and pre/post evaluation processes to ensure practitioners and clients can gauge progress and accomplishments;

7. Communicate project’s activities, learnings and final products to stakeholders and potential beneficiaries;

8. Evaluate project using a pre-determined evaluative framework including the effectiveness of criteria and plans used to manage the project and communicate and disseminate project results;

9. Document the roles and contributions of community partners helping older women transition their plan to employment.
B.3 Project Activities and Work Plan

This project will offer the following types of programming and services to unemployed women ages 55-64 in the Bell Island, Trinity/Conception and Central regions of the province.

This work plan will be flexible to support the needs of older women participating in the project.

The schedule will be from 9:00 a.m. – 3:00 p.m. week days.

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<thead>
<tr>
<th>Project Component</th>
<th>Dates</th>
<th># of Weeks</th>
</tr>
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<tr>
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<td>05/24/10-06/18/10</td>
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<tr>
<td><strong>TOTAL NUMBER OF WEEKS OF THE PROJECT</strong></td>
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</table>
B.3 Project Activities and Work Plan

Schedule

**Aug. 17 2009 – Sep. 12, 2009**
- Plan community engagement activities;
- Meet with partners and community champions;
- Conduct information sessions;

**Sep. 14 2009 – Sep. 25, 2009**
- Conduct intake interviews/select participants; refer clients to complementary or alternative community programs and services;
- Complete funding negotiations with qualified participants;
- Co-ordinate community resources;
- Prepare materials and resources.

**Sep. 28 2009 – Feb. 5, 2010**
- Deliver the programs and services;
- Administer financial supports for participants;
- Collect formative evaluation feedback.

**Feb. 8 2010 – Mar. 26 2010**
- Facilitate work placements for clients;
- Provide support to participants and employers as required;

**Mar. 29 2010 – Jun. 25 2010**
- Collect summative evaluation feedback at the end of the program;
- Assist clients to secure paid employment;
- Complete project report and final project expense report;
- Continue to case manage unemployed clients to support their employment goals;
- Update outcomes/status of in ARMS and submit reports to HRLE and Service Canada.
B.4 Expected Results

Key areas used as post-program indicators of success and reported to HRLE include:

1. Employed full-time or part-time;

2. Wait-listed or enrolled in further relevant training, typically of a shorter term, that supports an expedient entry or re-entry into the labour market;

3. Actively engaged in activities, including job search activities that progress clients towards their employment goals or job maintenance activities that supports successful employment.

Other outcomes expected as a result of project include:

4. Documented portfolio of knowledge and skills to support decision-making around career choices and job fit as well as marketability to employers;

5. Documented resume and supporting documents to support job search;

6. Increased confidence demonstrated by increased engagement and participation in the community in a range of areas in addition to employment including goal setting and follow-through until goal achievement;

7. Enhanced employability through essential skills development activities;

8. Increased periods of employment through job retention strategies;

9. Increased engagement of women from this age group in accessing available programs and services that can assist them in addressing their overall needs including employability.
B.5 Impact of Project

For Stakeholders

Women Interested in Successful Employment would like to take a leadership role in moving the community forward in supporting the needs of older women in the community. Impacts include:

- New partnerships with new relationships and networks for information sharing and support;
- Documentation of best practices around engaging the community so that these can be used by others to reach and encourage others to avail of supports;
- Further enhancement of curriculum and processes that will build on existing practices;
- Professional documentation of process and content that can support other agencies to deliver components to clients with similar needs;
- A demonstration to community stakeholders that existing agencies with longstanding interests in the community are capable of addressing the needs of unemployed people in new and creative ways;
- A demonstration that collaboration within a community can take many forms and that collaboration can benefit individual partners rather than weaken their presence in the community;
- A source of better equipped labour for employers in the marketplace; especially for those who are challenged with labour shortages and staff competency issues.

