
Job Creation Partnerships Program Guidelines

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1 Job Creation Partnerships Program

1.1 Objectives

The Job Creation Partnership (JCP) program is designed to support projects that will provide participants, who are EI-eligible, with opportunities to gain work experience that will improve their employment prospects. Project activities should benefit both the participant and the community. The primary focus of the JCP program is helping insured participants who need work experience to increase their chances of successfully finding ongoing employment.

JCP projects can support community based, not-for-profit capital, infrastructure and renovation projects. Generally these types of projects involve broad community support, partnership contributions and will benefit the community while providing work experience for participants. As well, they would not likely take place without the support of JCP (or other public funding).

1.2 Eligibility

Eligible Sponsors

The Job Creation Partnership program shall only be used to assist eligible organizations that are either:

1. Businesses;
2. Federal crown corporations and comparable provincial/territorial crown corporations;
3. Organizations;
4. Individuals;
5. Municipal governments;
6. Band/tribal councils; and
7. Public health and educational institutions.

All not-for-profit organizations that apply for funding shall have Director's Liability Insurance.

Sponsors will only be deemed eligible for JCP funding support if their project activities meet the terms and conditions for JCP projects as outlined in this document.

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with Service NL pursuant to the *Lobbyist Registration Act*. Details with respect to the requirements for Lobbyist registration can be found online at:

<http://www.servicenl.gov.nl.ca/registries/lobbyists.html>

Eligible Participants

The Job Creation Partnership program shall only be used to assist eligible individuals who:

1. Are a resident of the province;
2. Are Canadian citizens or permanent residents legally entitled to work in Canada;
3. Meet the definition of EI-eligible;

4. Are approved by the Department under Section 25 of the Employment Insurance Act as insured participants who are active EI claimants; and
5. Have an employment plan that identifies that the JCP work experience being considered supports a reasonable occupational goal. When the above participant criteria have been met, the final decision on participant selection rests with the project sponsor.

While the Department is responsible for determining participant eligibility as part of the JCP project, the recruitment, hiring, management, and supervision of the employee are the responsibility of the employer.

All Participants must have their eligibility confirmed through the Department prior to commencement of an approved JCP project. Sponsors can contact the Department to request referrals of participants. If you are aware of potential eligible participants who would benefit from your JCP project you should encourage them to contact the Department to confirm eligibility.

If the Sponsor chooses to top-up the Participant supports to the prevailing wage rate, the difference between the allowance provided by the Department and the wage is considered insurable earnings. In these cases the mandatory employment related costs must also be provided by the Sponsor.

Eligible Activities

Eligible Job Creation Partnership activities shall:

1. Provide insured participants with opportunities to gain work experience that will improve their ability to gain new employment;
2. Be finite in nature and have defined start and finish dates. The defined start and end date are determined on the basis of the work required to complete the activity;
3. Not result in a competitive advantage for the sponsor or improve any business's position in the competitive marketplace;
4. Offer full-time hours for participants. In the case of participants with disabilities, part-time work may be considered as an eligible activity if it is demonstrated that there is still a substantial opportunity for the individual to gain valuable work experience and skills;
5. Offer work opportunities in accordance with provincial labour legislation;
6. Demonstrate benefits for the community, or support local economic development;
7. Be of a maximum duration of 52 weeks;
8. Be supported in partnership with other agencies, organizations and contributors where possible;
9. Be incremental and discrete and not part of the sponsor's normal operations. Typically incremental activities shall be specific to an additional undertaking of the organization; and
10. Be of a not-for-profit for which there is no profit motive.

Projects that occur on an annual basis may be considered eligible for financial assistance under the JCP program if:

1. All program eligibility criteria for JCP are met; and

2. There are different JCP participants for each project and each year.

Job Creation Partnership activities shall not:

1. Displace existing employees and/or volunteers;
2. Replace any employee on lay-off and/or awaiting notice of recall;
3. Replace an employee absent as a result of a labour stoppage or labour-management dispute;
4. Create a dependency, either for the sponsor or a beneficiary, on a service delivered with JCP funding that cannot be addressed when the project is over;
5. Enable a business to improve its position in the marketplace or result in personal or private financial gain; or
6. Be in direct competition with local businesses whose revenue comes from similar activities.

The project sponsor is responsible for obtaining all required permits and licenses. The project sponsor is responsible for ensuring an environmental assessment of the project is completed, should it be required by legislation. The sponsor must ensure that the work activities satisfy all applicable federal, provincial and municipal legislation and bylaws. If the applicant has a unionized worksite, the union must concur with the proposed activity and a letter of support from the union must accompany the application.

