

PROGRAMME DE FORMATION DE LA MAIN-D'ŒUVRE EN MILIEU NORDIQUE

NOTES

If you have any questions or need assistance in developing and submitting your project, we encourage you to reach out to the advisors at Société du Plan Nord in your area. You may attach documents to the form to provide additional information.

Project				
Region	Côte-Nord	EIBJ	Nunavik	SLSJ
Amount Requested				
Total project Value				

1. RENSEIGNEMENTS SUR LE DEMANDEUR

1.1. COORDONNÉES DE L'ORGANISME

Applicant Organization :

Main manager's full name:

Function :

Postal address :

City :

(Quebec)

Postal code :

Email :

Québec Enterprise Number (NEQ) :

Téléphone :

Poste :

Cell Phone :

Nom complet du responsable du projet (si différent) :

Fonction :

Phone :

Ext. :

Email:

Legal status :

Tax refund percentage your organization is entitled to from Revenu Québec:

Tax refund percentage your organization is entitled to from the Canada Revenue Agency:

1.2. ORGANIZATION PROFILE

Description of the organization (mission, products offered, target audiences, areas served, number of employees):

Does your organization take social or environmental considerations into account in its business model (e.g., sustainability policy, corporate social responsibility measures, human resources practices, inclusion and diversity initiatives, community involvement)? Yes No Please specify:

How would you describe your organization's financial health (revenues, accumulated deficits, debt)?

Is your organization under guardianship?

Yes No

2. DESCRIPTION DU PROJET

Project title :

Project category :

Région(s) où des retombées du projet sont attendues :

Côte-Nord Eeyou Istchee Baie-James Nunavik Saguenay–Lac-Saint-Jean

Please specify the communities and territory targeted by the project.

2.1 Project summary

Description, overall and specific objectives of the project: (What are the expected short, medium, and long-term impacts?)

(Maximum 5000 characters)

2.2 Development and/or adaptation of qualifying training projects (If not applicable, please skip to section 2.3).

2.2.1 What specific community and/or business needs does the project address in the area?

2.2.2 How does the project align with labour market priorities?

2.2.3 How are the involved communities participating?

2.2.4 Which vocational training centre, certified by the Ministère de l'Éducation du Québec or the Ministère de l'Enseignement supérieur, oversees the program's accreditation?

2.3 Implementation of qualifying training projects (If not applicable, please skip to section 2.4)

**Please note that a detailed training plan must be submitted along with your application for this type of project (section 5: mandatory documents to be included with your application).

2.3.1 What specific community and/or business needs does the project address in the area?

2.3.2 How will the project help attract and retain the workers in the area?

2.3.3 Which vocational training program is targeted by the project?

2.3.4 Which vocational training centre, recognized by the Ministère de l'Éducation du Québec or the Ministère de l'Enseignement supérieur, oversees the implementation of vocational training?

2.4 Implementation of workplace mentoring projects (If not applicable, please skip to section 2.5).

** Please note that a mentoring plan must be submitted with your application for this type of project (section 5: mandatory documents to attach with your application)..

2.4.1 What steps have been taken to ensure complementarity with government programs that have similar objectives?

2.4.2 What position, profession, or field is the focus of the mentoring project?

2.4.3 What qualifications or experiences will be required in the recruitment process for mentors and mentees?

2.4.4 What is the target number of mentee(s) by the end of the project? _____

2.5 Project Team

(including consulting and mentoring services)

Name	Role	Relevant experience/qualifications

2.6 Timeline

Project start date :		Project end date	
Detailed implementation steps	Start date	End date	

3. SUSTAINABLE DEVELOPMENT CRITERIA

The Northern Workers Training Program is designed with sustainability in mind. For more details on the criteria used, please refer to the **Promoter's Guide (Appendix B)**.

3.1. Economic component

3.1.1. How does the project create economic benefits for northern communities?

How many jobs will be created and/or maintained, and how many people will receive training in the northern region in connection with the project?

	Number of jobs created	Number of jobs maintained	Number of individuals trained
Full-time			
Part-time			

3.1.2. How does the proposed project support entrepreneurship and intrapreneurship

3.1.3. In what ways does the project promote local and regional innovation and economic diversification?

3.1.4. How will the project be economically viable and sustainable over time?

3.1.5. What additional funding requests or efforts have you made in relation to the proposed project?

A minimum approach is required with at least one of the relevant federal or provincial ministries or agencies that offer a program allowing project eligibility, as well as with at least one local or regional organization (be sure to have written proof of both positive and negative responses).