For the Unemployed Women

Unemployed women will be impacted in a number of ways aside of the specific outcomes outlined in this proposal. These impacts include:

- Building capacity within the older women’s community that can support different choices for women around the use of their time and their contribution to the community; including everything from volunteerism to employment;
- Lowering the incidence of poverty among older women; which is a current community challenge;
- Increased health and well-being of women as a result of the work itself and the associated benefits of employer-sponsored health and dental plans.
C.1 Project Management

ii. Ability to Manage and Deliver Employment Related Programs

History of Managing Employment Programs

WISE currently manages a number of joint federally and provincially funded projects focused on employment in all three regions outlined in this proposal; Bell Island, Carbonear and Gander. This includes programming and services under the guise of a federal EAS. WISE also manages the delivery of smaller contracts including Linkages and the Lone Mothers project with the School of Social Work.

Each site employs a Team Facilitator who is responsible for liaising with the Executive Director or her delegate on local site matters.

Staffing is Relatively Stable

Despite challenges within the non-profit sector with staff retention, WISE has been fortunate to have maintained long term employees in all three sites; primarily due to the passion for the work. This stability has been helpful in the management of several projects with complex administration and reporting requirements.

Please note that the Carbonear site is in the process of hiring new staff and has experienced some challenges in securing candidates with the desired experience and education. If WISE cannot secure a highly qualified resource for this location or any other location, it is recommending that the project not go ahead for these specific areas.

Accountability and Reporting

WISE maintains an open dialogue with funder representatives when issues arise with projects or clients. WISE uses the ARMS system to report its activities with clients and as a tool to case manage clients’ progress beyond the end of the project.

- Clients with a legitimate social insurance number and providing consent, will be recorded in ARMS for each intervention undertaken noting the date and the final outcome;
- Post-intervention outcomes will be recorded in ARMS. Client’s progress towards their employment goals are collected through scheduled follow-up meetings, telephone calls and/or when clients drop-in to WISE to share their successes;
- Any issues impacting client attendance or participation in project activities will be communicated to HRLE representatives as soon as possible.
Project Delivery Capacity

C.1 Project Management

ii. Project Delivery Resources

This project will require the hiring of new staff. However, the existing WISE team both regionally and organizationally will be involved in supporting the project. The credentials of the current WISE team are described below.

St. John's Management

Executive Director, Valerie Carruthers
C.1 Project Management

ii. Project Delivery Resources

St. John's Career Planning Team

Team Facilitator, Catherine J. LeDrew
Project Delivery Capacity

C.1 Project Management

ii. Project Delivery Resources

St. John's Career Planning Team

Executive Officer, Nancy Lewis
Project Delivery Capacity

C.1 Project Management

ii. Project Delivery Resources

St. John's Career Planning Team

Financial Officer/IT Support, Linda Hickey

Section 30
Project Delivery Capacity

C.1 Project Management

ii. Project Delivery Resources

Non Responsive
C.1 Project Management

ii. Project Delivery Resources

Non Responsive
C.1 Project Management

ii. Project Delivery Resources

Non Responsive
C.1 Project Management

ii. Project Delivery Resources

Non Responsive
Project Delivery Capacity

C.1 Project Management

ii. Project Delivery Resources

Non Responsive
C.1 Project Management

ii. Project Delivery Resources **Non Responsive**
C.1 Project Management

ii. Project Delivery Resources

Job descriptions for project staff delivering programs and services directly to clients reflect the expectations contained in the provincial government’s Career Development Specialist position.

ii. Independent Advisors

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<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim Gillard, Co-ordinator</td>
<td>Northeast Avalon Literacy Coalition</td>
<td>St. John’s, NL</td>
</tr>
<tr>
<td>Jessica Lee Middleman</td>
<td>Adult Educator &amp; ABE Instructor</td>
<td>St. John’s, NL</td>
</tr>
<tr>
<td>Margaret Madden</td>
<td>Workplace, Adult Educator &amp; Job Search Consultant</td>
<td>St. John’s, NL</td>
</tr>
</tbody>
</table>

iii. Ability to Provide a Supportive and Inclusive Work Environment

Women Interested in Successful Employment provides programs and services for women in facilities that can accommodate women with wheelchair accessibility needs. While the Carbonear site is located in a building with no wheelchair accessibility on the second floor, program resources and computing technology is located on level 1.

WISE uses a feminist programming model to address the social inclusion needs of women. The organization provides an adult environment which is safe, sensitive and respective for women who have experienced domestic violence or have been marginalized because of their income source, family status or age.

