Workplace Innovation Productivity Skills Incentive (WIPSI) – Project Proposal

Please refer to the WIPSI Program Funding Guidelines to review the Program Eligibility Criteria, Eligible Activities and the Proposal Assessment Criteria.

Part 1 - Organization Information	
Organization Name (legal name):	
Registry of Joint Stocks Number:	
LaMPSS Organization Number (if applicable):	
Civic Address:	
Mailing Address (if different):	
Telephone:	Fax:
Email:	
Language Preference:	
Legal Signing Officer(s):	

Part 2 – Project Details
Project Title - Please provide a brief and descriptive project title.
Executive Summary Overview: Provide a brief summary of the proposal, highlighting the project's purpose, objectives, and expected impact on workforce development. Alignment with Priorities: Summarize how the project aligns with government priorities.

Part 3 - Contact Information	
Organization/Agreement Contact:	
Title:	
First Name:	Last Name:
Telephone:	Mobile:
Email:	
Project Locations:	
Participants: If applicable	

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Part 4: Project Assessment
Each project is assessed according to the following criteria which support the WIPSI Funding Program goals and are used to determine the project's eligibility and priority for funding.
4.1 Eligibility Criteria Please review the WIPSI Program Funding Guidelines to ensure that your project meets the specific Eligibility Criteria listed. Check the boxes below only after you have established that your project meets these requirements.

Nova Scotia-Based Legal Entities
       Employer-Driven Workforce Development
       Capacity to Implement Training
       Alignment with Economic and Workforce Priorities

4.2 Assessment Criteria Your project will be assessed with respect to the following weighted assessment criteria. Proposals are scored and ranked to determine the priority of projects for funding.   Definitions of the assessment criteria can be found starting on page 6 of the guidelines. Note: Factors considered in the assessment of your project budget are described in Part 5.

Assessment Criteria	Possible Score (%)	
	Individual Businesses	Sectors/Associations
Alignment with Project Objectives	35%	30%
Project Design and Feasibility	25%	25%
Fostering Diversity and Inclusion	15%	15%
Impact and Sustainability	25%	25%
Collaboration and Resource Sharing	-	5%
Total Possible Score	100%	100%

Note: Defining the criteria and levels of expectation for how proposals are assessed supports our commitment to a fair and transparent review process. Please refer to the WIPSI Program Funding Guidelines for more details.

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4.3 Proposal Content
4.3.1 Project Objectives and Scope
Specific Goals: Clearly outline the primary goals of the project (e.g., skill development, productivity improvement). Target Audience: Describe who will benefit from the project (e.g., sectors, or individual business). Scope of Work: Define the scope, including key activities, locations, and the number of participants.

4.3.2 Project Justification and Need
<u>Problem Statement</u>: Identify the workforce gap or skill shortage the project aims to address.   <u>Relevance to Sector Needs</u>: Explain the sector-specific demand or emerging trends that make the project relevant and timely.   <u>Capacity-Building Focus</u>: Show how the project will increase the organization's capacity, either by enhancing internal skills, adopting new technologies, or fostering innovation.

4.3.3 Detailed Project Description
<u>Activities and Deliverables</u>: Outline planned activities, deliverables, and timelines.   <u>Trainer Qualifications and Expertise</u>: Outline trainers' educational qualifications, industry experience, certifications, and areas of expertise. Demonstrate that trainers have relevant experience with specific skills and knowledge areas. Collect references from previous training engagements to demonstrate past performance their ability to deliver impactful training.   <u>Training Methods</u>: Describe the training approach, such as on-site training, online learning, or workshops, and why these methods are suited to the project.   <u>Innovation Elements</u>: Highlight any innovative aspects, like the use of new technology, partnerships, or novel skill-building approaches.

4.3.4 Expected Outcomes and Impact
Measurable Outcomes: Define specific outcomes (e.g., number of employees trained, or productivity improvements).

Long-Term Impact: Describe the anticipated impact on the organization or sector, such as fostering talent pipelines, enhancing workforce resilience, or supporting regional economic growth.

Alignment with Program Objectives: Link outcomes to the government's goals for economic, social, or environmental advancement.

4.3.5 Evaluation and Measurement Plan
Success Metrics: Specify metrics to measure success (e.g., skill gains, operational efficiency).

Evaluation Process: Detail how outcomes will be tracked, including data collection methods, reporting timelines, and tools for measuring impact.

4.3.6 Project Timeline
Milestones: List major milestones, deliverables, and a proposed project schedule. Start and End Dates: Provide start and completion dates to ensure adherence to the 12-month funding period.

4.3.7 Organizational Capacity and Expertise
Project Management Plan: Outline how the project will be managed, including team roles and responsibilities, to demonstrate the organization's ability to execute the project.

4.3.8 Sustainability and Scalability
Sustainability Plan: Explain how the organization will maintain the benefits of the project over time. Scalability: Indicate whether the project could be scaled or replicated for greater impact within the sector or across other regions.

Part 5 – Proposed Project Budget

The Itemized Budget Breakdown (IBB) is a mandatory document to be submitted along with your proposal.

*Review the instructions in the IBB carefully, to ensure that your proposed budget is complete and meets the requirements below:

- costs are eligible-under the column Description (3rd column of worksheet) you will find a description of eligible costs.
- costs are reasonable/justified- (i.e., details provided, where necessary, of what costs include, how costs are related to project activities and /or support the achievement of project expected results);
- costs are broken down- to justify costs and provide requested detail (see last column of worksheet for examples of the calculations to include in the cost breakdowns)

Part 6 – Contact Information

For information about the WIPSI Funding Program or the Project Proposal, please contact:

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