

Preliminary Concept Application

- Provide a brief outline of the proposed training program and the innovation that it will support;
- Briefly describe the potential advance in innovation that is to be implemented and the expected impact it will have on the company;
- Discuss the team capacity and the nature of the collaboration;
- Provide a brief overview of the project's finances. Any in-kind contribution as defined in the Financial Guidelines must be explained.

Full Application

Executive Summary Template (2 page maximum) - This section is the executive summary of the proposal suitable for public distribution as a stand-alone document, and must not exceed two pages. Its purpose basically is to highlight the specific nature of the training to be undertaken, the innovation that this training will support, how the training will be carried out, and highlight the main expected commercial and economic benefits that will result from the innovation that the training is supporting. This is true for projects submitted under either of the two main objectives of this program.

Project Proposal

(4 pages maximum)

The proposal should use the following headings and shall not exceed 4 pages, excluding Application Form, and Schedules "A" & "B".

- Proposed Training to be Undertaken
- The Resulting Innovation
- Team Capacity and Organizational Training Expertise
- Work Plan

Schedule A - Financial Plan

a. Proposal Budget Forms

The following spreadsheet template sets out the proper format for the submission of a proposal budget. Submissions must be presented in the proscribed format. Please contact YLF if you have any questions.

Any item considered as an in-kind contribution, as defined in the Financial Guidelines, must be described in notes to the Budget.

The financial plan must be in the following standardized budget format. The Excel file is available from the YLF web site. Descriptions as the costs contained in the Financial Plan should be briefly summarized in your Project Proposal.

Schedule B - Supplemental Financial Information

The following is required for supplemental financial information.

The information to be provided includes:

- Most recent audited financial statements.
- Any other information that will attest to the financial stability of the company.

Achieving Innovation and Manufacturing Excellence Financial Plan Summary

Cost Item	Category	Number	Rate	Total Cost	Share %	Amount	YLF Share
Training Costs							
Trainer(s)	Days --->			\$ -	100%	\$ -	\$ -
Facility Costs	Days --->			\$ -	100%	\$ -	\$ -
Training Materials					100%		\$ -
Food & Refreshments					100%		\$ -
Rentals					100%		\$ -
Equipment					100%		\$ -
Other					100%		\$ -
Company Costs							
Direct Labour	Hours --->			\$ -	50%		\$ -
Direct Material					50%		\$ -
Sub-Con/Consultants					50%		\$ -
Training					50%		\$ -
Travel					50%		\$ -
In-Kind Expenditures					50%		\$ -
Other Expenses					50%		\$ -
Total Funds Requested:						\$ -	\$ -

Training Costs: For the trainer, put in the total number of man-days for all trainers and put the daily rate for the trainer in the "Rate" column. Likewise for facility costs, show the number of days the facility will be used and enter the rate for the facility in question. For all other columns simply show the total cost submitted in the "Amount" column.

Company Costs: For Direct Labour, show the total hours for all employees to be trained and apply the average rate being charged per employee hour in the "Rate" column. For all other costs simply show the total amount in the "Amount" column.

Cost Information: Back up support detail for all costs being shown in the financial plan should be briefly explained in your proposal submission.

