



Service  
Canada

## **CANADA SUMMER JOBS 2019**

*Providing Youth with Quality Work Experiences*

Applicant Guide

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# 1. Overview

*This Applicant Guide provides information to help you complete your Canada Summer Jobs application.*

*Read the following Guide in its entirety before you start your application for funding, as it contains important details on the information and supporting documentation that Service Canada requires to assess your application.*

## Objectives of the Canada Summer Jobs Program

Canada Summer Jobs is an initiative of the Youth Employment Strategy, which is the Government of Canada's commitment to help young people between the ages of 15 and 30, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to transition successfully into the labour market.

The program provides wage subsidies to employers from not-for-profit organizations, the public-sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

In delivering on these objectives, the Government of Canada aims to ensure that youth job opportunities funded by the program take place in an environment that respects the rights of all Canadians.

These youth summer work experiences represent important pathways facilitating future transitions to the workforce.

## What has Changed for Canada Summer Jobs 2019?

The program objectives have been updated to:

- Provide quality work experiences for youth;
- Respond to national and local priorities to improve access to the labour market for youth who face unique barriers; and,
- Provide opportunities for youth to develop and improve their skills.

New expanded eligibility now includes all youth aged 15-30, and is no longer restricted to students. This change has been made to complement the Government's renewal of the Youth Employment Strategy, announced in Budget 2018.

To improve program delivery, 2019 CSJ-funded employers and youth participants will be asked to complete a survey prior to the end of the work placement. Employers will be required to complete the survey after the end of the work placement. Surveys will be sent to all funded employers once agreements are in place. Also new for 2019, results from previously funded projects will be considered in eligibility and funding decisions.

In 2019, Job Bank will be the primary source for information on the availability of positions funded through the program in order to help youth to find, and employers to fill,

employment opportunities. Job Bank is the Government of Canada's leading source for jobs and labour market information. It offers users free occupational and career information and can help people search for work and make career decisions.

## Important Notice Regarding Applications

The application deadline is January 25, 2019.

You may submit a fillable application by clicking [here](#).

### Important technical notes

- The fillable form will be available for a maximum of 20 hours. If you do not successfully complete it within this timeframe, it will expire and you will have to start over.
- Your application cannot be saved and accessed at a later time.

If you submit using the fillable form, note that you will have the option to print a copy of your application for your records prior to completing your submission. **Please note, however, that you must still click SUBMIT after the PRINT SCREEN in order to complete your application. If you do not click SUBMIT, your application will not be processed.**

Confirmation of receipt will be sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.

## New Changes to Online Services

For 2019, you can still register with ESDC's Grants and Contributions Online Services (GCOS). GCOS provides additional functionalities that allow you to apply and track your application status, sign agreements, manage active projects, submit supporting documents, and review past projects submitted through GCOS.

For the step-by-step process to create a GCOS account, click [here](#).

This is a one-time process, but may take a few weeks to complete. Once your account is active you can use it to apply for ESDC's grants and contributions programs.

## Application Deadlines

### Key Dates

Please note the following key dates:

- Applications are due by January 25, 2019.
- The earliest job start date is April 23, 2019.
- The latest job start date is July 23, 2019.
- The latest job end date is September 1, 2019.
- The latest date to submit a payment claim is 30 days following the completion of the CSJ-funded work placement.

## **2. Quality Job Placements**

### **What is a quality job placement?**

Through the Canada Summer Jobs program, the Government of Canada provides employers wage subsidies to create quality job placements for youth in safe, inclusive and healthy work environments.

Your application should demonstrate the quality of your proposed job placement(s) in a number of ways. For example, your job placement may invest in youth by paying above the minimum wage in your province or territory, or by committing to retain the youth as an employee beyond the period of the Canada Summer Jobs Agreement. Through your supervision and mentoring plans, you should demonstrate both short and long-term support for the success of the youth by observing, evaluating, and providing feedback on performance, by providing guidance related to the professional and career-development goals of the youth, and by providing an opportunity for youth to develop the skills needed for employment. A quality job will occur in a safe, inclusive, and healthy work environment, as demonstrated on your application by the details of the health and safety practices you have implemented.

Funding priority will be given to projects that provide quality job placements and support the following priorities:

- improving access to the labour market for youth who face unique barriers; and,
- supporting the program objectives as well as local and national priorities.

Failure to comply with any conditions of a previously-funded project will be considered in the evaluation of new applications, and could result in a decision of ineligibility of the new application. Employers, projects, and job activities must comply with program eligibility criteria in the information provided on the Application Form and throughout the duration of the potential Canada Summer Jobs Agreement.

Note that assessment is carried out on a constituency-by-constituency basis.

### **Member of Parliament Review**

Program funds are allocated by federal electoral district. Applications are assessed for eligibility and are then prioritized accordingly to how they respond to the program's objectives. After Service Canada officials have assessed and ranked all eligible applications, Members of Parliament are provided with a list of recommended projects for their constituencies and are offered the opportunity to provide feedback based on their local knowledge.

### **Examples of Quality Projects**

#### **Example #1 (Church Daycare)**

A local church plans to hire four recent immigrant youth to work in the church daycare centre over the summer months to care for children.

The church serves the entire community; however, a large proportion of their children are newcomers to Canada.

The youth will be tasked with planning, organizing and delivering a special summer-long project for the children. The youth will lead both a recreational and an educational piece that are not part of the normal day-to-day operation of the church. The recreational aspect will include an introduction to various summer sports and a competition over the course of several weeks.

The youth workers will help the children learn more about their own countries of heritage and the countries of the others.

Outcomes for the youth will be learning how to care for children, how to plan and develop a project and to provide recreational and educational activities for participants. Those youth who had a successful experience, and are thinking of pursuing a career as an Early Childhood Educator, could be retained by the employer at the conclusion of the summer placement.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 4 Assessment Criteria for more information.

### **Example #2 (Rural Municipality)**

A rural municipality plans to hire five local youth from the community to deliver summer camps.

Under the supervision of the Recreation Coordinator, the youth will develop a number of age-appropriate camps for the community. The camps will be tailored to meet the needs of the participants and focus on various areas of community interest such as sports, science and nature.

Outcomes for the youth will be to gain meaningful work experience in planning and developing activities, working with others and leading teams. It will also provide an opportunity for the youth to work in their community and not have to seek employment in an urban setting. Providing employment opportunities for youth in their home communities is an important goal for rural and remote areas.

A project like this would receive additional assessment points as it responds to one of the program's national priorities.

