

# **Community Futures Wildfire Business Transition Program Business and Not-For-Profit Training**

## **Introduction**

The Wildfire Business Transition – Self-Directed Training Program is intended to help businesses and not-for-profits (organizations) impacted by the 2017 wild fire season to identify their training needs and provide financial and advisory support to meet those needs.

## **Eligible Organizations**

- For Profit Businesses and Enterprising Not-For-Profits are eligible.
- Organizations must have been in operation in a wildfire-affected community at the time of the wildfires (before July 7, 2017). See list of eligible communities on Page 4.
- The training must lead to ongoing sustainability of the organization.
- The organization must have less than 50 employees and a Net Profit of less than \$250,000 in the past 12 months.
- The organization must provide evidence of having been in business as of July 7th, 2017 – i.e. BC Company or Society Registration, Extra-Provincial Registration, CRA Business Number or Statement of Business or Professional activities (T2125).

## **Training Support**

Eligible organizations can apply for up to a maximum of \$10,000 in training support as follows:

- Up to \$5,000 per owner/manager for self-identified training and/or Business Coaching (including travel costs).
- Up to \$7,500 for self-identified employee training – not to exceed \$2,500 per employee (including travel costs).

### **Eligible Owner-Manager Training**

Eligible Owner-Manager Training must meet the following requirements:

- Must be relevant to the current operations and ongoing needs of the business.
- Must result in skill development that is directly connected to management and business sustainability.
- Training for Not-For-Profit employees and/or volunteers may be eligible where the training supports improved revenue generating and/or social enterprise activities.
- Training that has started and been paid for between October 23, 2017 and December 31, 2018 is eligible. Training must have an end date no later than December 31, 2018. Travel costs will not be reimbursed retroactively.
- Training dollars may be used (wholly or in part) to work with certified Business Coaches.
- Training for personal interest is not eligible.
- Training must be provided in BC except under exceptional circumstances where similar training is not available within BC or Canada.

### **Eligible Employee Training**

Eligible Employee Training must meet the following requirements:

- Must be relevant to the current operations and ongoing needs of the business and the jobs available.
- Must result in skills development that is directly connected to employment.
- Training for Not-For-Profit employees and/or volunteers may be eligible where the training supports improved revenue generating and/or social enterprise activities.
- Training that has started and been paid for between October 23, 2017 and December 31, 2018 is eligible. Training must have an end date of no later than December 31, 2018. Travel costs will not be reimbursed retroactively.
- Training for personal interest is not eligible.
- Training must be provided in BC except under exceptional circumstances where similar training is not available within BC or Canada.
- Temporary positions are eligible for funding where the activities are directly related to wildfire recovery – i.e. replacement of infrastructure destroyed in the wildfires.
- Training for casual employees is not eligible for funding.

### **Eligible Board of Directors Training**

- Training for Board members of wildfire-affected not-for-profits is eligible for funding. The training plan must demonstrate how the Board training will help the organization move forward to economic stability.

## **Eligible Training Costs**

Eligible training costs include:

- Tuition Fees, Student Fees, Examination Fees
- Textbooks and other materials.
- Travel Costs — up to a maximum of \$1,500 per person

## **Mileage**

Mileage is reimbursed where the distance from the place of business and the training location is greater than 50km. i.e. if the workshop is 75 km from your place of business, the eligible expense would be (75-50) or 25 km in each direction.

## **Other Travel Costs**

Other travel costs are eligible if there is no similar training available less than 150 Km one way and are reimbursed 100% to a maximum of \$1,500 per person.

## **Application Process**

There are 2 steps to the application and approval process:

1. Eligible Organization and Training Plan Application  
This application will be used to:
  - assess your organization's eligibility for the program
  - outline the type of training activity required to help your organization move forward to economic stability
2. Training Request(s)  
Once your organization and training plan have been approved, individual Training Requests are completed for each program/workshop.

## **Payment**

Payments will be made directly to the organization applying for funding when:

- The Eligible Organization and Training Plan Application is approved.
- The Owner-Manager and/or Employee Training Application have been approved.
- Receipts are provided for reimbursable expenses, Travel Expense Forms and Evidence of Completion is provided.



### **Quality Assurance**

Sampling and spot audits will be used to verify information provided. Community Futures reserves the right to contact participants, trainers or any other person in order to substantiate the claims, training activities, records or other related matters.

### **How to Apply**

Application forms are available at [cfwildfire.ca](http://cfwildfire.ca)

Contact Laurie Rice at 250-255-2485 or call toll free at 1-855-782-5049 for more information.

## **Eligible Communities**

### North Cariboo

Organizations operating in the Community Futures North Cariboo service region including:

- Baker Creek
- Barlow Creek
- Barkerville
- Bouchie Lake
- Cinema
- Dragon Lake
- Hixon
- Kersley
- McLeese Lake
- Nazko
- Quesnel
- Red Bluff
- Richbar
- Ten Mile Lake
- Wells

### Cariboo- Chilcotin

Organizations operating in the Community Futures Cariboo-Chilcotin service region including:

- 100 Mile House
- 150 Mile House
- Alexis Creek
- Alkali Lake
- Anaham Lake
- Bella Coola
- Big Creek
- Big Lake
- Buffalo Creek
- Canim Lake
- Chilanko Forks
- Dog Creek
- Eagle Creek
- Firvale
- Forest Grove
- Hagensborg
- Hanceville
- Horsefly
- Kleena Kleene
- Lac La Hache
- Likely
- Lone Butte
- Nemiah Valley
- Nimpo Lake
- Red Stone
- Riske Creek
- Soda Creek
- Stone Reserve
- Tatla Lake
- Tatlayoko Lake
- Toosey
- Ulkatcho
- Williams Lak

### Sun Country

Organizations operating in the Community Futures Sun Country service region including:

- 70 Mile House
- Alexandria
- Ashcroft
- Boothroyd
- Boston Bar
- Bralorne
- Bridge Lake
- Cache Creek
- Canyon Alpine
- Chapmans
- Chaumox
- Clinton
- Goldbridge
- Gun Lake
- Hells Gate
- Kanaka Bar
- Lillooet
- Logan Lake
- Lytton
- Marshall Lake
- North Bend
- Savona
- Spatsum
- Spuzzum
- Squeah
- Spences Bridge
- Tyaughton Lake
- Yale

### Wells-Gray Provincial Park

Organizations operating in the wild-fire affected area of Community Futures Thompson Country including:

- Little Fort
- Clearwater
- Wells-Gray Provincial Park