

Workforce Readiness Initiative

FUNDING APPLICATION FORM – PROJECTS BELOW \$250,000

WRI FUNDING APPLICATION FORM – PROJECTS BELOW \$250,000

Complete the Workforce Readiness Initiative (WRI) Funding Application Form to submit a project application and request funding from SkilledTradesBC. This form helps SkilledTradesBC determine whether your project meets the eligibility requirements under the initiative. If the project budget is over \$250,000 to \$3,000,000 use the Funding Application Form applicable to that funding level (available at skilledtradesbc.ca/wri).

IMPORTANT NOTES:

1. Eligible applicants include designated-funded SkilledTradesBC training providers, including public post-secondary institutions, union-affiliated training schools, and designated specialized training institutions, as well as organizations delivering Indigenous Skills and Employment Training (ISET) programs in B.C.
2. Eligible partners may collaborate on a single project and may submit more than one application, provided each application is for a different project.
3. Funding is available for projects up to a maximum of \$3,000,000, subject to funding availability. A separate application must be submitted for each project, using the funding application form that corresponds to the amount requested (below \$250,000 or \$250,000 to \$3,000,000).
4. Applications must be received **no later than 11:59 p.m. (PT), September 15, 2026, and must be submitted by email to WRI@SkilledTradesBC.ca.**
5. Applicants will receive an email confirming receipt. SkilledTradesBC will review all applications and, during the review period, may contact applicants to request clarification or additional information.
6. SkilledTradesBC will notify applicants of the outcome of their application by November 16, 2026, or earlier.
7. As a provincially delivered initiative, the WRI supports apprenticeship and workforce development across B.C. SkilledTradesBC will apply a regionally balanced approach when considering projects.
8. Applicants must complete all parts of the application form (Parts A through H), as well as the required appendices (Appendix A: Budget and Appendix B: Attestation).

For more information, including detailed requirements and other considerations, please **see the WRI Application Process, Requirements and Priority Framework available at skilledtradesbc.ca/wri.**

If you have questions email WRI@SkilledTradesBC.ca.

Workforce Readiness Initiative (WRI) – Funding Application Form Projects Under \$250,000

Part A - Organization/Representative Information

Note: A primary and secondary authorized representative must be identified. A Secondary Authorized Representative is required to ensure continuity if the Primary Authorized Representative is unavailable.

Legal name of eligible/primary applicant organization (see #1 above)

[Please name the primary applicant organization. If more than one organization is participating, list other organizations in the partner section, see part C]

Primary Applicant Organization Address	
Name and Title of Authorized Representative [Must be Primary Applicant Representative]	
Authorized Representative Email	
Authorized Representative Phone Number	
Name and Title of Secondary Authorized Representative	
Secondary Authorized Representative Email	
Secondary Authorized Representative Phone Number	
Part B – Project Overview	
Project Name	
Project Start Date	(month/day/year)
Project End Date NOTE: Projects must be completed by March 31, 2029	(month/day/year)
Skilled Trades Certification, Red Seal and/or BC designated trades addressed by the project	
Total Funding Amount Requested from SkilledTradesBC (see Budget Template – Appendix A)	
Part C – Project Description, WRI Priority Alignment and Project Partners	
<p>Project Description – No more than 1,000 words <i>This section is used to understand the project, including its design, delivery method(s) and participants.</i></p> <p>Instructions</p> <ul style="list-style-type: none"> • Provide a clear description of the project, including its purpose, overall design, delivery approach, and participants (such as apprentices/instructors). • Ensure the project description reflects the applicable requirements outlined in Section 1 of the WRI Application Process, Requirements and Priority Framework, including General Project Requirements (Section 1.6). • While you may reference alignment with Apprenticeship Workforce and Economic Growth Priority areas, partnerships, or communities at a high level, detailed information on these areas should be provided in the relevant sections below. 	

Alignment with Apprenticeship Workforce and Economic Growth Priority – No more than 1,000 words

This section is used to assess how well the project aligns with one or more of the WRI priority areas.

Instructions

- Describe how the project aligns with one or more of the *WRI priority areas*. Your response must clearly demonstrate how the project addresses at least one of the priority areas identified in the *WRI Application Process, Requirements and Priority Framework* (Section 2.1), including **Priority sectors, Major project areas, High-demand trades, levels or regions, and/or Priority communities**.
- Where alignment includes a focus on **Priority communities** (e.g., rural/remote communities, Indigenous Peoples, and/or equity-deserving groups), describe the intended focus in detail and explain how the project will contribute to improving access, participation, or workforce outcomes. This section should focus on the rationale and expected impact of the project.
- In all cases, alignment must demonstrate how the project enhances training delivery and/or improves apprenticeship outcomes.