3.2. Social component

3.2.1. How does the project enhance the health and quality of life for northern communities?

3.2.2. Is your project supported by citizens, relevant groups, and local, regional, or governmental bodies?

3.2.3. How does the project promote equity, inclusion, and social solidarity while addressing community needs?

3.2.4. How does the project preserve or highlight the cultural heritage of the northern territory (values, history, cultures)?

3.2.5. Explain how the project facilitates access to knowledge through research, acquisition, and sharing of information.

3.3. Environmental component

3.3.1. What measures does the project take to reduce waste production and encourage responsible consumption?

3.3.2. How does the project promote environmental protection and biodiversity conservation?

3.3.3. Does the project include a monitoring mechanism and measures to mitigate impacts on biodiversity and ecosystems?

3.3.4. How are you contributing to climate change adaptation and mitigation

3.3.5. What initiatives are underway to encourage eco-friendly practices and promote sustainable development?

5. REQUIRED DOCUMENTS TO ATTACH TO THE FINANCIAL ASSISTANCE APPLICATION

- The completed, signed and dated financial assistance application form
- A copy of the applicant organization's latest financial report
- A copy of a Board of Directors resolution authorizing the applicant to submit projects and sign agreements
- The preliminary mentorship plan (for workers' mentorship projects)
- The detailed training plan (for projects aimed at implementing qualifying training)
- Letters of commitment from project partners (if applicable)
- Any other documents deemed relevant to the assessment of the project

6. DECLARATION AND CONSENT

As an authorized representative of the applicant, I declare that the information provided in this form is accurate and complete.

I understand that all documents and information held by the Société du Plan Nord (hereinafter referred to as the "Société") or on its behalf are subject to the *Act respecting access to documents held by public bodies and the protection of personal information*, RLBO chapter A-2.1, including industrial, financial, commercial, scientific, and technical information provided by the applicant in this form.

To ensure the accuracy of the information provided in this form and to assess the project's eligibility for the Programme de formation de la main-d'oeuvre en milieu nordique, I authorize the Société du Plan Nord to contact organizations and businesses directly or indirectly involved in the project. This includes entities that may have information regarding the financial aid programs and funding sources mentioned in section 4 of this form. I also allow the Société to share the relevant details provided about the project and its financial framework. These entities are likewise authorized to disclose to the Société any information they hold regarding the project's funding (such as requested amounts, application status, agreed deadlines, and general funding conditions) as well as insights into the project's viability, usefulness, and potential impacts, if applicable.

A list of organizations and businesses that the Société may consult during the financial aid application review is **attached as an annex**. Should it become necessary to consult additional organizations or businesses, the Société will notify the applicant in advance.

Notwithstanding the above, the information I have provided regarding the applicant or the project is strictly confidential and cannot be disclosed to anyone without the express consent of the applicant, unless required by law to share with a third party.

I acknowledge that the information provided in this form is relevant to determining the eligibility of the project for the Programme de formation de la main-d'oeuvre en milieu nordique and that failure to provide this information to the Société could result in the latter being unable to process the application for financial assistance. This also applies if the applicant refuses to consent, in whole or in part, to the collection, use, or disclosure of documents or information concerning the applicant or the project.

This authorization is effective from the date of signing until a decision is made regarding the financial aid application.

Signature or electronic signature:	Function:
Name (in block letters):	Date:

7. CONTACT INFORMATION

Please send the completed form along with any relevant documents to the following address:

By email: formation@spn.gouv.qc.ca

By mail:

Programme de formation de la main-
d'oeuvre en milieu nordique
Société du Plan Nord
900 boulevard René-Lévesque, Suite 720
Québec City, Québec G1R 2B5

APPENDIX

List of organizations and companies that may be consulted by the Société in the analysis of a financial assistance request

- *Personal Information Agents²*
- *Municipal and Parapublic Corporations*
- *Educational Institutions*
- *Financial Institutions*
- *Federal Government Departments*
- *Provincial Government Departments*
- *Municipalities*
- *Regional County Municipalities (RCM)*
- *Indigenous Administrative and Political Organizations*
- *Government Agencies*
- *Unions*

² A personal information agent is any individual who, either directly or through a representative, engages in the business of compiling records on others, preparing, and communicating credit reports to third parties regarding the character, reputation, or creditworthiness of the individuals involved in these records.