**Alberta Industry Skills grant**

**Call for Proposal Applicant Form**

**Complete each section in its entirety.**

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| **Applicant Legal Name** Click or tap here to enter text. | **Applicant Operating Name (if different than legal)**Click or tap here to enter text. |
| **Headquarter Address (including postal code)**Click or tap here to enter text. | **Primary Contact Name**Click or tap here to enter text.**Position Title**Click or tap here to enter text. |
| **Alberta Main Address (including postal code)**Click or tap here to enter text. | **Primary Contact Phone Number**Click or tap here to enter text. |
| **Organization Established Date**Click or tap here to enter text. | **Primary Contact Email**Click or tap here to enter text. |
| **Industry**Choose an item. | **Applicant 3 Digit** [**NAICS**](https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1181553)Choose an item. | **Applicant Organization Size**Choose an item. |
| **Project Duration**(up to 36 months)Click or tap here to enter text. | **Requested Funding Amount**Click or tap here to enter text. | **Project Title**Click or tap here to enter text. |

1. **PROJECT GOALS & OBJECTIVES**

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| **Project Overview or Summary**In 50 words or less, provide a project summary.  |
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| **Project Description** |
| 1. Which industry and occupations does this project address? (300 words max)
 | Must include:* Industry workforce need.
* In-demand occupations targeted.
* Targeted talent pool(s) for training such as unemployed Albertans, existing employees, new hires and employers.
* Use labour market information, data, and statistics.
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| 1. What training will be developed and/or delivered? (400 words max)
 | Must include: * The training to be developed and/or delivered to trainees.
* The skill(s) and/or competencies resulting from the training.
* Number of trainees
* Delivery method (cohorts, in-person, virtual or both) an
* How training will be provided (in-house, third-party or both).
* Record of completion - grade, mark, certificate, or credential received upon training completion.
* Transferability and recognition of the training by industry.
* How training will be marketed to other industry stakeholders such as employers, associations and public bodies.
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| 1. Describe how the project aligns with program purpose: *“address skill shortages or gaps through training opportunities and provide industry-wide benefits to meet current and emerging workforce challenges within Alberta”.* (250 works max)
 | Must include:* At least one objective. Identify which project outcome(s) will be achieved and describe how.
	+ addressing a skill shortage or gap with training that is recognized in the industry;
	+ supporting training on new technology, machinery, equipment or work process; and
	+ provide new, innovative, or industry-wide training solutions that benefit the broader industry.
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| 1. Explain how this project is new and innovative.

(200 words max) | Must include:* A new training tool, technology, solution, or industry approach to training.
* Whether this new training tool, technology, solution, or training has already been used in Alberta or other jurisdictions. Report any outcomes or results if available.
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1. **PROJECT IMPLEMENTATION AND OUTCOMES**

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| **Implementation Plan** Complete the table below to provide a breakdown of the project’s work schedule. The Implementation Plan must: * Include a detailed workflow plan.
* Identify key project components: startup, curriculum development, training, marketing and promotion plan and reporting.
* Clearly articulate that project execution can begin within the next 6 months or earlier and be completed within 36 months.

The table is constructed to accommodate a maximum timeline of 36 months. Some activities may repeat throughout the project; indicate how they differ.Leave unused spaces blank. |
| **Timeline** | **Project Stage**  | **Project Activities**Describe each activity | **Activity Lead**Title and organization  |
| ***Example****Months 1-3* | ***Example****Program Launch* | ***Example**** *Develop in-depth communications plan.*
* *Identify advisory committee members.*
 | ***Example*** *Project Manager -Grant Applicant* |
| Months 1 – 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **Project Milestones and Outcomes** Describe the project’s key outcomes. Ensure that: * Outcomes support the implementation plan.
* Outcomes are attainable and align with project expectations.
* Outcomes have defined measures for tracking and reporting.
* Flexibility and dependencies in timelines have been considered.

Leave unused spaces blank.  |
| **Outcome** * Outcomes are what the project intends to achieve.
 | **Measure(s)** * Outcome indicators are specific items of data that track a project’s success.
* Indicators describe observable, measurable characteristics or changes that represent the achievement of an outcome.
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| ***Example****:***Benefit the broader industry.** *Standardized industry training will be developed by the association and delivered to its members in 2025* | ***Example:**** *70% of membership will begin using training in July 2025.*
* *80% of employers surveyed report that training has resulted in improved employee performance and productivity.*
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| **Partnerships**List all partners and their role(s) in the project. Include as applicable: * Partnership roles and contributions (financial, in-kind) in the design, implementation and/or delivery of the project.
* Demonstrate project support such as letters of support or commitment from primary partners (contractors, employers, and training providers).

**Note:** Partner contributions outlined in letters of commitment must match contribution amounts listed in the budget template.  |
| **Partner Name** | **Partner Role** |
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1. **PROJECT IMPACTS AND RISK MITIGATION**

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| **Project Impacts**Describe how your project will impact or can be applied to the broader industry. (200 words max) Must include: * The extent to which training can be replicated or made more accessible to workers, employers, and industry (i.e. train-the-trainer)
* Scalability of project (i.e. Can it be scaled up? What would be required?)
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| **Sustainability Plan**Describe how training will continue post-grant funding. Provide a long-term sustainability plan. (200 words max)Must include:* How curriculum will remain current post-grant funding.
* How training will continue to be delivered and by whom.
* If applicable – indicate who will have ownership rights, who will have access to use it and if capital purchases will remain in Alberta.
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| **Risk Management**Identify five project risks, including budget overages, time overages, staffing challenges, and low stakeholder participation. Indicate the likelihood of the risk occurring, its project impact, and the planned risk response. |
| **Risk** | **Occurrence Likelihood** | **Project Impact** | **Risk Response** How have you accounted for this risk in your project? |
| Time overages | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Budget overages | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Low stakeholder participation | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Staffing challenges | Choose an item. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap here to enter text. |

1. **PROJECT BUDGET**

*Use Alberta Industry Skills Grant (AISG) Itemized Budget Template.*

**Submission Instructions**

**Important:**

* Application package MUST be received electronically**.**
* Email completed package to IWP@gov.ab.ca.

Package should include 3 documents:

* + Alberta Industry Skills Grant Call for Proposal Applicant Form
	+ AISG Itemized Budget Template
	+ Letter(s) of Project Support or Commitment
* Title the subject line as **[Your Organization Name]:** **AISG Call for Proposal**
* An acknowledgement email will be sent upon receipt.

If server restrictions prohibit the use of large email attachments, send an email to IWP@gov.ab.ca indicating that multiple emails are necessary to fulfill submission requirements, and then proceed to do so.

Thank you for your interest in the Alberta Industry Skills grant – Call for Proposals.