For information on determining whether you are located in a rural or remote area, see Section 4 Assessment Criteria.

### **Example #3 (Official Language Minority Community)**

A francophone organization seeks to hire three francophone youth to provide guide services to tourists in the city's French quarter. The community is predominately English speaking. These services will support a number of francophone non-for-profit museums and historical sites.

The various sites will be able to continue operating and offer guided tours throughout the day to tourists and school field-trips. This will enable the community to maintain its linguistic French vitality. Outcomes for the youth will include the ability to work in their French language and to support their francophone community.

A project like this would receive additional assessment points as it responds to one of the program's national priorities.

For information on determining whether you are an Official Language Minority Community, see Section 4 Assessment Criteria or click on [this link](#).

#### **Example #4 (Small Business)**

A small, private tech company seeks to hire a female youth to help develop new, innovative apps in their research and development section.

The youth will work among a team of professionals in the technology sector. Outcomes for the youth will be to gain experience in a professional office setting and to work as part of a team in developing innovative technology tools. This career-related experience may lead the youth to pursue an education in this field.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 4 Assessment Criteria for more information.

#### **Example #5 (Seniors)**

A seniors' assisted-living facility will be hiring two youth facing barriers to employment to work with the residents throughout the day in several areas such as arts and crafts, recreation, nutrition and music.

The youth will perform various tasks with the residents, connecting the seniors with a younger generation and developing intergenerational links. The outcomes for the youth will be to gain meaningful work experience to give them insight into the job market and to develop employment skills they can transfer to any job.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See Section 4 Assessment Criteria for more information.

### 3. Screening for Eligibility

Each year, applications for funding to the program exceed the available funding. Your project will be assessed only if all of the Eligibility Requirements have been met.

Your application will be reviewed in two steps:

1. Screened for eligibility against the 15 mandatory eligibility requirements listed below; and
2. Assessed for quality in relation to the program objectives:
  - Quality work experiences for youth;
  - Opportunity to develop and improve their skills; and,
  - Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

See Section 4 - Assessment Criteria for details.

#### List of 15 Eligibility Requirements

You must meet the following **15 Eligibility Requirements** for your project to be considered eligible for funding. If the project as outlined in your application does not meet all 15 eligibility requirements, it will not proceed for assessment described in Section 4.

1. **Application was received by the deadline.**
2. **Attestation is checked.**
3. **Application is complete.**
4. **Eligibility of employer.**
5. **Eligibility of project.**
6. **Job duration:** Between 6 and 16 consecutive weeks.
7. **Job hours:** Must be full-time (i.e. 30 to 40 hours per week).
8. **Other Sources of Funding:** You must declare whether you will receive funding from other sources for the job placement.
9. **Salary:** The salary must respect minimum wage requirements (see Section 4 - Assessment Criteria for details).
10. **Money owing to the Government of Canada:** Your organization must declare any money owing to the Government of Canada.
11. **Health and Safety:** You must demonstrate that you have implemented measures to ensure youth awareness of health and safety practices in the work environment. Safety measures must relate to the type of work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.
12. **Hiring practices and work environment:** You must demonstrate that you have implemented measures to ensure hiring practices and a work environment free of harassment and discrimination, such as raising awareness and prevention activities.
13. **Supervision:** You must describe the supervision plan for the youth and proposed job activities.
14. **Mentoring:** You must describe the mentoring plan for the youth and proposed job activities.

**15. Past Results:** The Department will review all files associated with your organization to verify if there is documented evidence from previous agreements with the Department that would render your application ineligible (e.g., financial irregularities, health and safety concerns, or past project results). The Department may consult with the Canada Revenue Agency (CRA) on past financial irregularities.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a decision of ineligibility of your new application.

## **Eligibility Information**

### **Who can apply?**

#### ***Not-for-Profit Employers***

Entities under the “not-for-profit” category are established for purposes other than financial gain for their members. This category includes:

- Community, charitable or voluntary organizations, including faith-based organizations (e.g. churches, synagogues, temples, mosques);
- Associations of workers or employers as well as professional and industrial organizations;
- Indigenous not-for-profit organizations;
- Non-governmental organizations;
- Unions;
- Sector councils; and,
- Not-for-profit Band Councils.

#### ***Public Sector Employers***

Public sector employers include public health and public educational institutions and municipal governments. This category includes:

- Public community colleges and vocational schools;
- Public health, including public hospitals, nursing homes, senior citizen homes, rehabilitation homes;
- Public degree-granting universities and colleges;
- Municipal governments and agencies, including regional legislative bodies and departments; and,
- School boards and elementary and secondary institutions.

#### ***Private Sector Employers***

Private sector entities are established in order to generate a profit or to provide an economic advantage to their proprietors, members or shareholders. Private sector employers must have 50 or fewer full-time employees across Canada to be eligible for Canada Summer Jobs funding. Full-time employees are those working 30 hours or more per week.

This category includes:

- Bodies, incorporated or unincorporated, including partnerships and sole proprietorships;
- Financial Institutions;
- Business, incorporated or unincorporated bodies, which include:
  - federal Crown corporations operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes as indicated in Schedule III, Part II of the *Financial Administration Act*;
  - provincial and territorial Crown corporations recognized as operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes;
  - private health and educational institutions; and,
  - independent owners of franchises (franchise operators are eligible if there are 50 or fewer full-time employees working full-time in the franchise owner's operations across Canada, regardless of the number of business numbers involved);
- Indian Band corporations;
- Private Band Councils; and,
- Private universities or colleges.

### **Ineligible Employers**

- Members of the House of Commons and the Senate;
- Federal Government Departments and Agencies;
- Provincial and Territorial Departments and Agencies; and,
- Organizations that engage in partisan political activities.

### **What Projects are Eligible?**

Funded projects must meet program eligibility and comply with the terms and conditions of the Articles of Agreement entered into between the Department and the organization. Organizations that fail to do so will not be reimbursed for the youth's salary. The provision of false and misleading information would affect eligibility and funding may be revoked.

### **Eligible Projects**

- Provide full-time work experience from April to September in Canada for a minimum of six weeks;
- Provide a work experience in an inclusive non-discriminatory work environment that respects the rights of all Canadians; and,
- Support skills acquisition and development.

### **Ineligible Projects and Job Activities:**

- Projects consisting of activities that take place outside of Canada;

- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant; or
- Projects or job activities that:
  - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - advocate intolerance, discrimination and/or prejudice; or
  - actively work to undermine or restrict a woman's access to sexual and reproductive health services.