WISE works with women from different cultural backgrounds. While this is more prevalent in the St. John’s region, sensitivity to the needs of women of different ethnicities is important to the mandate of WISE.

WISE welcomes partnering opportunities with agencies that support the needs of both men and women. However, these partnerships must be sensitive to the need for WISE to retain sensitive and protected programming and supports for women.
D.1 Proposed Budget

As mentioned in the cover letter accompanying this proposal, the WISE organization would like to dialogue about the details of this proposal and the accompanying budget. WISE has no difficulty in delivering the project, but would like to establish a budget that factors in other funded work. Areas for discussion are as follows:

- WISE already has funding secured for programming and service elements that can be integrated into the project. How HRLE would like the existing projects to share resources is an important consideration;

- Where exactly HRLE would ideally like to position the Central Newfoundland project will impact the travel and rent budget. WISE can deliver this project in Gander, Grand Falls or another community. WISE has some tentative resourcing in place for Gander or Grand Falls. However, WISE would like to meet with HRLE to discuss how this project complements other local initiatives planned for central;

- WISE has started to dialogue with agencies and individual champions in regions identified in this proposal. However, it does not expect to solidify more formal partnership arrangements until WISE has an opportunity to meet with HRLE. Therefore, the supporting details for the budget contained in this proposal may change; hopefully to reflect an increase in collaborative effort;

- WISE would like to discuss the allowances for participants. The TOWI guidelines indicate that participants will be paid an allowance while undertaking developmental activities. However, this would be a departure for WISE in how it typically provides programming supports to women. While WISE appreciates that women participating in the project will incur additional expenses when leaving their homes each day, WISE would like to discuss an alternative allowance of $100/week in addition to their transportation expenses. While the following budget is based on allowances of $9.50/hr @ 25 hr/week for 33 weeks, administering supports using WISE's current practices for other group employment programming would reduce the budget by $165,350. Other TOWI projects may have already set a precedent in this regard, but the dialogue around this is important.

- The proposed budget is based on providing allowances to older women while undertaking a work placement. WISE currently refers women to the Murphy Center’s Employment Action program because it encourages employers to take clients who require extra time and attention to integrate into the workplace. After the work placement, if the employer is pleased with the worker, the employer is encouraged to hire the client with the assistance of a work subsidy such as the NL Works program or without a subsidy. In Newfoundland, small businesses have been challenged by increases in minimum wage and rising costs. This proposal provides ample incentive for employers to hire older workers.
WISE TARGETED INITIATIVE FOR OLDER WORKERS (TIOW) FUNDING PROPOSAL FOR BELL ISLAND
| WISE TARGETED INITIATIVE FOR OLDER WORKERS (TIOW) FUNDING PROPOSAL FOR BELL ISLAND |

| WISE TARGETED INITIATIVES FOR OLDER WORKERS PROPOSAL | 51 |
WISE TARGETED INITIATIVE FOR OLDER WORKERS (TIOW) FUNDING PROPOSAL FOR BELL ISLAND
D.1 Proposed Budget

Supporting Details for TIOW Budget

Partners contributions still need to be finalized. Preliminary discussions have taken place and more partners are expected to come on board as soon as HRLE is able to discuss the feasibility of this proposal. This table provides what WISE can expect from other agencies.

<table>
<thead>
<tr>
<th>Source</th>
<th>Type of Contribution</th>
<th>In-Kind</th>
<th>Financial</th>
<th>Confirmed</th>
<th>Potential</th>
<th>Amount</th>
</tr>
</thead>
</table>
D. 2 Financial Management

WISE's funding has been uninterrupted since the organization began in 1987.

The WISE organization manages at least $800,000 annually. An administrative system is in place to report finances and project activities in a way province expects. With the November, 2009 Devolution start date, WISE is prepared to adapt its reporting requirements to reflect any new requirements as a result of this federal influence.

The following reports will be submitted to HRLE:

- Upon approval of this proposal, a final pre-project budget with a cash flow statement;
- A quarterly Budget Position Statement on the July 30th, October 30th, January 30th and April 30th;
- An audit report by Fred Earle, Chartered Accountant, by June 30; ninety (90) days after the completion of the project.

