

Canada Summer Jobs

an initiative of the Youth Employment and Skills Strategy

CANADA SUMMER JOBS 2021

Providing Youth with Quality Work Experiences

Applicant Guide



Employment and
Social Development Canada

Emploi et
Développement social Canada

Canada

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1. Overview

This applicant guide provides information to help you complete your Canada Summer Jobs (CSJ) application.

Read the following guide and the [Articles of Agreement](#) in their entirety before you start your application for funding, as they contain important details on the information and supporting documentation that Service Canada requires to assess your application.

Canada Summer Jobs program objectives

Canada Summer Jobs is an initiative of the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market.

The Canada Summer Jobs program objectives align with the redesigned Youth Employment and Skills Strategy and are as follows:

- 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.

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. Funded employers are not restricted to hiring students — all youth aged 15 to 30 years may be eligible participants.

In delivering on the program objectives, the Government of Canada aims to ensure that youth job opportunities funded by the program take place in safe, inclusive, and healthy work environments free from harassment and discrimination. To support Service Canada in screening and assessing the eligibility and quality of each project, the Application Form collects information from you such as your organization's health and safety practices, work environment policies, supervision and mentoring plans, skills development plan, and other details related to both your organization and the proposed job(s). For more details on the information collected through the application process, consult [Section 5 – Apply](#).

The Application Form and the Applicant Guide have been updated to support you in submitting a complete application.

Canada Summer Jobs 2021

Employer Flexibilities

For CSJ 2020, the Department introduced temporary flexibilities to respond to the needs of employers and youth in the context of the COVID-19 pandemic. The

program will continue to offer these temporary flexibilities for 2021 in order to continue to support employers and youth. The following temporary flexibilities will be in place for CSJ 2021:

- Wage subsidies: Funded public and private sector employers will be eligible to receive a wage subsidy reimbursement of up to 75% of the provincial or territorial minimum hourly wage. Under regular rules, private and public sector employers are only eligible to receive up to 50% of the provincial or territorial minimum wage.
- Part-time employment: All funded employers may offer part-time placements (for example, fewer than 30 hours per week). Under regular rules, all CSJ-funded employment has to be full time (a minimum of 30 hours per week).
- Employment period: All funded employers may offer job placements between April 26, 2021 and February 26, 2022. Under regular rules, all CSJ-funded positions have to be completed during the summer months.
- Changes to project and job activities: All funded employers may amend project and job activities if the proposed project is impacted by COVID-19 restrictions after an agreement is signed. In such cases, the employer must contact Service Canada to discuss potential amendments. All changes must be approved by Service Canada.

How to submit your application

You can submit your application(s) in several ways:

1. Using an [online fillable application](#);
2. Using [Grants and Contributions Online Services](#) (GCOS);
3. In person; and,
4. By mail

It is recommended that you submit your application electronically using the online fillable application or GCOS as the ability to submit an application in person or by mail could be impacted by office closures related to COVID-19.

Review [Section 5 – Apply](#) for more details on each of these application methods.

Key dates

Please note the following key dates:

- Applications are due by February 3, 2021.
- The earliest job start date is April 26, 2021.
- The latest job start date is January 15, 2022.
- The latest job end date is February 26, 2022.

- The latest date to submit a payment claim is 30 days following the completion of the Canada Summer Jobs-funded work placement.

IMPORTANT: Activities cannot begin before your project is approved and an agreement has been signed by both the recipient and Service Canada. The receipt of a completed application does not in itself constitute a commitment on the part of Service Canada. Do not assume any commitment on the part of Service Canada until funding has been approved and a formal agreement has been signed by a Service Canada representative.

Notification of results

Each year, applications for funding exceed the available funding. Due to oversubscription, not all eligible projects are funded. Furthermore, organizations that receive funding may not receive the level of funding requested, the amount of funding received in previous years, or the number of weeks requested. Note that in 2020, the average funded job duration was 8 weeks and 35 hours per week.

Funds are distributed among the successful applicants based on the results of Service Canada's assessment of applications, and from feedback provided by Members of Parliament during their review of the list of projects eligible for funding in each constituency.

Service Canada will inform you of the status of your application starting in April 2021. All eligibility and funding decisions will be confirmed in writing. You can also check the status of your application through GCOS if you applied via GCOS.

Funded employers and youth participants will be asked to complete questionnaires to provide Service Canada with feedback on their Canada Summer Jobs experience. The mandatory employer questionnaire **must be completed prior to submitting a payment claim**. It is also mandatory for employers to provide the youth participant questionnaire to youth employees funded through the Canada Summer Jobs program, although completion of the youth questionnaire remains voluntary. Both questionnaires will be provided to funded employers during the notification phase.

[Job Bank](#) will continue to be the primary source for information for youth on the availability of positions funded through the program. All Canada Summer Jobs-funded positions will automatically be posted on Job Bank to help youth find, and employers to fill, those jobs.