Please note the following definitions:

- As per section 2.1 of the Canada Summer Jobs Articles of Agreement, "project" means the hiring, administration of, job activities, and organization's activities as described in the Application Agreement.
- To "advocate" means to promote, foster, or actively support intolerance, discrimination, and/or prejudice.
- To "undermine or restrict" means to weaken or limit a woman's ability to access sexual and reproductive health services. The Government of Canada defines sexual and reproductive health services as including comprehensive sexuality education, family planning, prevention and response to sexual and gender-based violence, safe and legal abortion, and post-abortion care.

## What Youth Participants are Eligible?

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

The program's broader objectives as part of the Youth Employment Strategy are to improve the labour market participation of Canadian youth.

\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

As per section 13.1(a) of the Articles of Agreement, youth hired for a Canada Summer Jobs-funded job cannot displace or replace existing employees or volunteers,

employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on parental leave.

Program funding cannot be used for self-employment, and the employer must establish an employer-employee relationship with the youth participant.

It is your responsibility to ensure that the youth hired meet the eligibility criteria. If you hire an ineligible youth, a letter of ineligibility of the youth will be sent to you and the costs expended for the youth will not be reimbursed.

If your organization will make special efforts to hire a priority youth, indicate your recruitment plan to hire the priority youth, including the sources or mechanisms for recruitment. Your recruitment plan should also detail the agencies that will be contacted who serve priority youth (e.g. Indigenous Friendship Centres, Service Canada offices and community youth centres). If you have already identified a priority youth, indicate this in your application.

You will be expected to make all reasonable recruitment efforts to hire a priority youth and to document these efforts. Should your application be approved, your recruitment and hiring plans may be monitored to determine whether they reflect what you stated in your application.

If you have questions about youth eligibility, contact Service Canada for more information.

## **What Costs are Eligible?**

### **Wage Contribution**

Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial minimum hourly wage.

To improve the quality of the work placement, you are encouraged to pay more than the minimum wage and offer a paid position that is longer than the duration of the Agreement; however, the percentage reimbursed will apply only up to the applicable provincial or territorial adult minimum hourly wage in effect at the time of employment. For example, if a private sector employer pays a youth \$12.00 per hour in a province where the minimum hourly wage is \$10.50, the contribution provided will be 50% of the minimum wage of \$10.50, i.e. \$5.25.

The following table provides the known minimum hourly wage for each province and territory at the time of publication of this Applicant Guide. It is your responsibility to confirm the minimum wage at the time of employment.

| <b>Province / Territory</b> | <b>Minimum Hourly Wage</b>                                    |
|-----------------------------|---|
| Alberta                     | \$15.00 (as of October 1, 2018)                               |
| British Columbia            | \$12.65 (as of June 1, 2018) and \$13.85 (as of June 1, 2019) |

| <b>Province / Territory</b> | <b>Minimum Hourly Wage</b>      |
|-----------------------------|---------------------------------|
| Manitoba                    | \$11.35 (as of October 1, 2018) |
| New Brunswick               | \$11.25 (as of April 1, 2018)   |
| Newfoundland and Labrador   | \$11.15 (as of April 1, 2018)   |
| Northwest Territories       | \$13.46 (as of April 1, 2018)   |
| Nova Scotia                 | \$11.00 (as of April 1, 2018)   |
| Nunavut                     | \$13.00 (as of April 1, 2018)   |
| Ontario                     | \$14.00 (as of January 1, 2018) |
| Prince Edward Island        | \$11.55 (as of April 1, 2018)   |
| Quebec                      | \$12.00 (as of May 1, 2018)     |
| Saskatchewan                | \$11.06 (as of October 1, 2018) |
| Yukon                       | \$11.51 (as of April 1, 2018)   |

### **Mandatory Employment Related Costs (MERCs)**

Employers are required by law to pay:

- Employment Insurance premiums, Canada or Quebec Pension Plan contributions;
- Vacation pay;
- Workers' Compensation premiums or equivalent liability insurance (if applicable);
- Health Services Fund, Quebec parental insurance premiums, and Commission des normes, de l'équité, de la santé et de la sécurité du travail in Quebec;
- Health and Post-Secondary Education Tax in Newfoundland and Labrador;
- Health and Post-Secondary Education Tax Levy in Manitoba; and,
- Employer Health Tax where applicable.

Payroll deductions tables can be found on the [CRA](#) website. Check with the appropriate provincial or territorial authorities to ensure that you have the most updated rate information.

If you are a not-for-profit employer, you are eligible for the reimbursement of MERCs for up to 100% of the minimum hourly wage in the province or territory where the activities will take place. If you are a public or private sector employer, you are not eligible for reimbursement of MERCs.

### **Overhead Costs - Youth with Disabilities**

Service Canada recognizes that persons with disabilities face additional barriers to entering the workforce. To help persons with disabilities obtain employment, and to encourage employers to hire persons with disabilities under this program, you may be eligible for additional funding of up to \$3,000 per youth with disabilities to accommodate the youth within the work environment.

Personal tools and adaptations and professional support services (e.g. visual language interpreters) that the youth requires to accomplish tasks covered under the agreement may be considered eligible. Contact Service Canada for more information.

### **Duration and Hours of Work**

The duration of the job must be between six and sixteen weeks. Normally, these weeks are consecutive.

You are expected to provide employment for the number of weeks approved. If employment is less than the minimum six weeks duration, the employment may be deemed ineligible and costs may not be reimbursed.

Jobs must be full-time from a minimum of 30 to a maximum of 40 hours per week. Any weeks during which you provide fewer than the minimum 30 hours of work may be deemed ineligible.

Depending on the number of applications and available funding, the agreement may be for fewer jobs, weeks and hours per week than requested in the application.

Youth with disabilities or with other barriers to full-time employment may be eligible to work part-time. Please discuss with Service Canada once your application has been approved and the youth has been selected.

## 4. Assessment Criteria

The **Assessment Criteria** are used to evaluate the quality of your application compared to other projects submitted in this competitive process.