In addition, an alphabetical system of supplier's invoices with cheque stubs is maintained and available for inspection by representatives of the Department of Human Resources, Labour and Employment. Contracts, bank deposit books and bank statements are also maintained in a file. All financial records are kept for seven years.

Project finances, including payroll, are managed with Simply Accounting software. Christine Morrisey, an external accountant, supports the Financial Officer with the administration of projects.

D.3 Applicant Contact Information

Women Interested In Successful Employment
Suite # 306, Viking Building, 136 Crosbie Rd.,
St. John’s, NL A1B 3K3
wise@nfl.net
www.wiseprograms.com

Contact: Valerie Carruthers, Executive Director
739-1375, vcarruthers@nfl.net
Appendix A

About WISE

WISE is one of very few women's organizations in the province. It was established to help support the unique needs of women as they strive to reach their employment goals. WISE today continues with this very same mandate.

The WISE program has been in operation since 1987 and has been supported by funding from the government of Newfoundland and Labrador as well as by the Government of Canada, through what is currently known as Service Canada.

During October, 2005, the Board of Directors and staff of WISE met in Carbonear to review WISE's mandate in the context of the needs of the communities it serves. During this time, WISE reflected on the need for an organization such as WISE in Newfoundland and Labrador.

Although the some statistics paint a brighter employment picture for some women in our province, the reality is that the majority of employed women still occupy the lowest paid positions in our economy.

With this picture in mind, many unemployed women share the perspective that working will actually provide their family a lower standard of living. However, with changes in policy and programs in recent years, this perspective is not longer the case for many women. WISE can be instrumental in helping women to dispel myths and make decisions based on a current reality.

WISE is interested in taking capable women of any age and helping them create a new reality for themselves and their families. WISE encourages women to set goals that are attainable yet higher than the ones they originally come with. WISE sees each woman with a potential higher than what they themselves can see. WISE in essence is a positive, reflective mirror in which women start to see themselves and their potential differently.

In this context, WISE aims to continue the delivery of essential workplace skills development, career exploration and employment programming and services to women in the St. John's, Carbonear and Gander regions while extending its service through outreach activities.
Client Testimonial, Group 53, November 30, 2007

I wasn't sure of what to expect, beyond assistance in research & career exploration. In retrospect, that may have been a good thing. Since I didn't know what would be happening, I was open to anything. I can't believe the 12 weeks are over, that they flew by so fast, or that so much was accomplished in such a short period of time.

Of course, I have to thank the lovely group of ladies who put this all together for us for all they've done. The research, the career exploration, the information, the presentations, the field trips, the resources, the computers, the resume & cover letter writing, & even the interviews. I completed my personal profile, & assessed my skills, even those I didn't know I had. I have learned what I'm looking for in an employer, in a workplace, & in a career. I assessed my weaknesses & strengths. I explored my personality, & how it relates to both the workplace & my personal life. Thanks to your help, I've learned what I want to be when I pretend to grow up, & even have a back-up plan. Even those of us who haven't decided yet have ruled out many options, have still come miles ahead toward reaching their decision thanks to your guidance. While I'm aware that that's what we all signed up for, that's not what I REALLY want to thank you for.

The perfect blend of your personalities, helped to slowly draw each of us from our shells. We could not have done this without you. WISE is, hands down, the best thing I've ever done for myself, & I think all the WISE women present will agree with me on that. I think every woman should be required to do this program. I accomplished & learned a lot. I finally have a direction, & I have found myself. I have also learned & debated how society & my surroundings have impacted my values, beliefs, & opinions, as well as my impressions of people. I have identified what I believe, & why I believe it. I am currently re-vamping many of my viewpoints & beliefs because of this. I see things, situations, & people, differently now. WISE has truly opened my eyes, especially in regards to myself, my life, & women's issues. I have learned how to filter what I see & hear via the media, people around me, & society in general. I have learned never to judge a book by its' cover. First impressions are important for job interviews, but otherwise; we should give the people we meet a lot more than 7 seconds to become likeable. We should never make assumptions when it comes to people, & be aware of our prejudices.