Project Partners

This section identifies the organizations involved in the development and delivery of the project beyond the primary applicant organization.

Instructions

- Eligible applicants may collaborate on a single project.
- In addition to eligible applicants, projects may include other partners (e.g., employers, unions, community-based organizations, or other organizations) that contribute to project development/delivery.
- Describe all project partners involved, including their roles and responsibilities in the development and delivery of the project. A brief, high-level summary of each partner's contribution is sufficient. Do not describe participants (e.g. apprentices; instructors; outlined in Part C, Project Description) or the communities or populations served (outlined in Part F, Project Reach and Communities Served).

Part D – Project Deliverables and Key Activities

This section is used to assess the project deliverables and key activities.

Instructions

- Identify key project deliverables and the activities required to complete each deliverable.
- Clearly describe the activities associated with each deliverable, ensuring they are specific and actionable.
- Provide clear, concise descriptions that demonstrate how deliverables support project delivery and implementation.
- Include estimated timing for each deliverable; timing references are not required at the activity level.

Deliverables and Activity Descriptions	Estimated Deliverable Timing (Month/Year) NOTE: Dates Not Required at Activity Level

Timeline Notes

This section is optional.

Instructions

- Provide any additional context that may influence project timing (e.g., instructor availability, seasonal factors, or partner coordination).

Part E – Project Outcomes

This section assesses the expected outcomes of the project and how these outcomes will be measured.

Instructions

- Describe the expected outcomes of the project; that is, what will be different once the project is implemented.
- Focus on outcomes rather than outputs (e.g. number of participants).
- Measures could include surveys (e.g. change in knowledge or skills) or administrative data (e.g. exam pass rate, program completion).

Example

Outcome: Apprentices have access to quality training in high demand area

Measures: 1) Increase in available seats in high demand area; 2) Training participants report increased technical knowledge; 3) Number of participants successfully completing training.

Outcomes and Measure Descriptions (Identify 2 to 4 Measurable Outcomes)

Part F – Project Reach and Communities Served

This section describes the communities, regions, and populations that will be served by the project, and how project activities will benefit communities and their populations.

Instructions

- Indicate whether the project will be delivered province-wide or targeted to specific regions. If the project is regional, identify the communities or geographic areas that will be served.
- Broadly describe the benefit the communities/populations will realize from the project, including Indigenous peoples, equity-deserving groups, or other priority populations.
- Do not complete this section if your project addresses alignment (Part C) with **WRI Priority, Priority communities** (section 2.1 of the **WRI Process, Requirement and Priority Framework**) unless additional communities or populations are being introduced.

Part G – Project Budget	
Complete Appendix A	
Part H - Signature	
Authorized Representative Name (print)	
Authorized Representative Signature	
Date	

Use of Information: SkilledTradesBC is a public body and is subject to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. All information collected through the WRI funding application is handled in accordance with this legislation. For questions about how WRI information is managed, please contact privacy@skilledtradesbc.ca.

Appendix A – Budget Template

ALSO SEE ELIGIBLE AND INELIGIBLE COSTS

WRI Funding Application Form – Project Budget Summary			
Description of Item(s) (Provide any additional budget information as a separate document.)	Amount		
	If amounts span multiple fiscal years, indicate the amount in each year. If costs are limited to a single year, enter the full amount in the first column.		
FISCAL YEAR (Fiscal years run from April 1st to March 31st)	2026/27	2027/28	2028/29
<ul style="list-style-type: none"> Project Delivery Costs (e.g. technical training delivery, participants supports, equipment and materials, community delivery, in-province travel costs including rural and remote community travel) 			
<ul style="list-style-type: none"> Other (please specify) 			
<ul style="list-style-type: none"> If applicable include cost per participant 			
<i>GST and PST are ineligible costs and should not be included in the funding request, except for non-recoverable PST.</i>			
Total Funding Requested from SkilledTradesBC			
If applicable, list all additional funding sources contributing to the project, beyond the amount requested from SkilledTradesBC, including other funding and contributions from the primary applicant and any partner organizations	Where costs extend across multiple fiscal years, provide a breakdown by year		
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•			
•			
•			
•			
Total Budget (all funding including request to SkilledTradesBC)			

