**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 |
| 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 |
| 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 |
| 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 |
| 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: |