Applications will be assessed for quality against the following criteria, using information contained in your application:

1. Provide quality work experiences for youth;
2. Provide youth with opportunity to develop and improve their skills; and,
3. Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

### **Objective 1: Provide quality work experiences for youth (40 points)**

The quality of the work experience will be assessed against your supervision plan and mentoring plan, what skills you will help the youth to develop, the duration of the placement, the wage offered, and the commitment to providing a safe and respectful work environment. For many youth, this placement is likely one of their first experiences in the labour market. Therefore, priority will be given to applications that demonstrate the following:

1. The job(s) provides a salary above the provincial or territorial minimum wage and/or you intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement. (10 points)
2. The youth will be supervised and mentored. You must provide a detailed supervision plan and a detailed mentoring plan including what opportunities you will provide for early work and career-related experience (see details below). (20 points)
3. The work environment is safe and inclusive, free from harassment and discrimination. You must describe the measures in place in your work environment (see details below). (10 points)

#### Supervision Plan

Your supervision plan should be task-oriented and focused on the specific job activities. The supervisor will observe the youth's work, ensure the completion of tasks, evaluate the quality of the work, provide feedback on performance, and ensure that work environment health and safety measures are enacted, including measures to provide a work environment free of harassment and discrimination.

The supervision plan must specify who will supervise the youth, the nature of the supervision, the frequency of contact, etc. Supervision should be done on-site, but if this is not possible, indicate what mechanisms you will put in place to supervise the youth, as per section 9.1(a) of the [Articles of Agreement](#).

If the youth will be working remotely, at a personal premises (e.g. employer's home), or away from the supervisor's location, or from somewhere else outside of a traditional work environment, you must ensure that there is sufficient training and supervision to support the youth in obtaining a meaningful work experience. You must also ensure that the youth can still benefit from the experience of working with others, building interpersonal skills, learning work environment protocols, etc.

Your supervision plan should detail how this remote support will be provided and how the youth will attain these benefits. This could entail, for example, a minimum of one contact per day from the supervisor (by phone, chat or video-conference), having someone available at all times during the youth's work hours whom they can contact for help or direction, involving the youth in team meetings with others, etc. For remote work, Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.

### Mentoring Plan

Your mentoring plan should be focused on the long-term career development of the youth. The mentor will provide guidance related to the professional and career development goals of the youth. The mentoring plan must explain how the employer will help the youth develop basic skills such as client service, digital skills, teamwork, leadership and communication or specific skills associated with an occupation. The mentoring plan must describe how the youth will be matched with the mentor as well as how the mentoring goals will be established and achieved. Mentoring may also include other employability skills. For additional information, consult the [Conference Board of Canada](#) website.

If your organization intends to hire a youth that would like to explore particular fields as a career, you are encouraged to explain how you will ensure that the work placement will provide the youth with the skills and experience to assist them in their chosen career path (i.e., through career-related training or on-the-job exposure to practical applications of their discipline).

### Safe and Inclusive Work Environment, Free from Harassment and Discrimination

You must demonstrate that the work environment is safe, respectful and free from harassment and discrimination.

Ways to provide a safe and respectful work environment include:

- providing advice, tools and resources to help all employees to prevent and resolve conflicts, to feel safe to bring forward issues and complaints, and to navigate what can be a complex process;
- having leaders at all levels demonstrate a commitment to a work environment that is free from harassment, reinforce a respectful organizational culture, and take action when inappropriate behaviour occurs;
- providing employees and managers with training and support to better understand civil and respectful work environments; and

- ensuring appropriate safety measures are in place for both the work environment and job activities and that all employees receive the necessary training. Safety measures will be evaluated in relation to the work environment and the type of job.

Your organization will be assessed in relation to the work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth. Factors that may be considered include:

- Providing Information on the Workplace Hazardous Materials Information System (WHMIS): WHMIS is Canada's national hazard communication standard. All of the provincial, territorial and federal agencies responsible for occupational safety and health have established WHMIS employer requirements within their respective jurisdictions. Employer requirements ensure that hazardous products used, stored, handled or disposed of in the work environment are properly labelled, that Safety Data Sheets are made available to workers, and that workers receive education and training to ensure the safe storage, handling, use and disposal of controlled products in the work environment;
- Listing Work Environment Hazards: Hazards may include chemical, ergonomic, physical, and psychosocial, all of which can cause harm or adverse effects in the work environment;
- Providing Necessary Certifications: When the proposed job activities require safety certifications, you are responsible for providing the youth with the necessary training and certification; and,
- Demonstrating work environment Safety: As part of training and supervision, you must demonstrate safe work environment practices, including an appropriate understanding of overall work safety procedures, knowledge of the safe use of work environment tools and equipment, and awareness of known and foreseeable work environment hazards.

These health and safety practices may take the form of meetings, on-site training, inspections, and job hazard analyses.

As per section 9.1(c)(d) of the [Articles of Agreement](#), you are responsible for ensuring the job is carried out in a safe environment and for providing the youth with all information concerning health and safety, including for a remote work location (e.g. personal premises or somewhere outside of a traditional work environment).

As per section 15.1 of the [Articles of Agreement](#), the project will not consist of projects or activities that:

- restrict access to programs or, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
- advocate intolerance, discrimination and/or prejudice; or
- actively work to undermine or restrict a woman's access to sexual and reproductive health services.

As per Section 31.1 of the [Articles of Agreement](#), the Employer shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; any accessibility legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

## **Objective 2: Provide youth with opportunity to develop and improve their skills (20 points)**

You must demonstrate the skills that will be developed and how the youth will develop them, for example:

- **Client Service:** Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.
- **Teamwork:** Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.
- **Communication:** Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.
- **Digital Skills:** Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.
- **Leadership:** Leadership refers to a number of skills, including communication, honesty, relationship building, and the ability to delegate. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.

## **Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers (40 points)**

### **National Priorities (20 points)**

National priorities are established to help the program achieve its objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market.

If you do not provide an explanation of how your project supports the national priorities, you will not be awarded points for this assessment criterion. If your application demonstrates that it meets more than one national priority, you will be awarded additional points.

To obtain points in this category, you are required to indicate and include a clear description of how your project supports one or more of the following priorities:

**1. Organizations that:**

- a. **Provide services to youth who self-identify as being part of the groups which are underrepresented or have additional barrier to the labour market; or,**
- b. **express an intent to hire youth who self-identify as being part of the groups which are underrepresented or have additional barrier to the labour market.**

Underrepresented youth are any of the following:

- Recent immigrant youth and recent refugee youth (recent is defined as having arrived in Canada in the past 5 years);
- Youth who have not previously been employed and for whom this would be their first job experience;
- Indigenous;
- Youth with disabilities;
- Youth who have not completed high school;
- Visible minorities;
- LGBTQ2 youth; and
- Women in science, technology, engineering and mathematics (STEM).

**2. Opportunities for youth to gain work experience related to the skilled trades**

Additional points will be awarded to employers who express an intention to hire youth who will gain exposure and work experience related to the skilled trades. For the purpose of this priority, skilled trades are defined as Red Seal trades.