I have learned to see myself as I am, & not only to see & understand myself, & to embrace it. I have learned that my weaknesses can be strengths, & those that are not can be worked around. I have learned to be more assertive. It is not only okay, but sometimes necessary, to say no. My communication skills have greatly developed, & this is reflected in my personal relationships. I have learned to find & love myself again. I learned how to live, how to laugh, & how to get back up when I fall. I was reminded of the importance, & necessity, of a good support network. I learned that one sentence, one word, or one smile, can change someone's life. I learned to visualize. If I can see it, it can happen. I learned that everything is NOT my fault.
Client Testimonial, Group 53, November 30, 2007 (Continued)

While I should take responsibility for my own words & actions, I am not accountable for everyone around me. I have consistently felt guilty for the things & people I had no control over, due to the influence of society & those around me over the years. As a woman, I have felt that I had to take care of everyone around me, & felt guilty for putting my own needs first. It is so LIBERATING to know that I don't have to feel that way anymore! I live every day to the fullest now. I seek opportunity, instead of waiting for it to find me. I've learned that all change & advancement in life starts with me. I have learned to stay positive, & not to be so hard on myself.

My self esteem, while still a work in progress, has improved so much it could not be measured. My self image exists on a conscious level now, & I finally have confidence. I am finally self aware, & my eyes have finally opened. Somehow, I didn't notice that they were closed throughout the majority of my life. I have evolved in such a way that would have taken decades otherwise, if it had happened at all. I don't think any words in existence could do it justice, or thank you enough for your contribution to my growth as a person.

None of this would have been possible without you ladies (in group 53), or without the bond between us. I can't thank you enough for being yourselves, & sharing so much of your lives with me. The feedback, discussions, debates, & fun have not gone astray, & were, in fact, necessary for this program to mean what it has meant to me, & for it to make the impact it has made. I'm going to be so lost not seeing you every day... You have all enriched my life in such a way that I feel I'm losing a part of myself by not having you around all the time. After all you've given to me, & shared with me... after nurturing me & helping me to grow... you are, at the very least, my adopted extended family. You are appreciated & thought of every day. That said, I know you're only a phone call or a poke away...

You have given me the best gift anyone ever could have; my life. I can finally go live it, because you have brought out my strengths, & my abilities. I don't doubt myself anymore... I like myself, & I have confidence again for the first time in years. You've set the real me free. WISE has given me wings, & you, my amazing WISE, my amazing WISE friends, are the wind beneath them.

WISE decided not to include the client's name as this sharing is very personal yet captures better than any hard statistics the value of WISE to the women's community.
### CEEIS, Year Round SWASP and CYN Summer SWASP Placements on Bell Island
#### 2007 to 2012

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November 1, 2007

Mr. Curtis Mercer
Town Manager
Town of Wabana
Wabana Complex
Bell Island, NL
A0A 4H0

Dear Mr. Mercer:

Please find enclosed a cheque for $1,500 which represents payment of a stipend for [redacted] a participant in the Career Exploration and Experience Income Support (CBEIS) program for 2007/08. Stipends are paid based on $100 per week per participant for fifteen weeks each.

Thank you for your assistance in delivering this program and if you require additional information, please contact me at 729-6890.

Sincerely,

David Brazil
Provincial CYN Coordinator

Enclosure
DATE: October 25, 2007

Chief Accountant  
Department of Finance

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Charge to Subhead: 01-1610-160-5190-1061-090108

Certified for payment:

Oct 25, 2007

Geoff Newman, Manager  
Grants to Youth Serving Agencies
July 12, 2007

Mr. Pat Craig
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mr. Craig:

Please find enclosed a cheque for $2,400.00 as payment of the stipend portion of four Year Round SWASP placements for 2007/08. Stipends are paid based on $75 per week per participant for eight weeks each.

If you require additional information, please contact me at 729-6890.

Sincerely,

David Brazil
Provincial CYN Coordinator

Enclosure
DATE: July 3, 2007

Chief Accountant
Department of Finance

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Charge to Subhead: 01-1610-160-5190-1061-090063

Certified for payment:

Date: [signature]

Sharon Knott, Director
Career, Employment and Youth Services
January 5, 2009

Ms. Carol O’Brien
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Ms. O’Brien:

Please find enclosed a cheque for $1,500.00 as payment of the stipend portion of one Career Exploration and Experience Income Support (CEEIS) placement for 2008/09 for [redacted]. Stipends are paid based on $100 per week for fifteen weeks.

