

Canada-Newfoundland and Labrador Job Grant

Eligibility and Requirements

Advanced Education, Skills and Labour
Government of Newfoundland and Labrador

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1. Canada - NL Job Grant Program

The **Canada - NL Job Grant** program provides funding to eligible businesses and organizations to help offset the cost of training for their existing and future employees. The program provides up to a maximum of \$10,000 per year towards training an existing employee and, up to a maximum of \$15,000 for training an unemployed participant.

1.1 Eligibility and Contribution Requirements

Eligible applicants include private sector employers, not-for-profit organizations, industry associations, employer consortia, unions, and Aboriginal governments and organizations.

Crown corporations, government agencies, boards and commissions, and municipalities **are NOT eligible**.

Eligible Training

Eligible training shall:

1. Be available to EI and non-EI eligible clients;
2. Be 12 months or less in duration (note the intent of the program is not to fund individuals while on layoff status with an employer, rather to support their training while they are employed with the employer);
3. Be online, classroom-based, or workplace-based;
4. Lead to an available or better job, or improved employment situation for the individual being trained as outlined in the [Letter of Attestation](#);
5. Include a financial contribution from the employer, unless the employer is hiring and training an unemployed participant; and
6. Be delivered by a provincially recognized third-party training provider. Examples of third party training providers include:
 1. Public and private post-secondary training institutions. A list of private training providers can be found on the Department's website: <http://www.aesl.gov.nl.ca/postsecondary/privatedir.html>;
 2. Private trainers approved and operating in compliance with the Department's *Private Training Regulations and Act*;
 3. Product vendors with manufacturer recognized training certifications (e.g., Microsoft Systems, Cisco Systems); and
 4. Union based training centers.

Please Note: Other industry experts or consultants may be approved to do training as part of the Canada-NL Job Grant program, if it is demonstrated that they are best suited to do the required training, and approved by the Regional Manager or Regional Director.

Training **shall** occur within Newfoundland and Labrador, **except under certain exceptional circumstances** (e.g., highly specialized or technical training that is not available in this province) or where no equivalent or similar training is available, or could be reasonably developed and offered by an existing training provider. In these exceptional circumstances, prior approval is required by the Department.

Employers shall be solely responsible for any and all payments and deductions required by law to be made in respect of its employees, including those required for the Canada Pension Plan, Employment Insurance, Worker's Compensation and Income Tax.

Employers may apply for more than one grant. Consideration will be given to budget availability, program demand, equitable distribution throughout the province, and other funding priorities that may be established by the department at any time. An employer can only receive a maximum grant of \$10,000 for each existing employee (training participant), or \$15,000 for an unemployed participant, trained in a 12 month period.

Eligible and Ineligible Training Costs

Eligible Training Expenses

1. Tuition fees, or fees charged by the training provider;
2. Mandatory student fees;
3. Textbooks, software, supplies and other required materials;
4. Examination fees; and
5. [Travel costs](#).

Please Note: In the event that a small sized business is training an existing employee, a portion of wages or wage replacement may become an eligible expense as per Option 2 under the [Contribution Tool](#).

Ineligible Training Expenses

1. Travel outside the province, unless in certain exceptional circumstances (refer to [Travel Costs](#))
2. Conferences;
3. Training that is delivered by the employer or an employee of the business (e.g., in a mentorship or train-the-trainer arrangement);
4. First-aid training; and
5. Workplace Hazardous Materials Information System (WHMIS) training.

Please Note: Wages or wage replacement is not an eligible training expense unless a small sized business is training an existing employee, in which case a portion may become an eligible expense by means of an in-kind contribution.

1.1.1.1 Travel Costs

The intent of covering travel costs under the Canada-NL Job Grant program is to provide access to training to participants, in particular those living and working in rural and remote communities in Newfoundland and Labrador, who would otherwise not have access to equivalent or similar training.

Travel costs for the training provider should be included in their training quote and assessed as part of the overall employer application.

The following outlines details on eligible costs related to travel under the Canada-NL Job Grant program. Travel costs are eligible under the Canada-NL Job Grant program when the following conditions are met:

1. The training occurs within Newfoundland and Labrador, except under certain exceptional circumstances, i.e., highly specialized or technical training that is not available in this province, in which case prior approval is required.
2. The distance from the community where the participant lives and works, to the location of the training, is greater than 100 km one way; and

3. There is no equivalent or similar training available, or could be reasonably developed and offered by an existing training provider, that is less than 100km away (one way).

All travel costs must align with training dates. Travel costs significantly outside of the training dates are not eligible.

Selected mode of travel must be by the most economical and practical means.

The following are eligible travel costs under the Canada-NL Job Grant program:

Flights

1. All flights must be economy class.
2. The maximum reimbursement that will be paid on flights is \$800 per participant. Approval to reimburse at a higher rate requires approval by the Regional Director or Regional Manager.
3. Flight seat selection charges are not an eligible cost.
4. The cost of First class or Business class tickets will not be covered.
5. Receipts required for reimbursement.

Bus Transportation

Transportation by bus is eligible; receipts required for reimbursement.

Car Rental

Car rental is restricted to compact / economy only; receipts required for reimbursement.

Ferries

Travel costs associated with the use of ferries is eligible; receipts required for reimbursement.

Taxi

Transportation by taxi is eligible; receipts required for reimbursement.

Mileage

If a private vehicle is used, Provincial Government rates apply. Receipts **are not** required for mileage, however, details on the travel to and from the employee's home or place of work and the training location, whichever is the lesser distance, along with the date(s), should be provided. Rates are subject to change therefore, staff should check provincial [Reimbursement Rates](#) to ensure the appropriate amount is being applied.

Parking

Costs associated with parking (e.g., airport parking, hotel parking) are an eligible travel cost. Receipts required for reimbursement.

Accommodations

1. Accommodations in commercially operated hotels (standard room), motels, inns and similar establishments are eligible; receipts required for reimbursement.
2. Individuals who make private arrangements will be reimbursed \$25 per night.

Meals

- Provincial Government rates apply – see below table for maximum allowable rates; note that rates are subject to change; check provincial [Reimbursement Rates](#) to ensure the appropriate amount is being applied.

Full Day	Breakfast Only	Lunch Only	Dinner Only	B&L Only	L&D Only	B&D Only
\$43.00	\$8.00	\$14.00	\$21.70	\$22.00	\$35.70	\$29.70

- Where travel is for a partial day, only meals that are applicable to that portion of the day may be claimed. For instance, if a late afternoon flight is taken for training that starts the next morning, dinner only may be claimed on the travel day. Where a meal is provided without charge, no claim for that meal can be made.
- Receipts **are not** required for meals.

Other

- Incidental charges and gratuities **are not** eligible.
- Companion travel **is not** eligible.
- Receipts **must** be provided when submitting a reimbursement claim (e.g., Financial Report in LaMPSS).
- Receipts **are not** required for meals or mileage.

Approval of Travel Costs

The approval of travel costs at application does not guarantee full reimbursement of travel costs. Travel costs will be reviewed once an employer has submitted their financial report for reimbursement. The Department reserves the right to determine, at reimbursement, whether travel costs are eligible and reasonable in relation to the cost of training or for any other reason.

Travel costs will not be covered if not pre-approved and included in the Canada-NL Job Grant program Agreement.

Travel costs for the training provider should be included in their quote and assessed as part of the overall employer application.

Eligible Participants

All eligible participants shall be:

1. An existing employee; or
2. An [unemployed participant](#), hired by the employer no more than 30 business days (six weeks) prior to the training date.

Unemployed Participants

An **Unemployed Participant** is someone not working; seeking full time employment; and legally entitled to work in NL. Proof of unemployment is required from participants. Acceptable documentation includes but is not limited to Record of Employment; recent Notice of Termination from last employer; confirmation of Employment Insurance; or confirmation of Income Support.

A person leaving their current job to accept employment with a different employer is not considered an unemployed participant. Additionally, the unemployed participant cannot have worked with the applicant within the past 12 months prior to the start of training.

Size of Business and Required Contribution

Contribution Requirements for this program are determined based on the size of the business and whether the employee(s) being trained is an existing, or an unemployed participant. Refer to the [Contribution Tool](#) on the department's website to determine employer and government contributions.

Eligible employers who receive funding under this program must contribute a minimum of 1/3 of the eligible training costs as follows:

1. A large business (50+ employees) must contribute a minimum of 1/3 of the [Eligible Training Costs](#) as a cash contribution, unless the business is hiring an [unemployed participant](#).
2. A small business (50 or fewer employees) can make up to 50 per cent of their required contribution in wages or wage replacement, if their total contribution for a grant (including wages or wage replacements) is at least 1/3 of the [Eligible Training Costs](#).
3. No contribution may be required by a small or large business if hiring an eligible beneficiary who is an [unemployed participant](#) at the time of training.

The following are examples of contributions based on the size of the business and whether the participant(s) is an existing employee or unemployed participant(s).

Example 1: Small business training Existing Employees - combined cash contribution and in-kind wage/wage replacement

In this example, the maximum grant allowable for the participant is \$10,000 per year. As it is a small employer, they are allowed a combination of cash and in kind contribution. The cost of the training is \$9,000 per trainee. Using the Calculator Tool and based on the employer using an in kind contribution of \$1,500 as wages, the employer's cash contribution is \$2,000 and the government's contribution is \$7,000. All cash contributions have to equal the total training cost of \$9,000 (\$7,000 government and \$2,000 for the employer).

Example 2: Large Business – Cash Contribution

In this example, the cost of the training for the **Large Business** is \$15,000 per trainee. The employer must contribute \$5,000 (1/3 of the total cost per trainee) to the training of the individual as a cash contribution, and the government will pay \$10,000 (2/3 of the total cost per training) and which in this example is the maximum grant allowable per trainee under the Canada-NL Job Grant program.

Example 3: Small or Large Business training an Unemployed Person – cost of training \$20,000 / trainee

In this example, Government will contribute the maximum allowable of \$15,000 per trainee per year (unemployed person) and the employer will make up the difference (in this case \$5,000) for any amount that exceeds the maximum amount of \$15,000 towards the training of the individual.

Example 4: Small or Large Business training an Unemployed Person – cost of training \$7,000 / trainee

In this example, Government will contribute the full amount of \$7,000 recognizing the maximum contribution of \$15,000 per trainee per year, for an unemployed person, and the employer is not required to contribute towards the cost.

Letter of Attestation

The business **must** provide the Department with a Letter of Attestation when training an existing employee or unemployed participant.

When training an eligible unemployed participant, the Letter of Attestation from the employer must include the date of hire, or anticipated date of hire, and state that the individual will be hired upon completion of the training.

When training an existing employee currently employed with the employer, the Letter of Attestation must state that the employer will continue to employ the individual upon completion of the training, and that through the training, the employee will have increased or enhanced skills related to their current position or for advancement with the employer.

1.2 Information Requirements of Employers and Employees

As part of the administration of the Canada-NL Job Grant program, employers **must submit** an [Initial Client Contact Form](#) and [Client Consent Form](#) for all employees being trained through funding provided by this program.

The client consent allows for the exchange and release of information between the employee, the employer and the provincial and federal governments.

These forms are **mandatory** and shall be provided within **seven** days of the agreement being signed; this information is required as part of the terms of the **Canada-NL Job Grant program Agreement** between the Province and Federal Government.

The [Initial Client Contact Form](#) and [Client Consent Form](#) is required before funds can be disbursed to the employer. **Payments will not be provided for the training of individuals without these forms.**

For contracts **less than** a \$100,000 an advance payment of 70% may be made to the employer, providing required documentation is on file. For contracts greater than \$100,000 alternate advance payment schedules can be implemented. For example, intervals of 1/3, and an acceptable arrangement on provision of information where large numbers of employees are being trained; in the case of the later, alternate timing of receipt of this data may be negotiated.