

# **Canada-Manitoba Job Grant**

## **Terms and Conditions**

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### **1. Grant Objective:**

The Canada-Manitoba Job Grant (CMJG) is an employer-driven approach to help Manitobans gain the skills they need to fill available jobs and to support employers to gain access to skilled labour that meets their needs.

### **2. Application:**

2.1. Applicants must complete and submit a signed Canada-Manitoba Job Grant Application, the Canada-Manitoba Job Grant Training Plan, the Canada-Manitoba Job Grant Training Participant Report and ensure that each training participant submit a completed and signed Training Participant Privacy Notice and Consent form.

### **3. Eligible Applicants:**

3.1. Organizations that are eligible to apply for the CMJG include:

- a. Private businesses,
- b. Not-for-profit organizations,
- c. Organizations acting on behalf of employers (e.g., employer consortium, union hall, industry association, training coordinator), or
- d. Crown Corporations and Aboriginal governments for jobs located in small or remote communities (population of 100,000 or less) *and* where the Crown Corporation or Aboriginal government is the major employer *and* has demonstrated the training need.

### **4. Eligible Beneficiaries:**

4.1. Individuals who may participate in training supported with funding from the CMJG include:

- a. Unemployed and seeking training to obtain a job,
- b. Employed, but underemployed and seeking training for a better job,
- c. Employed, but seeking training for a better job, or
- d. Employed, but seeking training to enhance their skills in an existing job.

4.2. Training participants must be eligible to work in Canada.

4.3. Training participants must be working in Manitoba.

4.4. Temporary foreign workers are not eligible to have their training costs funded by the CMJG.

### **5. Eligible Training Costs:**

- a. Tuition fees or fees charged by a training provider,
- b. Mandatory student fees,
- c. Textbooks, software and other required materials, and
- d. Examination fees.

### **6. Eligible Training Providers:**

6.1. Training must be provided by an approved external third party training provider.

6.2. Approved third party training providers include:

- a. Post-secondary institutions,
- b. Private Vocational Institutions,
- c. Sector Councils or Industry Associations, and
- d. Union Halls.

6.3. Other organizations may be proposed by the applicant for consideration to deliver training if they have:

- a. Applicable curriculum or training plan;
- b. Specialized equipment and materials as required for training; and
- c. Qualified trainers as determined by credentials and/or experience.

6.4. Manitoba reserves the right to approve the eligibility of the third party training provider proposed by the applicant.

### **7. Eligible Training:**

7.1. Applicants decide who obtains training, the training required and the third party trainer that will deliver training.

7.2. Training can be delivered by the third party on-line, in a classroom/training facility and/or on-the-job.

7.3. Applicants must have a job available for unemployed participants at the conclusion of training.

7.4. Training of employed individuals must lead to a better job or improve their skills.

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#### **8. Funding**

- 8.1. Applicants are eligible to apply for *up to* \$10,000 from the CMJG for each individual employee or prospective employee to assist with eligible training costs. Manitoba's contribution will not exceed a total of \$100,000.
- 8.2. Applicants must contribute a minimum of one-third of the total eligible training costs funded by the CMJG.
- 8.3. Small businesses, defined as 50 employees or less, may be eligible for additional funding support.
- 8.4. Manitoba reserves the right to negotiate a total contribution of less than two-thirds of the total eligible training costs.

#### **9. Payment**

- 9.1. Applicants are responsible for payment of all eligible training costs.
- 9.2. Applicants contract the training directly with and pay the third party training provider.
- 9.3. Applicants are reimbursed for the amount of eligible training costs that Manitoba has agreed to pay as specified in the agreement entered into between Manitoba and the applicant.
- 9.4. In circumstances where the amount of the eligible training costs presents a hardship for the applicant to pay in total, the applicant may request an advance of a portion of the funds which Manitoba has agreed to pay to the applicant under the CMJG.
- 9.5. Applicants must submit invoices from providers of eligible training costs and proof of payment in order to be reimbursed by Manitoba for the portion of the eligible training costs Manitoba has agreed to pay under the CMJG.

#### **10. Reporting**

- 10.1. The applicant must submit their final report and proof of payment for eligible training costs within 60 days of the end of their agreement with Manitoba.