**Please complete each section in its entirety and upload this project description template.**

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| **Organization Name:**  |
| **Skills Training Course Title:**  |

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| 1. What workforce challenge will your project address and how did your community or sector identify this challenge?
 | Must include:* + - * How the workforce challenge was determined.

For example (please attach relevant documents/links if available):* A needs assessment
* Surveys
* Employer and/or sector consultation
* Other means (e.g. wait-list of participants; consultation with WorkBC office; consulted with local Chamber of Commerce)

And:* Local or sector [Labour Market](https://www.workbc.ca/research-labour-market) data to support the need for the project
 |
| Response: |
| 1. Please describe how your proposed project relates to the stated priorities (if applicable).
 | Please review the priorities in the [Grant Overview](https://www.workbc.ca/find-loans-and-grants/community/community-workforce-response-grant/grant-overview) section of the CWRG website.  |
| Response: |
| 1. How will the proposed skills training address the identified workforce challenge in your community?
 | Must include:* How the project will address a skill shortage
* How the selected cohort size reflects the immediate need and job availability
* What occupation(s) participants will be prepared for upon successful completion of training
* If there is transferability and recognition of the training by industry. Are there career laddering opportunities for the proposed occupational certification, and/or does the certification allow credits towards a higher level of education
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| Response: |
| 1. Please provide a detailed description of how participants will be recruited and selected to participate in the proposed training.
 | Must include:* Participant recruitment process and whether there is a waitlist
* The application process and any assessment tools that may be used
* How employers will be involved in the participant selection process or assist in evaluating participant selection
* A list of the communities that participants will be recruited from
 |
| Response: |
| 1. Please describe the key activities and timelines from the beginning of the project to the end.
 | Must include:* A comprehensive project timeline table.
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| 1. Please describe how successful participants will be matched with employers or supported in seeking job opportunities after training.
 | For example:* Job Fairs
* Referral to WorkBC Centre
* Practicum opportunities
* Employer presentations or worksite visits within the training
* Describe other opportunities participants will have to meet with employers
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| Response: |
| 1. What steps will your organization take to successfully administer the training?
 | Details may include how you will:* Communicate with participants
* Manage distribution of PFS funding
* Record PFS expenditures
* Work with the third-party training provider
* Ensure you meet program reporting requirements
* Offer success stories at the end of training
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| Response: |
| 1. What steps will your organization take to support participants throughout the skills training project?
 | Steps can include but are not limited to how you will:* Ensure each participant obtains the necessary equipment, clothing, tools and other requirements for training
* Address participants who have complaints about the training or encounter a personal crisis during training
* Ensure attendance during training
* Seek employment
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| Response: |
| 1. Additional information (optional).
 | Please provide any additional information that you feel will support your application. |
| Response: |

[ ]  I certify that I am authorized to submit this form on behalf of the organization named above and that all information provided on this form is correct to the best of my knowledge.

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| Name & Position: |
| Date: |