2. Quality Job Placements

What is a quality job placement

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

Your application should demonstrate the quality of your proposed job placement(s) through:

- **Youth investment** - by paying youth **above the minimum wage** in your province or territory, or by **committing to retain the youth** as an employee beyond the period of the CSJ Agreement.
- **Supervision** – by demonstrating how you will support the youth during their work placement through observing, evaluating, and providing feedback on job performance.
- **Mentoring** – by demonstrating how your guidance will support the professional and career-development of the youth.
- **Skills development** – by providing opportunities for youth to develop the skills needed for employment.
- **Health and safety practices** – by demonstrating that you have implemented measures to ensure that your work environment is safe.
 - In the current context of COVID-19, employers are responsible for staying informed of provincial guidance on essential services and municipal, provincial and federal public health information, and following all necessary local health guidance.
- **Work environment policies and practices** – by demonstrating that you have implemented measures to provide a work environment free of harassment and discrimination, including non-discriminatory hiring practices.

The following are examples of projects that meet the objectives of the program to provide quality work placements to youth, to provide youth with the opportunity to develop and improve their skills, and to support local and national priorities to improve access to the labour market for youth who face unique barriers.

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 all regardless of faith and a large proportion of the 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 Canada, 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 (Youth with Disabilities)

A not-for-profit organization that runs a summer camp for disabled youth is looking to hire camp counselors.

The counselors will plan and lead daily activities for campers and provide various supports to campers based on the individual needs of the youth. The counselors will be under the direct supervision of senior camp leaders on a daily basis. Supervision will include comprehensive health and safety training in advance of the camp session, as well as regular daily meetings to discuss concerns or issues. Each youth hired will also receive one-on-one mentoring throughout the summer.

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 #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](#). A [list of communities](#) is available online.

Example #4 (Environmental Conservation)

An organization that develops clean air technology seeks to hire a youth to support ongoing research and development activities.

The organization intends to hire a youth studying environmental engineering to work as an assistant to an experienced engineer. The youth will support research and testing activities, and the experienced engineer will provide mentoring to support the youth's career and skills development.

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 (Small Business)

A local restaurant plans to hire youth to assist with processing and delivering orders over the summer months.

The youth will work in small teams to plan and conduct deliveries. They will also be responsible for keeping accurate records. The youth will receive in-person training throughout their first week from their supervisor and then a senior staff member will be assigned as their mentor for the remainder of the placement. Included in the youth's training will be direction for client service and the proper procedures for social distancing in a professional setting. Outcomes for the youth will be learning how to develop work plans as a team as well as gaining experience in client service through coordinating delivery drop-offs.

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

Your application will be:

1. Screened for eligibility against the 15 mandatory eligibility requirements listed below; and
2. Assessed for quality in relation to the program objectives:
 - Provide quality work experiences for youth;
 - Provide opportunities for youth 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.

Your project will be assessed **only if all of the eligibility requirements have been met.**

The Department may review results from previous funding agreements with the Department and information in the public domain, including but not limited to materials on your website and media articles, when determining the eligibility of your application. New for Canada Summer Jobs 2021, the Department may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification, as part of this review process.

Member of Parliament review

After Service Canada officials have assessed and ranked all eligible applications, Members of Parliament are provided with a list of eligible projects for their constituencies and offered the opportunity to provide feedback based on their local knowledge.

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 must be submitted before the deadline.**
2. **Attestation box must be checked.**
3. **Application must be complete.**
4. **Employer must be eligible.**
5. **Project activities must be eligible.**
6. **Job duration:** Must be between 6 and 23 consecutive weeks.
7. **Job hours:** May be part-time or full-time (12 to 40 hours per week).

8. **Other sources of funding:** You must declare whether you have applied, will apply, or have received funding from other sources for the job(s) requested.
9. **Salary:** The salary must respect minimum wage requirements in your province or territory.
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 adequate 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.
12. **Hiring practices and work environment:** You must demonstrate that you have implemented adequate measures to ensure that hiring practices and the work environment are free of harassment and discrimination.
13. **Supervision:** You must outline the supervision plan for the youth and proposed job activities.
14. **Mentoring:** You must outline the mentoring plan for the youth.
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 (including but not limited to financial irregularities, health and safety concerns, or past project results). New for Canada Summer Jobs 2021, the Department may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification, as part of this review process. The Department may also consult with the Canada Revenue Agency (CRA) on past financial irregularities.

If your application is missing mandatory information, or if the information provided on the application is unclear, Service Canada will contact you to request the necessary information or clarification prior to determining the eligibility of your application. In the event you receive such a letter, you must respond within five business days of the date on which the letter was sent. If you fail to respond within the specified timeframe, the assessment of the eligibility of your application will proceed with the information on file.

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 as set out under paragraph 24.1(6) of the [Articles of Agreement](#).

IMPORTANT: review “How to Write Your Application” In [Section 5 – Apply](#) for information on the mandatory requirements for each of these items.

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 (for example, 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;
- School boards and elementary and secondary institutions; and,
- Territorial governments.

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 CSJ 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 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 or part-time work experience in Canada between April 26, 2021 and February 26, 2022 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 youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**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. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs 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.

Other conditions of youth eligibility

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 maternity or parental leave.

