



# Achieving Innovation and Manufacturing Excellence

## *AIME Green*

Supporting the Southern Ontario Manufacturing Sector

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# The Yves Landry Foundation

## Request for Proposals to Support Training in Greening Manufacturing

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## **Contract Award and Management**

### **Project Approval**

Within two weeks of approval the successful applicants will be contacted and will be provided with a legal agreement: the Lead Participant Agreement (LPA). Each proponent is asked to review the document thoroughly, and ensure it meets your specific project requirements. The returned agreement will then be reviewed by YLF. YLF retains the right of final approval on any proposed change to the generic Lead Participant Agreement template. The Participant Agreement must be signed and returned to YLF prior to any expenses towards the project be undertaken and must be returned to YLF within **5 working days** of the effective date on the LPA to be eligible. Omitting to return the signed LPA may result in the cancellation of your project in its entirety as it will be deemed a voluntary withdrawal from the program.

### **Method of Payment**

Upon completion of the training, the company will provide a summary of the training, the final report as to what was accomplished, and all supporting documentation required to support the expenditures that were undertaken. Once this information has been received, reviewed and accepted as valid, an electronic funds transfer covering the approved project amount will be submitted to the company. This EFT will be sent out within 20 business days of the receipt of the complete and accepted final report and all required supporting documentation. Noncompliance will result in your project cancellation and no funds will be released to support any un-validated expenditures.

### **Interim Payments**

Interim payments may be allowed when sending in claims for your completed or partially completed training program. If your training program is \$20,000 or less in total grant approval, one (1) interim claim is permitted. If your training program is between \$20,000 and \$100,000 you are permitted a maximum of two (2) interim claim submissions.

### **Holdback**

YLF retains the right to hold back Payment of the total project approved amount if there are any issues of discrepancy or coverage with respect to the final report, supporting documentation (See Mandatory Submission document on website) and the approved financial plan. An audit, if necessary to resolve these discrepancies will be undertaken (at full cost to the client) and a final decision as to the release of the remaining funds will be undertaken.

### **Questions**

Any questions or requests for clarification on this Request for Proposals should be directed to the YLF office and staff will be pleased to assist you.

## **Appendix 1 - Financial Guidelines**

### **Submission Guidelines**

Please refer to the AIME Mandatory Claim Submission Document found on our website in order to ensure proper documentation is retained and submitted with your reimbursement request. Please be aware of your project commitments and timelines for submission.

### **General Conditions**

Costs shall be claimable to the extent that they are, in the opinion of YLF, reasonable and within the intent of this Agreement. No expenditures will be supported, which were incurred or undertaken prior to full approval and receiving a signed Lead Participant Agreement.

YLF is not obliged to accept any costs as eligible unless access is provided to the relevant records of the related entity.

### **Claims Certification**

All claims submitted to YLF must contain authorized signatures from the submitting organization claiming costs. The signature must be original (not an e-signature) however can be sent electronically to YLF for processing. YLF is not obliged to accept any costs as eligible unless the costs are certified.

#### **a. Sample testing of claims**

Any supporting documentation that is not required to be submitted with each claim is subject to random testing by YLF. On a sample basis, YLF will request supporting documentation for various costs. Non-compliance by the Participant could result in payments being held back by YLF.

#### **b. Financial Audits**

YLF reserves the right to audit the financial reports and supporting documentation of any Eligible Project. A financial audit may be conducted at any point throughout the life of the project and/or a complete project audit may be conducted upon project completion. If for any reason an audit is conducted, the 20% holdback will be retained until after the final audit report is received.

### **Schedule A Line Item Explanation**

The following section should be used as a reference when completing the Schedule A Financial Spreadsheet:

#### **a. Trainer**

- Internal and external trainer costs are covered at 50% for new applicants and 25% for previously participating companies who have not received funding from YLF in the past 24 months. This can be determined by the total cost of the training course/tuition or a daily rate of a trainer. The trainer may be a training company, an independent consultant, or an appointed internal trainer.
- For internal trainers conducting the training initiatives who are on salary or wages, employee time sheets or time logs for trainer costs must be maintained and must be submitted to YLF as part of the claim process.