Eligible Costs

JCP Project Sponsors may be eligible to receive support for participants as well as project implementation costs.

1.2.1.1 Participant Costs

The primary focus of a JCP project is to provide work experience opportunities for eligible participants. As such, the core support provided to Project Sponsors is approval to hire project participants. All financial assistance provided to participants for a JCP project is administered directly by the department.

1.2.1.2 Support for Project Costs

Project sponsors may receive financial assistance for project overhead costs in the form of a contribution that is funded from Employment Insurance Part II. The maximum contribution to project overhead costs is normally no more than 30 per cent of the approved participant costs.

Project costs will be assessed to determine if they are reasonable and appropriate in relation to the proposed project and activities. Depending on assessment, costs will be included or disallowed. When assessing a cost item there are three considerations:

1. Compliance to the program terms and conditions;
2. Does it contribute to the success of the project; and
3. To what extent can it be considered reasonable.

Eligible costs may include (but not limited too) items such as:

- Staff Wages;
- Mandatory Employment Related Costs;

- Professional Fees;
- Travel;
- Telecommunications;
- Audit;
- Rent;
- Utilities;
- Furniture;
- Advertising;
- Postage/Courier;
- Bank Charges;
- Insurance;
- Printing; and
- Office Supplies.

The eligible cost categories may not be an exhaustive list. Additional costs may be assessed and negotiated, if deemed reasonable and appropriate.

Ineligible project costs:

- Costs associated with fundraising activities;
- Canada Revenue Agency or payroll penalties;
- Parking tickets;
- Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity;
- Membership fees for private clubs, etc. (golf clubs, gyms, etc.) unless part of existing (nonmonetary) employment benefits package;
- Staff salary bonuses if not originally negotiated into agreement;
- Purchase of alcoholic beverages;
- Purchase of any illegal substances;
- Unreasonable gifts or unreasonable payments for recognition; and
- Other costs ineligible as per program terms and conditions and program policy.

All assistance provided for capital costs must be on a cost-shared basis. Cost-sharing does not mean that there must be a 50/50 split between AES and the Sponsor/Other partners. However, if a Sponsor is unable to contribute, they are nevertheless expected to raise at least a significant amount of funding or in-kind contributions of capital assets from other partners to meet the cost-sharing requirement. Capital purchases that are in excess of \$1000 (including HST) are subject to negotiation with AES on the disposition of the asset at the end of the JCP Project.

Factors Considered in the Assessment of Proposals

Departmental staff takes the following into consideration when assessing proposals:

1. Clearly stated and defined project objectives and results;

2. Will provide incremental and meaningful work opportunities for participants;
3. Stated activities that will provide participants with valuable work experience which helps them to maintain or enhance their employability skills;
4. Will be appropriate to the needs and skills of the EI eligible participant;
5. Will not duplicate or compete with existing services, or provide an unfair competitive advantage to a sponsor;
6. Will not displace work performed by volunteers or by existing or laid-off employees;
7. Will not lead to a dependency on funding;
8. Activities will be completed during the duration of the project;
9. EI eligibility requirements; and
10. Relevance of activity to the local community and/or economy.

As the program name implies, this program requires participation (cash or in-kind) from the applicant or other agencies, organizations, other governments or other sources. Stakeholder partnerships are strongly encouraged for community benefit projects. The extent of partnership is an important consideration in assessment.

2 Labour Market Programs Support System (LaMPSS)

The JCP program is administered by the Department using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is a common method for administering Labour Market Programs in Newfoundland and Labrador, focused on providing consistency in processes and improving services to labour market program agreement holders.

All organizations entering into an agreement for delivering Labour Market Programs in Newfoundland and Labrador must first be registered as a LaMPSS organization. This is a one-time registration process. If your organization has not previously registered with LaMPSS, you can obtain a LaMPSS registration form at http://www.aesl.gov.nl.ca/lampss_public/index.html.

The functionality of LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for some labour market programs, as well as submitting required financial and activity reports online. Once available, we will provide you with user access enabling the ability to utilize the LaMPSS self-service capabilities.

Please read this entire Program Guidelines Document. The information contained in this Guide will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of JCP program.