Thank you for your assistance in delivering this program and if you require additional information, please contact me at 729-6890.

Sincerely,

[Signature]

David Brazil
Manager, Community Youth Network

Enclosure
<table>
<thead>
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<th>CYN/Agency and Number of Placements Approved</th>
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Approved by: [Signature]
David Brazil, Manager, CYNs

Date: Dec 15, 08
September 30, 2008

Mr. Gary Gosine, Mayor
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mayor Gosine:

Please find enclosed a cheque for $840.00 as payment of the stipend portion of one Summer SWASP placement for [REDACTED] for 2008/09. Stipends are paid based on $105 per week per participant for eight weeks each.

If you require additional information, please contact me at 729-6890.

Sincerely,

David Brazil
Provincial CYN Coordinator

Enclosure
### CYN Summer SWASP

#### Approvals 2008-09

As of August 27, 2008

<table>
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<th>08SU72869</th>
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Approved by: David Brazil, Manager, CYNs

Date: Aug 27, 2008

Non Responsive
December 14, 2009

Mr. Joe Donkers
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mr. Donkers:

This is to advise that a cheque for $1,725.00 (cheque #1694540 dated December 3, 2009) was recently sent to the Town of Wabana by the Department of Finance. This represents payment of the stipend portion of a Career Exploration and Experience Income Support (CEEIS) placement for 2009/10 for [redacted] Stipends are paid based on $115 per week per participant for 15 weeks.

Thank you for your assistance in delivering this program and if you require additional information, please contact me at 729-6890.

Sincerely,

David Brazil
Provincial CYN Coordinator
**CEEIS**

**Approvals 2009-10**

<table>
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Approved by:  
David Brazil, Manager, CYNs  

Date:  
2009
July 16, 2009

Mr. Gary Gosine, Mayor
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mayor Gosine:

Please find enclosed a cheque for $1,120.00 as payment of the stipend portion of one Year Round SWASP placement for 2009/10 for [Redacted]. Stipends are paid based on $140 per week per participant for eight weeks each.

If you require additional information, please contact me at 729-6890.

Sincerely,

David Brazil
Provincial CYN Coordinator
## Year Round SWASP Approvals 2009-10

### Year Round SWASP

Stipends Paid @ $140/wk for a maximum of 8 weeks

<table>
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Approved by: [Signature]  
David Brazil, Manager, CYNs  
Date: [Signature]
March 16, 2010

Mr. Ben Noseworthy
Town Clerk
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mr. Noseworthy:

This is to advise that a cheque for $1,120.00 (cheque #1754610 dated March 10, 2010) was recently sent to the Town of Wabana by the Department of Finance. This represents payment of the stipend portion of one Year Round SWASP placement for 2009/10. Stipends are paid based on $140 per week per participant for eight weeks.

If you require additional information, please contact me at 729-6890.

Sincerely,

David Brazil
Provincial CYN Coordinator
Year Round SWASP
Approvals 2009-10

<table>
<thead>
<tr>
<th>Project #</th>
<th>CYN/Agency and Number of Placements Approved</th>
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Approved by: [Signature]
David Brazil, Manager, CYNs

Date: Feb 20, 10
May 31, 2010

Ms. Leona Ezekiel
Executive Director
Wabana Boys and Girls Club
P. O. Box 539
Bell Island, NL
A0A 4H0

Dear Ms. Ezekiel:

This is to advise that a cheque for $2,252.25 (cheque #1807639 dated May 12, 2010) was recently sent to the Wabana Boys and Girls Club by the Department of Finance. This represents payment of the stipend portion of a Career Exploration and Experience Income Support (CEEIS) placement for 2010/11 for [redacted]. Stipends are paid based on $150.15 per week per participant for 15 weeks.

Thank you for your assistance in delivering this program and if you require additional information, please contact me at 729-6890.