## **b. Facility Costs**

- During training, facility costs may be claimed if the training provider charges for use of their training facility.
- Facility costs for in-house training may only be claimed if the specified area is a designated training section comparable to that of an external training facility.

## **c. Training Materials, Rentals, and Equipment**

- Training materials may include any instructional fees, the purchase of curriculum, teaching aid equipment or demonstration components required to complete the training plan including such things as computers (for teaching not for operations), projectors, and sample parts or components used in the training, and must be referred to in the Project Plan. These items should be listed accordingly in the 'Training Materials', 'Rentals', or 'Equipment' section of the Schedule A spreadsheet.
- Indirect materials are eligible to the extent that they are specifically identified in the approved Project Plan.
- The original invoice(s) must be submitted for all of your claims.

**\*\*Capital purchases and software purchases are not considered eligible expenses.**

## **d. Food and Refreshments**

- Food and refreshments purchased during training may be covered at 50% or 25% as applicable.
- Original invoices must include an itemized listing of the food purchased in order to be reimbursed. Alcoholic beverages are not covered under this program.

## **e. External Trainer Expenses/Employee Off-site Training Expenses**

- Travel, meals, and accommodation costs of a 3rd party trainer, as well as employees traveling off-site for training is covered at 50% or 25% as applicable. Travel costs shall not exceed Treasury Board approved rates. All updates will be posted on the Treasury Board of Canada website found at <http://www.tbs-sct.gc.ca>. Please contact the YLF office for further clarification.
- Supporting documentation should include the names of the persons participating in the training and must correspond with the travel claim. Attendance records may be required as supporting documentation.
- Original itemized receipts for any travel should be maintained for the duration of the project as they must be submitted with any reimbursement request.
- Meals, accommodations and travel to support the training may be eligible in part but must be clearly identified in the training proposal.

## **f. Direct Labour**

- The costs paid to the trainer or facilitator is considered an eligible training cost and is covered at 50% or 25% as applicable. Salaries, wages paid to employees attending the training are considered to be company costs and are also reimbursed at a rate of 50% or 25% as applicable.
- For individual participants participating in the training initiatives who are on salary or wages, employee time sheets or time logs for labour claimed must be maintained and must be submitted to YLF as part as the claim process.

- Please refer to the Mandatory Claim Submissions Document for claims procedures in regard to claiming direct labour costs.

#### **g. Benefits**

- Actual costs of employment benefits are in-eligible for direct financial support.

#### **h. Direct Materials**

- Direct materials are consumables used during training. This may include raw materials used during the training process which may not be reused. These consumables should be defined in the application. Original invoices or a Bill of Materials will be required during the claim process.

#### **i. Sub-Contractors and Consultants**

- During the course of some training programs the use of additional Trainers or Consultants outside of the main Trainers may be required to help facilitate the training. The applicant must be able to demonstrate the need for this consultant, in addition to the original trainer, and clearly define this requirement within the application. These costs may be eligible for reimbursement and must be placed in the appropriate field titled “Sub-Con/Contractors” on the Schedule A spreadsheet.

#### **j. In-kind Contributions**

- In-kind contributions cannot be claimed under the AIME initiative. However, the applicant may disclose in-kind costs (such as equipment or software costs, etc) to contribute to the total project cost.

#### **k. Audit Costs**

- Any Eligible Project audits requested by or conducted by YLF will be fully funded by YLF. Any financial audits conducted by the Participants are the responsibility of the participant to fund.

#### **l. General Non-Eligible Costs**

The following expenditures are not eligible under any circumstances:

- All remuneration or fees paid to members of the Board of Directors of the Applicant
- Opportunity costs
- Donations in the form of knowledge, goodwill and other such intangibles
- Federal and provincial income taxes, fines or costs related to the prosecution of claims against the government
- Land, buildings and facilities
- Utility fees
- Trademarks
- Personal computers – except as part of the training program equipment
- Companion contracts or value transferred from other projects within a participant’s organization
- Uncompensated labour
- Fully loaded wage rates, commissions, or profit margins added onto labour rates
- No alcoholic beverages will be compensated