3 Applying for Job Creation Partnerships Program Funding

3.1 Applying Online

Once you are a registered LaMPSS user, and program availability is advertised, you can apply for funding online using the self-serve capability. To apply online go to:

<https://lampss-org.aes.gov.nl.ca/login/login.aspx?ReturnUrl=%2f>

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: "Your Organization's Name – Job Creation Partnership
Contact Person	Name, title, telephone number and email address of person(s) to contact for additional information
Agreement Start Date	Provide the proposed start date for project
Agreement End Date	Provide the proposed end date for project

Past Agreements

Please identify if this application is a renewal of a past agreement and identify the agreement number or project name.

Project Description

Please provide a brief outline of the project detailing the activities (limit 300 words). Please include the following in the project description:

3.1.1.1 Organization Information

- Briefly describe the primary service/product offered by your organization. Indicate your organization type, number of employees, business number, Accounting practices, insurance coverage and union concurrence.
- Include information about your organization, including its organizational structure, history, mandate, membership, the industry or sector in which it operates the financial stability of your organization, and the qualifications and experience of the individual(s) or company performing payroll and bookkeeping for the agreement. This allows for a better understanding of the organization overall.
- Provide a brief job description for the person(s) who will be supervising the participants.
- Discuss the status of any projects that are currently, or have been supported by the Department. This includes information on past achievements or relevant information about how the proposed JCP may benefit your current projects.
- Please include responses to these questions in your proposal:
 - Do you currently have any employees on layoff and/or awaiting recall?

- Is there a labour stoppage or labour management dispute in progress?
- Will the proposed activities result in the displacement of existing employees or volunteers?

3.1.1.2 Rationale/Links to Development Strategies

- Explain how the experience will benefit unemployed participants. Provide information on skills and/or experience the participants will gain and discuss how working on the project might improve the employability of the participants.
- Explain why the project is needed by your organization and/or community. Projects should support community plans and local priorities. While not all JCP projects are part of community plans, the community should benefit in some way from the project.
- Include any supporting documentation such as consultation reports, research reports, a list of sources of labour market information, etc.
- Describe how the project may relate to provincial and regional priorities and/or strategies. Some examples may be:
 - Supporting a growth industry or sector in your area;
 - Contributing to the enhancement of your community; or
 - Responding to workforce adjustment in your area.

Agreement Contact

Specify a person in your organization who can be contacted to further discuss your application (if required).

Language Preference

Provide your language preference - English or French.

Participants

Enter the total number of Project Participants (clients) expected to be served in this project. Enter the number of participants expected for each participant group. Include participants in all relevant participant groups (e.g., a participant may be part of more than one participant group).

Project Location

Please provide the address information for the location(s) where the project activities will be delivered. If you have not yet secured a location, please enter your main organization address and advise the Department at a later date of the project address.

Project Activities

The table below outlines the required information for each eligible activity for the JCP Program. This is the complete set of eligible activities. On your Application Form provide the required information for the activities that you plan to deliver as part of your project.

Work Experience	
Brief Description	<p>Provide the start and end date for the activity. Describe the plan to deliver this activity as part of the project agreement including what will be done, how it will be done, why it is being done, by whom, and how long it will take. Include the hours or weeks of work expected to be completed by participants.</p> <p>Example:</p> <ul style="list-style-type: none"> • By the end of month 3, participants will have completed the design of the survey on community services and will be responding to customer enquiries.
Expected Results	<p>Describe how the success of the project will be measured.</p> <p>Explain how gaining the work experience provided to participants will assist them in finding ongoing employment after the project has ended.</p> <p>Describe how the progress of the participants will be evaluated.</p> <p>Examples:</p> <ul style="list-style-type: none"> • As a result of this project 4 individuals will have gained or maintained carpentry skills to improve their employability and the community will have upgraded its recreational facility. • As a result of this project the participant will have gained experience and skills in planning and organizing a community event which will improve their employability, and the community will have held an event that will support its economic development.
Where does this activity take place	Identify the location for this activity.
Expected number of Project Participants	Please provide the expected total number of clients that will participate in this activity.
Expected Number who will Achieve Employment	Please provide the expected total number of clients that will achieve employment as a result of this activity.

Project Budget

The following table outlines all of the eligible cost categories and items for JCP along with a brief description. On your Application Form, enter the total project costs and the amount of funding requested for each category for this project. HST should be calculated and included in each category.