Sincerely,

[Signature]

David Brazil
Provincial CYN Coordinator
**CEEIS Approvals 2010-11**

**CEEIS**

Stipends Paid @ $150.15/wk for a maximum of 15 weeks

<table>
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Approved by: [Signature]

David Brazil, Manager

Date: [signature]

[jul 22 10]
May 7, 2010

Mr. Ben Noseworthy
Town Clerk
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mr. Noseworthy:

This is to advise that a cheque for $2,252.25 (cheque #1801797 dated May 6, 2010) was recently sent to the Town of Wabana by the Department of Finance. This represents payment of the stipend portion of a Career Exploration and Experience Income Support (CEEIS) placement for 2010/11 for [redacted]. Stipends are paid based on $150.15 per week per participant for 15 weeks.

Thank you for your assistance in delivering this program and if you require additional information, please contact me at 729-6890.

Sincerely,

David Brazil
Provincial CYN Coordinator
### CEEIS

**Approvals 2010-11**

<table>
<thead>
<tr>
<th>Project #</th>
<th>CYN/Agency and Number of Placements Approved</th>
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<td>$2,252.25</td>
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</tbody>
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Approved by: [Signature]

David Brazil, Manager, CYN

Date: [Signature]

[Signature]
August 3, 2010

Ms. Leona Ezekiel
Executive Director
Wabana Boys and Girls Club
P. O. Box 539
Bell Island, NL
A0A 4H0

Dear Ms. Ezekiel:

This is to advise that a cheque for $1,400 (cheque #1836656 dated July 27, 2010) was recently sent to Wabana Boys and Girls Club by the Department of Finance. This represents payment of the stipend portion of one Year Round SWASP placement for 2010/11 for [Redacted]. Stipends are paid based on $175 per week per participant for eight weeks.

If you require additional information, please contact me at 729-6890.

Sincerely,

[Signature]

David Brazil
Provincial CYC Coordinator
## Year Round SWASP
### Approvals 2010-11

<table>
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<tr>
<th>Project #</th>
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Approved by: David Brazil, Manager, CYNs
Date: June 2010
August 3, 2010

Mr. Ben Noseworthy
Town Clerk
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mr. Noseworthy:

This is to advise that a cheque for $1,400 (cheque #1836655 dated July 27, 2010) was recently sent to the Town of Wabana by the Department of Finance. This represents payment of the stipend portion of one Year Round SWASP placement for 2010/11 for [redacted] Stipends are paid based on $175 per week per participant for eight weeks.

If you require additional information, please contact me at 729-6890.

Sincerely,

P. Telford
for David Brazil
Provincial CYN Coordinator
<table>
<thead>
<tr>
<th>Project #</th>
<th>CYN/Agency and Number of Placements Approved</th>
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Approved by: David Brazil, Manager, CYNs

Date: July 14, 2016
October 1, 2010

Mr. Ben Noseworthy
Town Clerk
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mr. Noseworthy:

This is to advise that a cheque for $1,400.00 (cheque #1853859 dated September 28, 2010) was recently sent to the Town of Wabana by the Department of Finance. This represents payment of the stipend portion of one Summer SWASP placement for 2010/11 for [redacted]. Stipends are paid based on $175 per week per participant for eight weeks.

If you require additional information, please contact me at 729-6890.

Sincerely,

[Signature]

David Brazil
Provincial CYN Manager
### Summer SWASP
**Approvals 2010-11**

**Summer SWASP**
**Stipends Paid @ $175/wk for a maximum of 8 weeks**

<table>
<thead>
<tr>
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Approved by: David Brazil, Manager, CYN

Date: Aug 31, 2010
July 19, 2011

Mr. Ben Noseworthy
Town Clerk
Town of Wabana
P. O. Box 1229
Wabana, Bell Island, NL
A0A 4H0

Dear Mr. Noseworthy:

I am pleased to enclose a cheque for $4,200 which represents payment of the stipend portion of three Year Round SWASP placements for 2011/12 for and Stipends are paid based on $175 per week per participant for eight weeks.

If you require additional information, please contact me at 729-6890.

Sincerely,

[Signature]
Edwina McCarthy
Manager, CYN

Enclosure
Year Round SWASP
Approvals 2011-12

<table>
<thead>
<tr>
<th>Project #</th>
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Approved by: Edwina McCarthy, Manager, CYNs
Date: July 7, 2011
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