



Film Training Manitoba
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HUMAN RESOURCE TRAINING FUND APPLICATION FORM

*PLEASE PRINT YOUR INFORMATION

APPLICANT INFORMATION

Name of Company: _____
Business registration or incorporation number: _____
Contact person: _____
Address: _____ _____
Phone: _____ Fax: _____
Email: _____

Please include the following with your completed application form:

- An outline of the proposed training initiatives for the company (see page 2).
- A list of the employees involved in the training activities.
- A completed Budget Form – (budget template on page 5).
- A company profile.

Please Note:

Social Insurance Numbers are required for reporting purposes.

TRAINING INFORMATION FORM

Please describe the workshops or training activities requested.

Please provide information on the organization delivering the training and/or the instructor.

Please describe the proposed mentorship activities and provide a copy of the mentor's resume or bio.

How will this training opportunity assist in developing your company?

Anticipated date of training workshop/s or initiative/s: _____

EMPLOYEE INFORMATION FORM:

Please list employee information below. All project participants must be Manitoba residents, defined as legally entitled to work in Canada, and reside in Manitoba at least 183 days of the year.

1. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____
2. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____
3. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____
4. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____
5. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____
6. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____
7. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____
8. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____
9. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____
10. NAME: _____
DEPARTMENT/ POSITION: _____
SOCIAL INSURANCE NUMBER: _____

All information included on the application form is confidential and shall be used only for the purposes of assessing the applicant company's request for funding and government reporting.

On behalf of the applicant company:

I acknowledge that the HR Training Fund administrators and jury may request additional application materials in order to complete the review of the application and I agree to provide any additional requested documentation in a timely manner.

I acknowledge that should the company be successful in applying to the HR Training Fund it will be required to submit evaluation forms, a budget summary form, and all eligible receipts. I acknowledge that the final written report may be used by Film Training Manitoba for reporting purposes.

I acknowledge that the company will be responsible for contributing 100% of all the GST and PST on any expenses.

I acknowledge that should the company be successful in applying to the HR Training Fund this application form will constitute as a letter of agreement, and as such Film Training Manitoba reserves the right to terminate this agreement if the terms outlined in this application are not met.

I hereby certify that the above information is true and accurate to the best of my knowledge and hereby authorize the fund administrators to contact sources necessary to verify the contents of this application and supporting documents.

Name of Authorized Company Representative (please print)

Authorized Company Representative Signature

Company Title

Date

HUMAN RESOURCE TRAINING FUND BUDGET FORM

Applicant Company: _____

Eligible expenses for training	Amount
Workshop/Course/Registration fees	\$ _____
Instructor/Mentor fees	\$ _____
Workshop space rental fees	\$ _____
Workshop equipment rental fees	\$ _____
Per Diem - up to \$50.00 per day x _____ days	\$ _____
Accommodations – up to \$150.00 per night x _____ nights	\$ _____
Airfare (economy airfare)	\$ _____
Total Expenses (Please use Canadian funds In all calculations)	\$ _____

- Note:
1. All amounts must be calculated in Canadian Dollars without GST and PST.
 2. Copies of all receipts must be provided for expenses and included in your final cost report.
 3. Ineligible costs include:

- Training that has already been completed at the time of application
- On-the-job trainee's wages
- Craft services for workshops (e.g. snacks, meals, refreshments)
- Hotel charges for incidentals (e.g. movies, food, telephone etc.)
- Courses taken as part of a full-time university degree program
- GST and PST on any expenses