Budget Category	Eligible Costs
Operational	
Professional Fees	This category refers to fees paid to professionals who provide service to the project for the benefit of the participants. A breakdown of expected fees is required.
Equipment	This would include those items essential to the project and for the benefit of the participants and costing less than \$1,000. If the cost of the equipment exceeds \$1,000, it would be shown under Capital Assets.
Facility Lease / Rent	Please include cost per square foot and comparison to other facilities in the area. Provide a copy of the lease agreement, if applicable. Remember to show clearly how the costs of shared space were determined.
Materials and Supplies	Please ensure all materials and supplies to be used on the project are included and related to the participant activities. Costs could include: supplies and materials required to implement the project, bank charges, licenses, permits, leasing of equipment, evaluations and assessments, bank interest and Insurance.
Travel	Project travel rates must be consistent with general travel rates in your organization, up to a maximum of the Provincial Government in-province travel rates. If applicable, please provide a breakdown of travel according to user.
Exceptional	
In exceptional cases support may be provided to a Project, through overhead costs, for a position to supervise a project. Should this be sought a rationale must be provided as to why this is the case.	

Budget Category	Eligible Costs
Capital Costs	<p>Capital costs must be essential to the achievement of the objectives of the project and directly related to participant activities. All assistance provided for capital costs must be on a cost-shared basis. Disposition of any purchased capital assets at the end of the project will be negotiated and documented in the agreement.</p> <p>Equipment which costs \$1,000 or more and which is purchased by the project to assist one or more persons with disabilities, is a capital asset and would be included in this section.</p>
Utilities	Rationale should indicate recent actual amounts.

Legal Signing Officers

Provide the appropriate signing officers for this project as well as the legal signing requirements for your organization.

Supporting Documentation

The table below outlines documents that must be included with the project application. Please attach these documents to your application form.

Document	Content
Job Description	Attach a description of the position.
Annual General Meeting Minutes	A copy of the minutes of your latest Annual General Meeting (AGM) together with the financial report tabled at that meeting.
Letter of Support	Project Proposal Letters of Support from Contributing Partners (where appropriate).
Itemized Budget Template	<p>Please include the budget details on the Itemized Budget Breakdown worksheet located at: http://aes.gov.nl.ca/lmda/jcp.html.</p> <p>Attach this worksheet with your application providing sufficient details and rationale for requested funds to support the request for each cost item.</p>

Submitting Your Application

Once you have completed the application including the attachment of all required documentation, the application will be submitted to AESL using the LaMPSS Self-Serve system.

In this section of the application enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

If you have completed the application form on paper, mail your completed application form and the required attachments to the local AESL office.

4 Job Creation Partnerships Reporting Requirements

The requirements for Activity and Financial reports for JCP will be outlined in your agreement contract. Reports should be completed online using LaMPSS Self-serve functionality. If you require a paper form, contact your Agreement Manager.

4.1 Completing an Activity Report

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

Reporting Period Dates

Please enter the start and end date for the period this report covers.

Organization Information

Enter the name and complete mailing address for your organization.

Project Activities

The table below outlines the information reporting requirements for JCP project activities. Provide this information for each activity in your Project Agreement.

Activity Type	Work Experience
Update / Status this Period	Articulate what information you would like provided as an update for this activity.
Number of Project Participants	Please provide the number of clients that participated in this activity during this period, the total participants to date and the number of clients expected for the remainder of the project.
Number who Achieved Employment	Please provide the total number of clients that achieved employment as a result of this activity during this period, the total participants employed to date and the number of clients expected to gain employment as a result of this activity for the remainder of the project.
Activity Cost Fields	Please leave blank.

Participants

Enter the actual number of participants served during this reporting period across all activities, the actual to date and the expected for the remainder of the project.

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Activity Report.

Reporting Notes

Provide any additional information for this reporting period.

4.2 Completing a Financial Report

This section provides supporting information required to complete the Financial Report.

Reporting Period Dates

Please enter the start and end date for the period this report covers.

Organization Information

Enter the name and complete mailing address for your organization.

Project Costs

Provide the actual costs for each eligible expense for this reporting period. For each approved cost for your project please provide the approved budget, the amount reported and approved in previous financial reports and the amount being reported for this period.

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Financial Report.

Reporting Notes

Provide any additional information for this reporting period.

4.3 Submitting Your Reports

Once you have completed the Activity and Financial reports they can be submitted to the Department using the LaMPSS Self-Serve system. Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

If you have completed the Activity and Financial reports on paper, mail your completed reports to the local AESL office.

For any clarification or additional information, please contact your Agreement Manager directly.