Employers must have the intention to hire youth who are not already working as registered apprentices and who will not be working in the capacity as an apprentice during their summer placement.

**3. Opportunities for youth in rural areas (RAs) and remote communities and Official Language Minority Communities (OLMCs)**

- a. Rural and Remote Communities: As per Statistics Canada, a rural area is a community with a population of less than 1,000 and a population density below 400 inhabitants per square mile and a remote area is located in a “no metropolitan influenced zone.” If you are uncertain if your community is rural or remote, please contact Service Canada. Note that Service Canada will verify your classification during assessment.

- b. **OLMC**: An official-language minority is either a French-speaker or French-speaking population living outside of Quebec, where English is predominant, or an English-speaker or English-speaking population living in Quebec, where French is predominant. A list of communities can be found here: <https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/linguistic-minority-populations-first-official-language-spoken-2011-census-data.html>

**4. Small businesses, in recognition of their contribution to the creation of jobs**

Small business must have fewer than 50 employees to be eligible.

**5. Organizations which deliver supports or services to seniors.**

Recognizing the importance of seniors in Canadian society, this national priority will foster intergenerational links between seniors and youth.

**Local Priorities (20 points)**

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account community services and local events, local labour market information, including sectors experiencing labour shortages, and national priorities.

To obtain points in this category, you are required to indicate and include a clear description of how your project supports the local priorities for your constituency as detailed at the following link: [Local Priorities by province and constituency.](#)

If you do not provide an explanation of how your project supports local priorities, you will not be awarded points for this assessment criterion. If your application demonstrates that it meets more than one local priority, you will be awarded additional points.

## 5. Apply

### Application Process

**THE APPLICATION DEADLINE IS JANUARY 25, 2019.**

You may submit a fillable application by clicking [here](#).

#### Important technical notes

- The fillable form will be available for a maximum of 20 hours. If you do not successfully complete it within this timeframe, it will expire and you will have to start over.
- Your application cannot be saved and accessed at a later time.

If you submit using the fillable form, note that you will have the option to print a copy of your application for your records prior to completing your submission. **Please note, however, that you must still click SUBMIT after the PRINT SCREEN in order to complete your application. If you do not click SUBMIT, your application will not be processed.**

Confirmation of receipt will be sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.

#### New changes to online services

For 2019, you can still register with ESDC's Grants and Contributions Online Services (GCOS). Creating a GCOS account takes a few weeks but is a one-time process. Given the application deadline of January 25, 2019, please submit your application by clicking [here](#).

GCOS can be used to apply for various funding opportunities with Employment and Social Development Canada in a secure web environment. GCOS allows you to submit and track your application status, sign agreements, manage active projects, submit supporting documents, and review past projects submitted through GCOS.

You can create your account ahead of time so you are ready to apply for future grants and contributions funding opportunities. You will have convenient 24/7 access to your account including on all mobile devices.

For the step-by-step process to create a GCOS account, click [here](#).

If you have an active GCOS account and need details about completing the application online, click [here](#).

### **In person:**

Your [application](#) must be received before the close of business of the Service Canada Office **on January 25, 2019**. Consult the [Service Canada](#) website for the hours of service of the Service Canada Offices. Please note additional administrative delays might apply.

### **By mail:**

Your [application](#) must be postmarked on or before **January 25, 2019**. Consult the [Canada Summer Jobs](#) website for the address where to send your application. Please note additional administrative delays might apply.

### **IMPORTANT: APPLICATIONS RECEIVED BY FAX OR BY EMAIL WILL NOT BE CONSIDERED.**

Please note that **only one copy of your application** should be submitted to Service Canada. Submitting multiple copies of the same application or submitting the same application by using various methods will cause longer processing times for your application.

Once an online application has been successfully submitted, a confirmation number will be immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. For employers applying by mail or in person an acknowledgment confirming receipt will be emailed to you within 10 business days. Please retain this confirmation as you will need it for future communication with Service Canada.

**Applications received or postmarked after the deadline date will not be considered.**

## **Your Application**

*It is recommended that you consult this section while filling in the Application for Funding, as it provides important details on the information and supporting documentation that we require to assess your application. Provide your answers on the application form and attach only the documents requested.*

### **Before You Start**

You must carefully read this Applicant Guide and the [Articles of Agreement](#) before completing the application form. You should also read about the assessment process detailed in this Guide in order to better understand how your application will be assessed.

**IMPORTANT:** Complete only one application form if all the jobs requested are within the same constituency. The location of the proposed activities, not your organization's address or location, determines the constituency for which the application will be assessed. Please note that if you submit multiple applications within the same constituency, Service Canada may merge your applications into a single application.

You must submit a separate application form for each constituency, if you are applying for multiple jobs based in more than one constituency. To determine the constituency in which the activities will take place, consult the [Elections Canada](#) website.

To complete your application form, you will need the following information:

- Legal name of your organization;
- Common name of your organization (if different from the legal name);
- CRA business number;
- Email address of the employer representative;
- Mailing address of your organization;
- Number of full-time employees working in Canada; and,
- Date that your organization was created.

**NOTE:** As in previous years, Service Canada will post on the Government of Canada's Canada Summer Jobs website the contact information, including the email address and the contact for the organization, of employers approved for funding. Please keep this in mind when providing contact information on your application.

In addition to posting a list of funded organizations with contact information, beginning in 2019, Service Canada will automatically post all positions funded by Canada Summer Jobs online at Job Bank. Job Bank is the Government of Canada's leading source for jobs and labour market information. It offers users free occupational and career information such as job opportunities, educational requirements, main duties, wage rates and salaries, current employment trends, and outlooks. The site can help people search for work, make career decisions, see what jobs will be in demand, and much more. Employers can also [advertise jobs for free](#).

**NOTE:** The questions in the online application are in a different order, but the same information is required.

## Part A – Employer Information

Please enter organizational information.

### 1. Canada Revenue Agency Business Number

Indicate the 15-character number that the CRA assigned to your organization.

**Note:** In order to complete an online application using GCOS or the online form, you will need a business number. To obtain a business number, consult the [CRA](#) website. If you do not have a business number in time to apply, you may proceed by using the paper application form. However, you will need to obtain a CRA business number before your application can be considered for funding.

### 2. Legal Name

Indicate the legal name of your organization that is associated with your CRA business number. If it is an acronym, indicate the legal name in full.

If your application is approved, the signed agreement returned to you will form a legally binding agreement with the Government of Canada and any payments issued will be made out to the legal name. Please note that payments will be issued using only the first 44 characters of the legal name.

