



SKILLS DEVELOPMENT PLACEMENT PROGRAM



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Company Application Form

***Download the application. Once completed, email it to miranda@iion.ca**

While completing this application please note:

- This is a competitive program. All matches are subject to a competitive review process.
- The Skills Development Placement Program (SDPP) involves **mandatory** experiential personal/professional development for the participants (employees):
 - *4 half-day workshops on Zoom: **Monday May 6- 8:30am-12:30pm, Thursday June 6- 8:30-11:00am, Thursday June 13- 8:30-11am, Friday August 23-8:30-11:00am**
 - *3-day in-person retreat (accommodations and meals are provided by IION) **Monday-Wednesday, July 8, 9 and 10 at Nipissing University in North Bay.**
- The innovative company and participant must be located within one of IION's districts: Nipissing, Timiskaming, Parry Sound or Muskoka.
- The deadline for applications is April 12, 2024. Both companies & participants must apply.
- Companies must have a participant by April 12, 2024 to move onto the selection committee.
- The participant must be a new hire.
- Companies must follow the rules set for minimum wage in Ontario.

Company Information

Operating Business Name:

Legal Business Name:

Address:

Website:

Company Contact:

Email:

Secondary Contact:

Email:

Phone Number:

HST Number:

Detailed description of company, current products / services and future aspirations:

Keeping with IION's mandate of supporting innovative companies that are creating jobs & revenue through new or significantly improved products, processes or services; highlight how your company innovates.
**This program is not applicable to distributors, resellers or wholesalers.*

Placement Information

The SDPP is a project-based program, please specify the anticipated project(s) and tasks to be completed by the participant.

How will this project(s) help your company achieve a growth milestone?

Matching

- Finding a participant is the responsibility of the company. The company must have a matched participant (participant must also apply to the program) before the deadline of April 12, 2024.
- Each company applicant can hire one individual. The individual must be a NEW hire, not previously employed at the company.
- If a company **DOES** have a participant, please note it below. IION will consider this a match to move onto the selection committee once both company & participant applications are received.

Do you have a candidate in mind?

Yes Participants Name:

No

When submitting your application, please attach a detailed job description, this is for IION's records.

Project Impact

How will this project benefit Northern Ontario:

Please complete the following chart utilizing your best estimates:

Timeline	Gross Sales Revenue	Number of Employees
Current		
Projected in 3 Years		

Project Costing Details

Please review and acknowledge each of the following key points related to SDPP funding:

Companies must supplement the wage subsidy of \$7,800 (\$13/hour) to meet or exceed the provincial minimum wage of \$16.55/hour. Therefore, companies must contribute **at minimum** \$3.55/hour (\$2,130 over 16 weeks)

Companies must cover the Mandatory Employment Related Expenses “MERCs” such as CPP & EI

The participant must be a new hire- they cannot have previously been employed at the company. Companies must hire the participant as a full-time employee (minimum 37.5 hours/week for 16-weeks) and must therefore generate a T4 statement

Companies must pay the participant a minimum \$9,930 in **regular hourly wages** by August 23, 2024. IION will request copies of the participant’s paystubs on a monthly basis to confirm that the minimum wage is being met or exceeded

Companies acknowledge that 50% of the wage subsidy (\$3,900) will be disbursed at the beginning of the placement and the remaining 50% (\$3,900) upon completion of the placement and the reporting requirements

Companies understand that participants **must be present during the mandatory** 4 virtual personal/professional development workshops which will be delivered on Zoom as well as the 3-day in-person retreat at Nipissing University in North Bay (accommodations and meals provided by IION). I understand that the company must treat these as paid work time.

-Monday May 6 - 8:30am-12:30pm (Zoom)

-Thursday June 6 - 8:30-11 (Zoom)

-Thursday June 13- 8:30-11 (Zoom)

-Monday-Wednesday July 8, 9, 10 – Nipissing University in North Bay

-Friday August 23- 8:30am-11:00am (Zoom)

Companies understand that the company/participant is responsible for the participant's travel arrangements and travel costs to and from Nipissing University in North Bay for the Innovation Retreat and that the participant remains onsite for the duration.