Appendix A Continued: Eligible and Ineligible Costs

Eligible Costs		
Budget Category	Definition	Notes
Project Personnel	Costs associated with individuals directly engaged in the planning, development, and delivery of the project.	<ul style="list-style-type: none"> • SkilledTradesBC may request list of staff, contractors or consultants, their project roles and salaries.
Project Delivery Costs	Costs directly associated with delivering the project's core activities. For projects serving remote and rural communities, travel and accommodation are considered a project delivery cost and therefore should be captured in this category.	
Travel and Accommodation (cannot be greater than 20 percent)	In-province costs related to travel required to support project delivery. For projects serving remote and rural communities, travel and accommodation are considered a project delivery cost and therefore should be captured in the project delivery category.	<ul style="list-style-type: none"> • This category may be no greater than 20 percent of the total SkilledTradesBC funding request.
Participant Supports	Costs that directly support participant success and progression in the project.	<ul style="list-style-type: none"> • Must tie to progression, retention and/or completion outcomes.
Partnership and Collaboration	Costs associated with establishing, coordinating, and maintaining relationships with project partners to support project delivery and outcomes.	<ul style="list-style-type: none"> • Costs cannot duplicate or relate to expenses captured under Project Personnel, Project Delivery, or Administration/Project Management.
Administration/Project Management (cannot be greater than 15 percent)	Costs associated with overall project oversight, coordination, and administration.	<ul style="list-style-type: none"> • Budget area must be proportional to project size. • This category may be no greater than 15 percent of the total project.
Other (specified)	Any additional project-related costs that do not clearly fall within the categories above. Applicants must provide a description and justification for these costs.	<ul style="list-style-type: none"> • Costs not captured in the above categories must be justified in the application and show alignment to the project. • Subject to SkilledTradesBC approval

Appendix A Continued: Eligible and Ineligible Costs

Ineligible Costs

- Major capital costs (e.g. buildings, large infrastructure).
- Ongoing operational costs beyond March 31, 2029.
- Travel and accommodation outside British Columbia are not eligible; costs within British Columbia must not exceed 20% of the total SkilledTradesBC funding request.
- Costs incurred prior to SkilledTradesBC approval or after the project completion date.
- Costs associated with preparing SkilledTradesBC WRI funding application or related documentation.
- Gifts; hospitality costs such as liquor or entertainment.
- Costs that are not directly related to, or exceed what is reasonably required for, the proposed project.
- Participant-related costs that are not directly linked to project activities or outcomes.
- Administration/project management costs must not exceed 15% of the total SkilledTradesBC funding request.
- Applicable taxes (e.g., GST/PST), except where the eligible applicant is not registered for PST and is therefore unable to recover such taxes. In such cases, PST may be treated as an eligible cost.

Appendix B – Attestation

To: SkilledTradesBC

Re: Workforce Readiness Initiative Application

In order for the Workforce Readiness Initiative application attached to this Attestation (this “Application”) to be considered eligible, an authorized signing officer of the applicant organization (the “Applicant Organization”) who has the capacity and authority to submit this Application, enter into contracts and In order for the Workforce Readiness Initiative application attached to this Attestation (this “**Application**”) to be considered eligible, an authorized signing officer of the applicant organization (the “**Applicant Organization**”) who has the capacity and authority to submit this Application, enter into contracts and agreements, and make this Attestation on behalf of the Applicant Organization must complete and sign this Attestation.

I, the undersigned, in my capacity as an authorized signing officer of the Applicant Organization, certify, represent, warrant, and agree on behalf of the Applicant Organization as follows:

- I am an authorized signing officer of the Applicant Organization with authority to bind the Applicant Organization, and I have made such inquiries and reviewed such records as I consider necessary to verify the statements set out in this Attestation.
- I have the capacity and authority to submit this Application on behalf of the Applicant Organization.
- No individual involved in preparing this Application has a financial interest in the outcome of the project described in this Application (the “**Project**”) beyond their normal employment relationship with the Applicant Organization.
- All information provided in this Application and any supporting documentation is true, accurate, and complete.
- The activities described in this Application are not funded, in whole or in part, by any other federal or provincial government program for the same Project scope.
- The Applicant Organization agrees to retain all supporting documentation, including but not limited to invoices and receipts for expenditures funded by SkilledTradesBC, for a minimum of seven (7) years following the end of the applicable fiscal year, or longer if requested by SkilledTradesBC.
- The Applicant Organization acknowledges that any funds awarded must be used solely for the purposes described in this Application and as approved by SkilledTradesBC. The Applicant Organization further acknowledges that SkilledTradesBC may require repayment, in whole or in part, if funds are used for any other purpose, or if the information provided in this Application is not true, accurate, or complete.

Audit Statement:

The Applicant Organization understands and agrees that this Application and the representations made herein may be subject to audit and verification by SkilledTradesBC. The Applicant Organization agrees to

provide supporting documentation upon request and acknowledges that failure to substantiate compliance may result in recovery of funds.

This Attestation is also acknowledged and agreed to by the Applicant Organization:

Authorized Signing Officer Signature	
Authorized Signing Officer Name (print)	
Title (print)	
Applicant Organization Name (print)	
Date	