### **3. Operating (Common) Name (if different from legal name)**

Indicate the common name of your organization (it may be different than the legal name). If it is an acronym, indicate the common name in full.

Note that this name will be posted publicly on the Canada Summer Jobs website for youth to contact should they have questions regarding the job placement.

This information will also be posted on Job Bank.

### **4. Telephone Number**

Indicate the telephone number of your organization.

Note that this phone number will be posted publicly on the Canada Summer Jobs website for youth to contact should they have questions regarding the job placement.

This information will also be posted on Job Bank.

### **5. Organization Email Address**

Indicate the email address of your organization.

Note that this email address will be posted publicly on the Canada Summer Jobs website for youth to contact should they have questions regarding the job placement.

This information will also be posted on Job Bank.

### **6. (a) Name of Employer Representative and Title**

The employer representative must be a person with whom Service Canada can communicate regarding your application or any consequent agreement throughout the duration of the summer and regarding questions related to payment claims. This individual must be fully informed on both the application and the proposed activities.

### **6. (b) Telephone Number of Employer Representative**

Indicate the telephone number of your employer representative.

### **7. Email Address of Employer Representative**

The inbox for this email address should be monitored regularly since this email address will be used to send you information regarding Canada Summer Jobs and your application including the outcome of the assessment of your application.

**Note that this email address will receive mandatory reporting documents from Service Canada during and after the agreement.**

## **8. Preferred Language of Communication**

Indicate the official language in which you wish to communicate and in which you wish to receive correspondence.

## **9. Year the Organization was Established**

Enter the year, month and day that your organization began operations.

## **10. Describe your organization's activities**

Provide a summary of your organization's activities.

## **11. Number of Full-Time Employees Working in Canada**

Indicate the total number of full-time employees working for your organization across the country (not only those working in your branch). Full-time employees are those who work 30 hours or more per week.

If there are only part-time employees working for your organization, enter "0".

## **12. Mailing Address of Organization**

Indicate your organization's mailing address to which all correspondence will be sent, including any payments.

This information will also be posted on Job Bank.

## **13. Address of the Location of the Proposed Activities. If different from mailing address, please explain why.**

Indicate the main address where the youth will be working if this address is different from the mailing address. This address cannot be a post office box (PO Box); it must be a civic address. If the mailing address of the organization and the address of the location of the proposed activities are different, please provide an explanation.

**Important:** The employer must offer the job within the constituency for which the application is submitted. This includes cases where the youth will work remotely, at a personal premises (e.g. employer's home), or away from the supervisor's location, or from somewhere else outside of a traditional work environment.

If the location of the proposed activities changes after you submit your application or after you are approved for funding (e.g. once the youth is recruited and the work location can be confirmed), you must inform Service Canada. If the change occurs after you are approved for funding, Service Canada and the employer must both agree to the change, otherwise the job may be considered ineligible for funding.

If the work will be performed remotely, at a personal premises (e.g. employer's home), or away from the supervisor's location, or from somewhere else outside of a traditional work environment, you are responsible for ensuring that the location respects provincial laws and municipal by-laws in regards to work being performed in a non-commercial building or area (e.g. maximum number of employees).

This information will also be posted on Job Bank.

**14. If the proposed activities will take place in multiple locations, will they be held within the same constituency?**

If the proposed activities will take place in multiple locations, you must ensure that these locations are in the same constituency. To determine the constituency, consult the [Elections Canada](#) website. Indicate all the other addresses where the youth will be working. These addresses cannot be post office boxes (PO Box); they must be civic addresses.

If the locations of the proposed activities are in multiple constituencies, a separate application must be submitted for each constituency. To determine the constituency in which the activities will take place, consult the [Elections Canada](#) website.

**15. Have you applied or will you apply for other sources of funding for the job requested?**

Please refer to Section 13.1(c) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answered "yes" and if the Canada Summer Jobs funding that is requested is in excess of \$100,000, you must complete Section 8.1 of the Canada Summer Jobs [Articles of Agreement](#) and attach it to your paper application.

**16. Does your organization owe any amount to the Government of Canada?**

Please refer to Section 13.1(e) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answered "yes", you must indicate the amount owing, the nature of the debt and the department or the agency to which the amount is owed.

**17. Is a payment plan in place?**

If your organization does owe any amount to the Government of Canada, indicate if an arrangement was made for repayment (for each amount owing).

**Part B – Job Details**

In this section, you must describe, **in order of priority**, the jobs you are requesting and you must provide separate information for each job title. If you intend to hire more than one youth for the same job title, describe it only once.

If you are applying for more than three different job titles and you are applying using a paper application, you must copy an entire Job Details page for each additional job title and attach it to your application when submitting it. If there is not enough space to appropriately answer a question, you may answer it on a separate sheet and attach it to your application when submitting it.

Each youth hired using Canada Summer Jobs funding must be assigned to one of the jobs approved by Service Canada. The details of the job (e.g. job title, hourly wage and tasks and responsibilities, etc.) must be the same as the job details specified in your application. **If you want to change a job detail, you must contact Service Canada to obtain approval for the changes prior to instituting these changes.**

## **18. Job Information**

A job is considered different when at least one of the following details varies: job title, tasks and responsibilities, hourly wage, number of weeks, number of hours per week or preferred level of education of the youth. Salaried jobs need to be calculated as an hourly wage rate. If your application is approved, it may not be for all the jobs requested.

### **Job Title and Hourly Wage Rate**

Indicate the job title and hourly wage of each job for which you are requesting funding. You must pay at least the adult minimum wage in effect at the time of the employment based on provincial and territorial regulations.

It is your responsibility to confirm the minimum wage at the time of employment. See **Section 3 – Screening for Eligibility** for more details.

This information will be posted on Job Bank.

### **Tasks and Responsibilities**

Indicate the tasks and responsibilities of the youth. If the tasks and responsibilities of the job change after you submit your application or after you are approved for funding, you must inform Service Canada. If the change occurs after you are approved for funding, Service Canada must approve of the change, as per section 24.1(1)(f) of the [Articles of Agreement](#), otherwise the job may be considered ineligible for funding.

The job activities must be eligible. See **Section 3 – Screening for Eligibility** for more details.

### **Language required for job**

Select English, French, or Other. If Other, please indicate the required language.

### **National Occupational Classification (Mandatory)**

The National Occupational Classification is the national reference on occupations in Canada. It comprises more than 30,000 occupational titles organized according to skill levels and skill types.

