**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. |
| ***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. |
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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](mailto: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](mailto: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.