



NORTHERN
DEVELOPMENT

Northern Development Initiative Trust
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CANADA-B.C. WORKFORCE TARIFF RESPONSE FORESTRY GRANT

Forestry Training Fund

APPLICATION INTAKE AT A GLANCE

Whether you're planning a training initiative, workforce transition project or skills development program, taking time to prepare now can help streamline your application once the intake opens.

PREPARE YOUR PROJECT

Before applying, organizations should have a clear understanding of:

- The training or workforce transition activities being proposed
- The workers, employers or communities that will benefit
- Project timelines and anticipated outcomes
- Organizational capacity to deliver the project

Funding is intended to support training and workforce transition activities and cannot be used for short-term operational financial relief.

GATHER REQUIRED DOCUMENTATION

Applicants will be asked to provide:

- Other supporting documents, as applicable
- Verification of approval from other funding sources
- Certificate of Incorporation (corporate applicants)
- Society Certificate of Incorporation (not-for-profit applicants)

Having these materials ready in advance can help streamline your application.

SUBMIT YOUR APPLICATION

When the intake opens:

- Review all program documents carefully
- Complete the online application package
- Upload all required supporting documentation
- Submit your completed application through the online portal

Incomplete applications will not be reviewed.

UNDERSTAND REPORTING EXPECTATIONS

Organizations should be prepared to collect and report information throughout the project, including:

- Contact information, demographic, education and employment history
- Training provided, participation dates, credentials earned and associated costs
- Employment status, employer information, hours worked and wages
- Invoices, proof of payment, completed activities and deliverables

Applicants are responsible for having appropriate systems and capacity in place to support reporting.

NEED FURTHER SUPPORT? **CONTACT:** Amy Beyer, Manager, Partner Programs
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