**Detailed description of the proposed project should cover the following**:

1. Describe how the community or sector identified the workforce challenges that might be addressed by skills training. Was this determined through a needs assessment, surveys conducted by consultants, local or sector labour market data or other means?
2. If training was to be provided and completed, how would it benefit the community and/or industry or sector? Sector labour market data/or research can be referenced.
3. Describe the type of certification the training project will provide, indicating whether the certification is for regulated or non-regulated occupations.
4. Give a brief rationale why a certain skills training provider was chosen over others.
5. Describe the participant recruitment and selection process (you must demonstrate that there are participants available for your project).
6. A list of the key activities and timelines from the beginning of the project to the end.
7. For projects resulting in employment:
* Description and list of employers supporting and benefiting from this project.
* Description of the participant/employer job matching process after the skills training phase.
1. For projects resulting in self-employment:
* Applicants must contact [CWRG@gov.bc.ca](file:///C%3A%5CUsers%5CALOUGHEE%5CDownloads%5CCWRG%40gov.bc.ca) prior to applying to discuss the project’s eligibility for funding.
* Describe the need and opportunity for this type of self-employment in the community. Indicate if this need and opportunity is part of a larger development plan for the community.
* Describe how participants will be supported after the skills training to start self-employment.
* Specify the goal of self-employment as one or more of the following:
	+ Self-employment to sell services
	+ Self-employment to sell products
	+ Self-employment to sell others’ products
	+ Self-employment to provide consulting

**Employment Support Services (optional)**

1. Give a rationale for providing employment support services as part of the Skills Training project.
2. Give a brief rationale why a certain employment support service provider was chosen based on their expertise and experience.