

Rural and Remote Employment Initiatives Fund – Labour Market Research Plans Application Guide



Program Overview

The objective of the Rural and Remote Employment Initiatives Fund (RREIF) is to fund initiatives that support people, businesses, communities and the workforce navigate potential and realized impacts of tariffs and other economic impacts. Programming has been designed with the goal of addressing current economic gaps and potential economic impacts created by tariffs (e.g. increased raw materials costs, lost export contracts, delays in the supply chain etc.), intending to help support people, businesses, communities and the workforce in rural and remote communities of Northern British Columbia.

The Labour Market Research Plans (LMR) program provides funding to local governments to conduct community specific labour market research plans and identify the unique labour challenges and opportunities within their communities. The intent is to enable communities to obtain critical, timely and relevant information that create immediate action items on labour market needs and opportunities to maintain strong and sustainable employment opportunities. Applicants are required to provide a copy of their LMR to Northern Development, who will prepare a region wide synthesis report. It is expected that the findings of the LMR's will be used to inform a future funding opportunity under this fund.

The Rural and Remote Employment Initiatives Fund is funded by the Government of Canada and the Province of British Columbia.

Funding Terms and Sources

- Up to a **\$50,000** grant to a maximum of **90%** of the eligible project budget. Where applicable applicants may choose to collaborate on a Labour Market Research Plan, however only \$50,000 is available per plan.
 - The remainder is required to be funded through other contributions that are directly related to the activities in the application (see *Eligible Contributions from Applicants*)

Eligible Contributions from Applicants

Recipients are required to provide a minimum of 10% of the eligible project budget from other contributions that can come from a number of sources including:

- cash contribution from the applicant
- cash contribution from a third-party
- contributions from other grants (*stacking considerations may apply*)
 - all other grant contributions must be declared

Application Intake Deadlines

The application intake for the program will open on October 1, 2025, and closes December 12, 2025, at 4:00 PM PST.

In fairness to all grant applicants, applications that are received after the deadline will not be processed.



This program is funded by the Government of Canada
and the Province of British Columbia.

Northern Development will assess all applications received prior to the deadline and aim to notify applicants of a decision by the end of January 2026. Projects **must be completed** by September 15, 2027, with reporting due within 30-days of project completion.

Eligibility

Eligible Applicants

The Labour Market Research Plans program is available to local governments within Northern Development's region. Please refer to our website for information on communities included within the [service region](#).

Eligible Costs

Northern Development retains discretion over which projects and costs will be considered eligible and ineligible.

- Consulting fees. Consultant(s) must be based in Canada
- Consultant travel costs directly associated with conducting the study
- Meeting room rental costs directly associated with community and/or industry consultation
- Printing costs directly associated with producing the final report
- Cost of obtaining research material (e.g. industry reports, peer-reviewed journals) directly relevant to the study may be eligible
- PST

Ineligibility

Ineligible Costs

Northern Development retains discretion over which projects and costs will be considered eligible and ineligible.

- GST
- Costs incurred (*work started and/or deposits paid*) prior to formal approval
- In-kind contributions (volunteer labour, internal equipment and/or monetized donations)
- Staff travel to meetings, conferences, workshops and meeting hospitality (food/beverage)
- Existing operational costs (*rent, hydro, heat etc.*) and staff wages

Application and Program Requirements

Only applications that meet these requirements will be processed. All applicants are required to confirm the following information.

Strategic Factors

While there are certain elements that must be present in the application and final Labour Market Research Plan, applicants are encouraged to tailor their report to their community. The intent of having the study is to inform future decisions and initiatives that address the findings of the study. Plans are encouraged to include engagement with local employers, Indigenous communities, training providers and other workforce stakeholders, and draw upon community input and available labour market data.

- Applicants are required to include the following elements in their studies. Applications that do not include the following elements will not be considered:
 - Detailed review of the current workforce, including:
 - The estimated working age-population and size
 - Composition of the workforce (entry-level, highly skilled, etc.)
 - Review of the current business landscape, including:
 - Business size (number of employees, scale, etc.)
 - Industry type
 - Current and predicted employment opportunities in the communities or region, including:
 - Skills required (on the job training, credentials, experience, etc.)
 - Gaps in the current workforce
- Where appropriate, communities may choose to work together on a regional Labour Market Research Plan in which case the applications must include:
 - All requirements listed above
 - Information on all collaborating local governments
 - Rationale for collaborating
- Information on job skills and occupations should align with the [Occupational and Skills Information System](#) (OaSIS) by Statistics Canada

Attachments

All applicants are required to submit the following information/documents.

- Complete application (to be submitted through the [Online Application System](#))
 - Detailed project budget
- A request for proposal and the selected response must be provided as an attachment to the funding application and should contain the following elements:
 - Detailed scope of work including timeline
 - Consultant information and breakdown of cost(s) excluding GST
 - Any relevant appendices
- Resolution of support from the appropriate local government
- Verification of approval from other funding sources (*e.g. local government or Band Council resolution, approval letter or contract; required prior to approval*)
- If applicable: Letter(s) of support
- If applicable: Other relevant supplemental documentation

Application Assessment

Northern Development staff undertake comprehensive due diligence reviews of each funding application received, which may include contacting relevant agencies and organizations as part of the review process.

All projects are assessed on the strength of the application, key deliverables, requested funding percentage, applicant contribution and additional questions identified in the funding application package.

Each application will be assessed on the following:

- The extent of Northern Development's financial contribution to the eligible project budget
- The extent of the applicant's financial contribution to the eligible project budget

- Does the proposed scope of work include a forecast of the economic landscape and how that will impact local businesses and the labour market (ie. upcoming industrial projects)?
- Does the proposed scope of work entail a comprehensive and holistic view of the labour market and elements that support or hinder job seekers (ie. availability of housing)?
- Has the applicant indicated that there will be any collaboration or coordination with neighboring communities?
- Has the applicant indicated that information gleaned from the report will be utilized to support businesses and the workforce? If so to what extent?
- Has the applicant provided quote(s) supporting the entire project budget?

Reporting

Applicants should be aware that a final report, including details about expenditures, will be required to receive the approved funds. Applicants will also be required to provide a copy of their finalized report to Northern Development. Funding will be held until the final reporting is submitted for the project, and approved by Northern Development. The [Reporting Form](#) and [Actual Project Expenses Template](#) must be completed.

To Apply

Please review all program documents in detail as incomplete applications will not be reviewed.

Completed application forms with all supplementary materials are to be provided electronically through the [Online Application System](#).

Questions?

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Application Requirements – Step by Step

Applicant and Project Information

- Information about you and the organization you are applying for will populate automatically. You will input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.

- Enter the grant amount you are requesting from Northern Development. Please refer to the Funding Terms section on page 1 of this application guide for information about program funding parameters.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Upload the resolution of support, if secured.
 - Provide the scheduled meeting date for the resolution of support, if not secured.
- Upload the Request for Proposal and selected response
- Upload any additional supporting documents such as letters of support or other relevant information.

Collaborative Information *(if applicable)*

- Provide information about which communities will be collaborating on the labour market research plan (if any) as well as a rationale for the collaboration.
- Describe how the report will display information at both an individual community level and at the collaborative level.