

PROGRAM APPLICATION GUIDE

USING THE ONLINE APPLICATION FORM

The Trust's online application website allows you to apply to various programs offered by the Trust. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for filling out an application:

- Only one application/intern position will be considered per organization through the Food Producer and Processor Career Internship Program.
- Drafts and submissions can be viewed once you have logged in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **DO NOT CLICK YOUR BROWSER'S BACK BUTTON**: your application form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited. Space allotment is identified in each section.
- You have the option to use a worksheet to prepare your application entries and/or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.

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APPLICANT INFORMATION

Organization Legal Name

Enter the full legal name of your primary food producer organization, non-profit or First Nations.

Organization Operating Name

Enter your operating name, if different from above.

Organization Mailing Address

Eligible employers must be based in the Columbia Basin Trust [region](#).

Location Intern will be working if different from mailing address above

Signing Authority Contact Information

If your application is successful, this contact will be required to sign a Contribution Agreement.

Primary Contact Information

Identify the person who will be directly responsible for this internship. We may contact this person to discuss your application and, if successful, this person will be our main contact throughout the duration of the internship.

Organization Mandate (120 words)

Briefly describe your organization's purpose and mandate. Include the types of activities related to food production/processing (i.e. distribution, processing, preparation, transport packaging etc.).

Total number of employees

How many people are employed part time and full time at your organization (excluding the business owners)?

Date organization commenced food production/processing

Eligible employers must have food production/processing focused operations that have been in existence for more than one year.

Do you have WorkSafeBC Coverage?

Eligible employers must have a WorkSafeBC account in good standing. Provide your Account Number here. You will be required to upload a copy of your WorkSafeBC clearance letter in the *Supporting Documents* section of the application form.

How is your organization registered?

Are you a registered business?

If yes enter your business number.

Are you a registered non-profit?

If yes enter your BC Registry Incorporation/Registration number above.

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Other:

Please explain.

Have you filed a Statement of Farming Activities in the last tax year? If yes, please enter the fiscal period from (yy/mm/dd – yy/mm/dd).

If you have filed other tax documentation for your organization, please explain:

Is your workplace unionized?

Note: you may be required to provide proof that your workplace union has approved the proposed internship and permanent position.

INTERNSHIP DETAILS

Intern Job Title

Length of Internship

Indicate the number of months of the internship (between five to 12 months).

Are you receiving a wage subsidy from a similar internship program to assist with funding this position?

Note: Eligible Employers must not be receiving funding for the same intern position from another wage subsidy program for the length of the internship, including but not limited to, the Trust's Basin Food Producer Wage Subsidy (FPWS) program. Eligible Employers can bridge the FPWS program to this program (eg. Use FPWS until January 2022 and commence the internship February 2022).

Describe the purpose of the proposed internship and how it will support your organization to build capacity and achieve your goals. (200 words)

Describe how this position fits within the current structure of your organization. If the intern will succeed or transition into an existing job, indicate why the position is becoming available. How will the internship help your organization build capacity, achieve an unmet operational need, and/or meet your goals?

Provide a description of the role's key duties and responsibilities. (300 words)

Using point-form, describe the key duties and responsibilities expected of the intern. Outline the day-to-day tasks and responsibilities of the position. Be accurate and avoid technical terms, acronyms and abbreviations.

What are the skills and qualifications required for this position? (200 words)

Using point-form, describe the must-have skills and qualifications that are required for the position.

Indicate the prior work experience, training, or post-secondary education required for this Intern opportunity. (75 words)

What post-secondary programs or field(s)-of-study are prospective interns required to have graduated from to be eligible for this role? What prior work experience, skills, knowledge, and accountabilities are required? Describe.

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Who will be the Intern's supervisor and mentor throughout the internship and what is their role within the organization? (120 words)

If the intern's mentor will be different from their supervisor, include both.

Explain how this wage funding will contribute to your fiscal goals? (150 words)

How will the Intern help your organization? For example: allowing more time for business planning, product marketing, or Human Resources management.

TRAINING PLAN

A key component of this internship is to incorporate structured learning into the employment experience to best train and prepare the Intern for long-term employment. The purpose of the plan is to:

- indicate the main learning objectives required for the position; and
- identify internal and external training opportunities.

What will the Intern's main learning objectives be throughout the placement?

At the end of the internship, what are the main skills or knowledge you expect the intern to have gained as a result of the placement? For example:

Support the Intern to develop strong project planning and management skills and provide opportunities for them to apply these skills throughout the internship.

List the proposed training opportunities and activities that will support the Intern's ability to achieve the learning objectives above and meet the requirements of the job.

INTERNSHIP WAGE, MANDATORY EMPLOYMENT RELATED COSTS, AND FUNDING SOURCES

How will you pay your intern? (Choose one)

- Salary
- Hourly Wage

Option 1: Budget Calculation for Salaried Intern

To calculate the contribution that the Trust can consider, enter the Intern's monthly salary and the length of the internship. The form will then auto-calculate the employer's costs for the duration of the internship using a standard percentage for MERCs and the maximum amount the Trust can consider (up to 70% of the intern's salary and MERCs, to a maximum of \$25,000). The employer is responsible for covering the remaining portion.

Option 2: Budget Calculation for Hourly Intern

To calculate the contribution that the Trust can consider, enter the Intern's hourly wage, regular weekly hours, and the length of the internship (in weeks). The form will then auto-calculate the employer's costs for the duration of the internship and the maximum amount the Trust can consider (up to 70% of the Intern's earnings, to a maximum of \$25,000). The employer is responsible for

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covering the remaining portion.

Mandatory Employment Related Costs (MERCs) and Employee Benefits

Mandatory Employment-Related Costs (MERCs) include Employment Insurance, Canada Pension Plan, WorkSafeBC and 4 per cent vacation pay. MERCs will be calculated using a flat rate of 12 per cent and included in the total pay calculation.

Does this reflect the market rate for this position? Explain.

Explain how your organization determined that this wage is within the market rate range for this position.

SUPPORTING DOCUMENTS

You are required to upload a copy of your WorkSafeBC clearance letter. **Before uploading your supporting document, you must ensure:**

Please DO NOT submit your Statement of Farming or equivalent tax filing documentation. If the Trust requires specific tax filing documentation, we will reach out directly and request it.

1. the file is named using the following format:
 - WorkSafeBC_YourOrganizationName
2. the file format is either .PDF, Microsoft Word or a picture format of .JPEG, .GIF, .PNG, or .BMP.

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned? (220 words)

Include anything else you would like to add. Be sure it is something that has not already been addressed in this application.

FINAL STEPS

What is the main, and first, way you heard about this program?

Choose only one.

Would you like to receive email correspondence from the Trust?

Select yes or no from the drop-down options.

Does your organization have social media accounts?

Share your account names and we can connect.

How do you like to receive news and hear about updates from the Trust?

Choose as many as applicable.

DECLARATION

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Read this section thoroughly.

Click the box to indicate that you have read and understood the Declaration and Applicant Agreement, then type your name and title.

Please note, incomplete applications will not be considered until all missing information is provided.