

Job Creation Partnerships Program Letter of Intent - Guidelines

Thank you for your interest in the Job Creation Partnerships (JCP) Program. In order to determine if your project may be eligible and suitable for JCP funding, we ask that you provide us with some basic information about your project idea and your organization. This will enable us to determine if the project is likely to meet program criteria before your organization goes to the effort of developing a formal application and proposal. Please use the guidance below to ensure we have the information needed to provide feedback. Once we receive your project summary, an ELMSD program officer will contact you within two weeks to discuss your project in more detail.

Your brief summary should explain the following aspects of your project idea: the project's purpose and benefits to the participants and community, number of participants required, key activities, costs and contributors to the project's success

In 1 to 3 pages, provide a summary of your project idea and include the following:

- the name and contact information of the organization seeking funding and a brief description of its day-to-day operations;
- the key elements of the project idea¹;
- the number of participants and benefits to those participants;
- the benefit(s) to the community;
- the preferred start and end date of the project;
- the approximate amount of funding being requested from the Ministry of Housing and Social Development - Employment and Labour Market Services Division (ELMSD);
- a list of other funding or in-kind contributors and their contributions; and
- a list of any other stakeholder organizations that have an interest in this project that could attest to its value to the community and/or unemployed job seekers.

Please submit your Project Concept Summary to:

Employment and Labour Market Services Division Office

Address:

Telephone:

Email:

Please Note: "This is not a contracting process and neither the proponent nor the Province is legally bound as a result of the submission of a letter of intent and project proposal under this process."

¹ Activities must be finite and distinct from the normal ongoing business of the applicant organization and be dependent upon funding from ELMSD in order to be undertaken. Activities may involve any community initiative that provides meaningful work experience to participants and that does not result in a profit to the sponsoring organization, provide an unfair business advantage, or displace staff or volunteers.