GCOS and the online application form will automatically provide you with support to determine the correct code for the proposed job activities. Applicants using the paper application form should visit [this link](#) to determine the correct National Occupational Classification for the proposed job activities. To find the correct code, type the proposed job title in the Quick Search box located at the top of the page to generate a list of possible occupations. When reviewing the potential occupations, the accompanying education, main duties and employment requirements should correspond to the job performed.

An FAQ is available at [this link](#). For more information, contact Service Canada.

This information will be posted on Job Bank.

### **Supervision and Mentoring (Mandatory)**

It is mandatory that your application describe your supervision and mentoring plans. Indicate the elements of the supervision plan and mentoring plan by selecting all boxes appropriate to your plans and describe the details of each plan.

For many youth, this job placement is likely one of their first experiences in the labour market. Additional points will be given to organizations that explained how they will nurture the development of their young employees.

See **Section 4 – Assessment Criteria** for more details.

### **What skills will the youth develop during this placement? (Mandatory)**

Indicate all skills that the youth will develop during the placement. You must describe the steps you will take to assist the youth to develop the skills you have selected, demonstrating how the work experience will build both job specific skills (e.g., client service, digital skills) and transferable skills (e.g., teamwork, leadership, communication).

See **Section 4 – Assessment Criteria** for more details.

### **Please describe your Health and Safety Practices in the work environment (Mandatory)**

Indicate how you will ensure that the youth is aware of health and safety practices in the work environment by selecting the appropriate boxes and describing the indicated practices. Your organization's health and safety measures will be evaluated in relation to the work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.

See **Section 4 - Assessment Criteria** for details.

### **Please describe the measures your organization has in place to ensure hiring practices and a work environment free of harassment and discrimination**

See **Section 4 – Assessment Criteria** for details.

### **Preferred Level of Education of the Youth**

Check the applicable box.

Note that the preferred level of education of the youth is not a factor in assessment. This information is being collected for reporting and monitoring purposes only. The Canada Summer Jobs program is open to all youth ages 15-30 regardless of level of education or student status.

This information will be posted on Job Bank.

**Will this job be a career-related work experience?**

The term “career-related” means the job provides a youth with work experience related to his/her current or future field of studies.

If the job is career-related, indicate one or more fields of academic studies related to the job for which you intend to hire a youth, and demonstrate how the job is related to the current or future field of academic studies.

**Does your organization intend to keep the youth on staff beyond the duration funded under Canada Summer Jobs?**

Indicate Yes or No.

See **Section 4 – Assessment Criteria** for details.

**Does this job support a national priority?**

If you answer yes, indicate one or more national priorities supported by the job and describe how the job supports the priority or priorities. You will not receive assessment points if you do not describe how the job supports the priority.

See **Section 4 – Assessment Criteria** for details.

**Does this job support a local priority?**

If you answer yes, describe which [local priorities](#) are supported by the job and describe how the job supports the priority or priorities.

The local priorities that have been established for the constituency in which the proposed activities will take place can be found on the [Canada Summer Jobs](#) website.

See **Section 4 – Assessment Criteria** for details.

**Part C – Employer Type**

**19. Organization Type**

Check the box that best describes your organization. In the case of a CRA-registered not-for-profit organization, the employer type is determined by the source of its operating

revenues and to whom it must account for its activities. For example, a not-for-profit with the majority of its revenues from government sources may in fact be deemed “public” for the purpose of applying for Canada Summer Jobs funding (e.g. a municipal library).

## **20. The activities of your organization focus on the provision of services in the community**

Check the applicable boxes. Ensure that you have already provided a description of your organization’s activities and adequately summarized its main activities (see above, **10. Describe your organization’s activities**) in order to substantiate how your organization focuses on the provision of these services.

## **21. Calculation of Employer’s Total Cost Including Contribution Requested**

**Note:** The paper application form only provides space for information on three different job titles. If you are applying for more than three different job titles using a paper application, you must make a copy of the Calculation of Employer’s Total Cost Including Contribution Requested page, complete the copy with information for each additional job title, and submit the copy with your application. Once you have entered all the information for all the job titles, indicate the total of the columns in the “Total” line at the bottom. This issue can be avoided by registering for a GCOS account and submitting your application electronically as it allows for an unlimited number of job titles.

### **21(a). Job Title**

Indicate the job title for each job for which you are requesting funding. The job titles should be listed in the same order as in the Job Details section.

Note that the National Occupational Classification code and description will be posted on Job Bank. See **National Occupational Classification** above for more information.

### **21(b). Number of Participants Requested**

Indicate the number of youth you are requesting for each job title.

### **21(c). Anticipated Start Date**

Indicate the date that you want the youth to begin employment. The earliest start date is April 23, 2019. Please note that the job’s latest end date is September 1, 2019.

**You cannot hire the youth before receiving the approval by Service Canada and the youth cannot start the employment before the start date approved by Service Canada.** If a youth is hired prior to the approval by Service Canada, this indicates that you would have hired the youth without the Canada Summer Jobs contribution. This makes the costs associated with the youth ineligible for reimbursement as per the Attestation and section 12.1 of the [Articles of Agreement](#): “the Job(s) would not be created without the financial assistance provided under this Agreement.”

This information will be posted on Job Bank.

#### **21(d). Number of Weeks Requested**

Indicate the number of weeks for which you are requesting funding; it must be between six and sixteen weeks. You are encouraged to employ the youth longer than the requested number of weeks.

#### **21(e). Number of Hours per Week Requested**

Indicate the number of hours per week that the youth will be required to work; it must be between 30 and 40 hours per week.

#### **21(f). Hourly Wage to be Paid to the Participant**

Indicate the hourly wage including the contribution from Service Canada and other sources to be paid to the youth.

See **Section 3 – Screening for Eligibility** for details.

**Important:** You are responsible to ensure that the youth is paid and for making the necessary pay-related remittances to the CRA, in accordance with labour regulations in the province or territory where the employment is located, and as per section 31 in the [Articles of Agreement](#).

#### **21(g). Hourly Wage Requested**

Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial adult minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial adult minimum hourly wage. For more information, please refer to “What Costs Are Eligible” in the **Screening for Eligibility** section of this Guide.

#### **21(h). Mandatory Employment Related Costs (MERCs) Requested (if applicable)**

Not-for-profit employers are eligible for reimbursement of MERCs for up to 100% of the adult minimum hourly wage in the province or territory where the activities will take place. All other employers are not eligible for funding to cover MERCs, in whole or in part.