Terms & Conditions

The applicant's signature acknowledges the following:

- Companies agree that the IION-SDPP placement shall commence on May 6, 2024 and will be completed on August 23, 2024.
- Companies are responsible for registering as an IION client before receiving SDPP funding.
- IION will not be responsible for any costs in excess of the grant amount of \$7,800.
- Companies are responsible for ensuring the tasks of the participants correspond with the duties outlined in this application.
- Companies agree to complete the SDPP survey and the IION annual survey to fulfill the reporting obligations and remain eligible for future funding administered by IION.

The Applicant's failure to meet these conditions, both financial and otherwise, will void the application.

Applicants will invoice IION by April 22, 2024 to receive the first disbursement (\$3,900). IION will provide \$7,800.00 to the approved applicant over the 16-weeks. This was calculated based on a \$13 per hour rate at 37.5 hours per week excluding Mandatory Employment Related Costs (MERCs). The Applicant is responsible for the MERCs and the \$2130 minimal additional regular hourly wage amount. The Applicant may choose to compensate the Participant at a higher rate but acknowledges that IION will not be responsible for any contract changes negotiated between the Applicant and the Participant, further costs, or MERCs resulting from these changes.

The Applicant further acknowledges that IION accepts no responsibility for the Participant's performance provided under this agreement. It is the Applicant's responsibility to ensure that the work is done to the quality and standards it expects and to coach the Participant to reach these goals. The responsibility of IION is to issue approved wage supplement payments to the Applicant as previously described and to provide the professional development training to the Participant.

The Applicant further acknowledges that IION has a five-year obligation to track the Applicant's commercialization efforts and results which shall require mandatory reporting (upon request) by the Applicant of annual revenues and job creation and other related information as required.

The Applicant agrees to provide promotional materials upon request (company logo, photos of Participant at placement location, etc.) for IION marketing and other media-based initiatives supporting the IION-SDPP. IION respects the Applicant's property and will only utilize the materials provided and approved by the Applicant.

The Applicant acknowledges the right of IION to audit the Eligible Activity and the right of representatives of the Minister of Industry to audit, or cause to have audited, the accounts and records of the Applicant and to have a right of access to the books and the Applicant's accounts. The Applicant shall be required by IION to act as its agent for the purpose of any inquiry undertaken by the Auditor General of Canada with respect to the use of funds under this agreement. The Applicant shall release to IION, upon request and in a timely manner, for the purpose of releasing to the Auditor General of Canada, all records held by the Applicant, or by agents or contractors of the Applicant, relating to the contribution agreement and the use of funds; and such further information and explanations as to the Auditor General, or anyone acting on behalf of the Auditor General may request relating to any part of the contribution agreement or the use of funds.

The Applicant agrees to comply with all federal, provincial, territorial, municipal and other applicable laws governing the Applicant or the Applicant's activity, or both, including, but not limited to, statutes, regulations, by-laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to environmental protection.

The Applicant agrees to acknowledge if requested thereof, the federal government's role in the funding provided through this agreement and consent to a public announcement of the eligible activities by or on behalf of the Minister in the form of a news release. The Minister will inform the Applicant of the date of any public announcement. The Applicant consents to the participation of the Minister, or the Minister's representatives, at such an announcement event, and to have such an event take place on a day mutually agreed upon by the Applicant and the Minister or the Minister's representative. The Applicant will agree to display promotional material provided by the Minister at such an event.

Release of confidential or competitively sensitive information will not be required as this is protected under the Access to Information Act.

I have read, understand and agree to the above conditions and that I have the authority to sign on behalf of the Applicant. I certify that my answers are true and complete to the best of my knowledge. If this application leads to approval, I understand that false or misleading information in my application may result in removal from the program.

Signature:

Date:

IION Use Only

Approved Amount: \$7,800

Anticipated Project Costs: \$

Registered as an IION Client: Yes No

IION Approval:
