
Canada-Newfoundland and Labrador Job Grant

Submitting Activity and Financial Reports

Advanced Education, Skills and Labour
Government of Newfoundland and Labrador

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Canada - NL Job Grant Reporting Requirements

The requirements for Activity and Financial Reports for your Labour Market Agreement for Canada - NL Job Grant program are outlined in your signed agreement/contract. Reports should be completed online using LaMPSS self-serve.

If you are experiencing technical difficulties in completing the reports online, including login errors and compatibility issues, please call 1-844-252-6777 or email ExtOrgHelp@gov.nl.ca.

If you have questions related to how to properly complete the activity and financial reports, please contact your Agreement Manager for assistance.

Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

Project Activities

The table below outlines the information reporting requirements for each eligible activity for the Canada - NL Job Grant program. Provide the information for each activity and training in your Project Agreement. The number of reports required will depend on the duration of training and funding allocation. Notification of required reports will be sent to employers through the LaMPSS self-serve home page. Please note that the activity types you report on will be the ones you selected on your initial application form that included one or more of the following: Skills Enhancement Short Term Training; Skills Enhancement Job Specific; Skills Enhancement Skilled Trades; and Skills Enhancement Work Place Training.

Project Activity Reporting Requirements Table

Activity Type	Activity Number 1: Name – Complete an activity report for each activity included in this program. Example: SKILLS ENHANCEMENT SHORT TERM TRAINING
Update / Status for this Period	Provide an update for this activity.
Number of Project Participants/Trainees	Provide the number of training recipients that participated in this activity during this period; the total training recipients to date; and the number of training recipients expected for the remainder of the project.
Number who Achieved Employment, Continued Employment or Improved Employment	Provide the total number of training recipients that achieved employment, continued employment or improved employment as a result of the training and activity during this period; the total training recipients employed to date; and the number of training recipients expected to gain employments as a result of this activity for the remainder of the project.
Activity Costs Incurred	Please provide the actual costs (if any) for this activity to date.

Activity Type	Activity Number 2: Name – Complete an activity report for each activity included in this program. Example: SKILLS ENHANCEMENT JOB SPECIFIC
Update / Status this Period	Provide information needed as an update for this activity.
Number of Project Participants/Trainees	Provide the number of training recipients that participated in this activity and training during this period; the total training recipients to date; and the number of training recipients expected for the remainder of the project.
Number who Achieved Employment, Continued Employment or Improved Employment	Provide the total number of training recipients that achieved employment, continued employment or improved employment as a result of this activity and training during this period; the total training recipients employed to date; and the number of training recipients expected to gain employment as a result of this activity and training for the remainder of the project.
Activity Costs Incurred	Please provide the actual costs (if any) for this activity to date.

Please Note: Space is provided to add any additional relevant information related to each activity for this reporting period.

Completing a Financial Report

On a financial report the employer must specify the applicable start and end dates for the reporting period.

Please complete the financial report's detailed information using the example below.

Example: An employer applied for training for two (2) employees at a cost of \$15,000 each. The project was approved for \$20,000 which reflects the maximum allowable government contribution under Canada - NL Job Grant program of \$10,000 for each training recipient who is an existing employee. In this case, this is the second financial report. In the first report, only \$1,000 in materials and supplies was reported. In this report, the combined expenses during this reporting period are \$8,000 resulting from a \$4,000 tuition payment for each trainee (2 x \$4,000). Using the above scenario, the financial report would look as follows:

Participant Program Delivery			
Participant Cost Item	Approved Budget	Reported and Approved to Date	Reported Amt. this Period
Tuition	\$18,000	\$0	\$8,000
Materials and Supplies	\$1,000	\$1,000	\$0
Course Equipment	\$0	\$0	\$0
Course Related Medical	\$0	\$0	\$0
Registration	\$0	\$0	\$0
Text Books	\$1,000	\$0	\$0
Course Clothing	\$0	\$0	\$0
Travel Costs	\$0	\$0	\$0
Subtotal	\$20,000	\$1,000	\$8,000
Financial Report Totals	Approved Budget	Reported and Approved to Date	Reported Amt. this Period
Total	\$20,000	\$1,000	\$8,000

Please Note: Space is provided to add any additional relevant information that is related to each activity for this reporting period.

Submitting Your Reports

Once your business or organization has finalized your reports, submit them using LaMPSS self-serve.

Enter the information that was provided when your organization was registered in LaMPSS – your Organization ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

Final Payment and Closing the Agreement

All required documents listed below must be submitted before a final payment will be issued. These can be submitted in the form of scanned documents using LaMPSS self-serve at the same time as the final financial report submission noted above.

The employer must provide verification to confirm that all employees who received training through the grant have completed the training. A copy of the training certificate would be sufficient evidence to supply to the Department. Failing this, the employer is responsible to provide to the Department a list from the Training Provider of all those who completed training including the dates when the training was completed.

In addition, the employer is responsible to submit all invoices from the training provider and any other eligible expenses. These can also be submitted in the form of scanned documents using LaMPSS self-serve or emailed to the appropriate Department agreement manager.