Occupational Health and Safety Funding Program: **Application Check List**

This checklist is for your convenience. You are not required to submit it with your application form.

If you have any questions, please contact the **OHS Funding Program Administrator at least two weeks before the application deadline:**

Email: funding@wscc.nt.ca or funding@wscc.nu.ca

Phone: 867-920-3843

1. ☐ **I have read the OHS Funding Program Information Guide.**

2. **I have confirmed my organization's eligibility, and have attached the necessary supporting documents to prove it:**

   - **For organizations based in the Northwest Territories or Nunavut:**

     ☐ Evidence of compliance with the NWT or Nunavut's *Societies Act, Business Corporations Act*, or *Co-operative Associations Act*

   - **For organizations based OUTSIDE of the Northwest Territories or Nunavut:**

     ☐ Evidence of compliance with my province or territory's equivalent of the NWT or Nunavut's *Societies Act, Business Corporations Act*, or *Co-operative Associations Act*

     ☐ A clearance letter from the workers' compensation board of my organization's province or territory

   - **For organizations that report payroll to the WSCC:**

     ☐ A current Safe Workplace or Advanced Safe Workplace Certificate

     OR

     ☐ Suitable evidence that my organization is taking steps to achieve a Safe Workplace or Advanced Safe Workplace certificate, as discussed with the OHS Funding Program Administrator

   - **For organization that DO NOT report payroll to the WSCC:**

     ☐ Suitable evidence of my organization's commitment to a safe workplace, as discussed with the OHS Funding Program Administrator

3. **I have completed all applicable sections of the application form:**

- [ ] **A** – Contact Information
- [ ] **B** – Organization Information:
  - **B – Part 1**: Lead Organization Information
  - **B – Part 2**: Partner Organization Information (if applicable)
  - **B – Part 3**: External Funder Information (if applicable)
- [ ] **C** – OHS Initiative Information:
  - **C – Part 1**: Description and Purpose
  - **C – Part 2**: Initiative Plan (Prepare, Promote, Deliver, Measure Success)
  - **C – Part 3**: Timeline
  - **C – Part 4**: Delivery Team
  - **C – Part 5**: Budget Proposal Worksheet

4. **I have read and understood the following application sections:**

- [ ] **D** – Declaration of Conflict of Interest (if applicable)
- [ ] **E** – Terms and Conditions of Application
- [ ] **F** – Declarations

5. **I have attached the following supporting documents as described in the application form:**

- **REQUIRED:**
  - [ ] Two (2) signed letters as evidence of my organization's experience and expertise
  - [ ] Resumé(s) and relevant credentials for the Delivery Team Lead or Co-Lead(s)
- **IF APPLICABLE** (see application form for more details)
  - [ ] My Partner Organization's evidence of compliance with the *Societies Act, Business Corporations Act,* or *Co-operative Associations* Act of the NWT or NU
  - [ ] A signed letter from my Partner Organization confirming their role in the initiative
  - [ ] A separate document with the responses to **C – Part 2: Initiative Plan (Delivery)** of the application form
  - [ ] Proof of audit(s) for course(s) that must be audited to ensure compliance with industry standards
  - [ ] Information for additional Delivery Team members provided in same format as in **C – Part 4: Delivery Team** of the application form
  - [ ] Relevant credentials for other Delivery Team members if delivering training related to Safety Legislation
  - [ ] Past year's audited financial statements (if total initiative funding request is more than $50,001, or applying for either multi-year or advanced funding)

- **OPTIONAL:**
  - ☐ Supplementary document for sections where I needed more space
  - ☐ Evidence of a need for this initiative
  - ☐ Resumés for other Delivery Team members
  - ☐ Other supporting documents

6. ☐ **For funding requests of more than $50,001:**
   - ☐ Past year's audited financial statements (if total initiative funding request is more than $50,001, or applying for either multi-year or advanced funding)
   - ☐ I have included my signature and the signature of the Chief Executive Officer or equivalent