If you are a private or public sector employer, indicate “0.”

See **Section 3 – Screening for Eligibility** for details.

#### **21(i). Total Contribution Requested**

Indicate the total contribution requested by using this formula:

$$(b \times f \times e \times g) + h$$

(Number of Participants Requested x Number of Weeks Requested x Numbers of Hours per Week Requested x Hourly Wage Requested) + MERCs Requested.

If you are applying online, this total will be calculated automatically.

## **21 (j). Total Employer Contribution**

Indicate the total amount of the contribution you will pay towards hiring a youth by using this formula:

$((dx)xf)-i$

$((\text{Number of Weeks Requested} \times \text{Number of Hours per Week Requested}) \times \text{Hourly Wage to be Paid to the Youth}) - \text{Total Contribution Requested}$

If you are applying online, this total will be calculated automatically.

### **If you are a not-for-profit employer, will you require an advance payment to pay the youth?**

If you are a not-for-profit sector employer, check the box. Private and public sector employers are not eligible to receive an advance to pay the youth.

The conditions under which advances may be provided are outlined as per section 6 of the Canada Summer Jobs [Articles of Agreement](#). The maximum advance that may be obtained is 75% of the total value of the agreement.

**Important:** If your application is approved, you must submit the Employer and Employee Declaration form for each youth before Service Canada can issue an advance payment. This form must be completed on the first day of work and must be returned to Service Canada within seven days of the youth beginning employment.

Service Canada will also validate your CRA business number, postal address, and primary contact information prior to issuing a payment.

### **Do you want to be informed about future Canada Summer Jobs Calls for Proposals?**

Indicate Yes or No.

### **Can Service Canada contact you regarding other Calls for Proposals from the Department?**

Indicate Yes or No.

### **Attestation and Signature of Employer**

Should your application be approved, the Application/Agreement form (paper or online) becomes the agreement with the Government of Canada. The organization will then be subject to the Canada Summer Jobs [Articles of Agreement](#). The organization agrees under this agreement to provide the job at the hourly wage, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document. This document will be included in the approval package. The submission of an application does not constitute an agreement.

An official agreement between the organization and the Government of Canada exists only once an **application is approved and an agreement is signed by Service Canada. It is important that you read the Articles of Agreement in its entirety before you sign the application as important changes have been made for the 2019 program year.**

Therefore, it is important that an authorized person signs the application or submits the online application. Please read Section 34 of the Articles of Agreement prior to signature: “The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require.”

**When submitting your application, you are asked to check the box “I attest” to confirm that:**

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement; and,
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

To “undermine or restrict” means to weaken or limit the ability to exercise rights legally protected in Canada.

**NOTE:** The Attestation is required for the application (submitted on a paper form or online) to be considered complete and eligible for assessment. If you are submitting your application online, you must check this box in order to proceed, otherwise the system will not allow you to continue. If you are submitting a paper application you must check this box in order for your application to be assessed.

Should an application or a project not be compliant with program eligibility and/or the Articles of Agreement, your project may not be funded.

The provision of false and misleading information will affect eligibility and funding may be revoked.

**Important:** Depending on the number of applications and available funding, the agreement may be for fewer jobs, weeks or hours per week than requested in the application.

If you submit using the online system, note that you will have the option to print a copy of your application for your records prior to completing your submission. **Please note, however, that you must still click SUBMIT after the print screen in order to complete your application. If you do not click SUBMIT, your application will not be processed.**

Please note that a confirmation will be sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly. In addition, a signature may be required later.

## 6. Follow Up

### What happens after I submit my application?

All assessed applications within a constituency will be ranked according to their assessment score, and a list of recommended projects will be established. Each Member of Parliament will receive the list of projects recommended for their constituency.

Based on their knowledge of local priorities and circumstances, MPs have the opportunity to review the list of assessed projects for their constituencies and to propose changes to help ensure local priorities are met. In cases where MPs do not participate in the review process, the project lists established by Service Canada based on the program assessment criteria are reviewed for approval.

Service Canada will inform you of the status of your application starting in April 2019. All decisions on ineligible and recommended applications (subject to budget availability) will be confirmed in writing (i.e. by email or by mail). You can also check the status of your application through GCOS if you applied via GCOS.

### Privacy Notice Statement

The information you provide is collected under the authority of the *Department of Employment and Social Development Act*. Refusal to provide information will result in your application not being considered for funding. The information will be used to determine your eligibility for Canada Summer Jobs, its administration and for subsequent evaluation and accountability purposes, and to support the administration or enforcement of other programs in Employment and Social Development Canada, including Service Canada and the Labour Program. The information you provide may also be used for policy analysis and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked.

Should your application be deemed eligible, the information you provide will be shared with your respective Member of Parliament to ensure local priorities are considered. It will also be used to notify employers whose Canada Summer Jobs funding applications have been approved. The Department and your Member or Parliament may use the information to help promote the program. In accordance with the *Privacy Act* and *Department of Employment and Social Development Act*, information on funded applicants will be disclosed.

In the event that the application contains personal information, the personal information will be administered in accordance with the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, your personal information. It will be retained in Personal Information bank ESDC PPU 706. Instructions in obtaining this information are outlined in the government publication available online, entitled Info Source. Info Source may also be accessed on-line at any Service Canada Centre.

The application is also subject to the *Access to Information Act* (ATIA). The ATIA provides every person with a right of access to information under the control of the Department, subject to a limited set of exemptions.

## **Application/Agreement**

If your application is approved, the “Calculation of Approved Canada Summer Jobs Contribution Amount” document signed by an appropriate delegated authority for Canada will be returned to you, along with other appropriate forms.

Please note that activities cannot begin before your project is approved and an agreement has been signed by both the recipient and Service Canada. The receipt of an application does not in itself constitute a commitment on the part of Service Canada. You should not assume any commitment on the part of Service Canada until funding has been approved and a formal agreement has been signed by a representative of Service Canada. Service Canada will notify you in writing of the outcome of the review of your application.

In the event that financial irregularities are discovered, Service Canada may verify information with the Canada Revenue Agency.

If you submit your application through the online process, please be informed that a signature may be required at a later date.

Decisions regarding the assessment of applications are final; there is no recourse. However, Service Canada will provide you with the name of a contact person to address any questions you may have regarding your application. Please note that successful employers may be randomly selected for inspections and audits as per section 20.2 of the [Articles of Agreement](#).

## **Contact Us**

For more information, call 1-800-935-5555 (TTY: 1-800-926-9105) or visit a Service Canada Office.