As per section 19.1 of the [Articles of Agreement](#), no cost incurred by the Employer in relation to a Participant who is a member of the Immediate Family of the Employer or who is a member of the Immediate Family of an officer or director of the Employer, is eligible for reimbursement under the Agreement. If Canada is satisfied, and agrees in writing before the commencement of the Job, that the hiring of the Participant was not the result of favouritism by reason of membership in the Immediate Family of the Employer, officer or director, as the case may be, the costs may be eligible for reimbursement.

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

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. In addition, not-for-profit employers are eligible for reimbursement of associated Mandatory Employment Related Costs. Public and private sector employers are eligible to receive funding for up to 75% of the provincial or territorial minimum hourly wage. Your CSJ funding request may be for less than the minimum wage as long as provincial or territorial legislation permits you to do so.

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 \$16.00 per hour in a province where the minimum hourly wage is \$15.00, the contribution provided will be 75% of the minimum wage of \$15.00 (\$11.25).

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. If the minimum wage increases during employment, each week will be reimbursed based on the applicable minimum wage for that week.

Table 1: Minimum Wage in Canada

Province or Territory	Minimum Hourly Wage
Alberta	\$15.00 (as of October 1, 2018). Note that Alberta has a separate minimum hourly wage for students under 18 (\$13.00). Please consult the province of Alberta for more details.
British Columbia	\$14.60 (as of June 1, 2020) and \$15.20 as of June 1, 2021
Manitoba	\$11.90 (as of October 1, 2020)
New Brunswick	\$11.70 (as of April 1, 2020)
Newfoundland and Labrador	\$12.15 (as of October 1, 2020)
Northwest Territories	\$13.46 (as of April 1, 2018)
Nova Scotia	\$13.10 (as of April 1, 2021)
Nunavut	\$16.00 (as of April 1, 2020)
Ontario	\$14.25 (as of October 1, 2020)
Prince Edward Island	\$12.85 (as of April 1, 2020)
Quebec	\$13.10 (as of May 1, 2020)
Saskatchewan	\$11.45 (as of October 1, 2020)
Yukon	\$13.71 (as of April 1, 2020)

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 in British Columbia and 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 up-to-date rate information.

Not-for-profit employers 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. Public or private sector employer are not eligible for reimbursement of MERCs.

Workers' Compensation Benefits

Youth **must** be covered by Workers' Compensation or equivalent liability insurance as per Section 29 of the [Articles of Agreement](#). It is your responsibility to verify with your insurer whether your existing equivalent liability insurance (and automobile insurance, if applicable) applies to all the activities to be undertaken by the youth and applies to all the locations where these activities will take place. In all provinces and territories, not-for-profit employers are eligible to be reimbursed for Workers' Compensation or Liability Insurance costs as part of their final claim.

Overhead costs - youth with disabilities

Service Canada recognizes that persons with disabilities face additional barriers to entering the workforce. To help them obtain employment, and to encourage employers to hire persons with disabilities, you may be eligible for additional funding to accommodate the youth within the work environment.

Eligible overhead costs will be assessed on a case-by-case basis. Personal tools and adaptations and professional support services (for example, visual language interpreters) that the youth requires to accomplish tasks covered under the agreement may be considered eligible. Review Section 23.0 of the [Articles of Agreement](#) (Disposition of Assets) for further details, and [contact Service Canada](#) for more information.

Advances

The conditions under which advances may be provided are outlined in section 6 of the Canada Summer Jobs [Articles of Agreement](#). The maximum advance that can 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.

Duration and hours of work

The duration of the CSJ-funded portion of the job must be between six and twenty three weeks. Normally, these weeks are consecutive.

You must provide employment for the number of weeks approved. Employment of less than the minimum six weeks' duration may be deemed ineligible and incurred costs would not be reimbursed. Exceptions could be made considering special circumstances.

Jobs may be full-time or part-time from a minimum of 12 to a maximum of 40 hours per week. Any weeks during which you provide fewer than the minimum 12 hours of work may be deemed ineligible for reimbursement.

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.

4. Assessment Criteria

Using information contained therein, your application will be assessed for quality against the following criteria:

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.

Assessment is carried out on a constituency-by-constituency basis.

Objective 1: Provide quality work experiences for youth (30 points)

The quality of the work experience will be assessed against the following criteria:

1. The job(s) provides a salary above the provincial or territorial minimum wage. (10 points)

Refer to [Section 3 – Screening for Eligibility](#) for additional information on the minimum wage. Note that you will be required to report on the salary paid to the youth as part of the mandatory reporting process.

2. You intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement. (5 points)

This additional work can be full-time or part-time. Note that you will be required to report on whether you retained the youth as part of the mandatory reporting process.

3. The youth will receive supervision. (15 points)

Supervision plan

The supervision plan should be task-oriented and focused on the specific job activities contained in your application.

To be eligible, you must provide each of the following mandatory pieces of information:

- Title of Supervisor;
- Type of Supervision (On-site, Remote, or Combination);
- Frequency of Supervision (Daily, Weekly, Less than once per week).

Using the check-boxes provided on the application form, please provide the following additional pieces of information:

- The amount of the supervisor's experience in the supervisory role (Less than one year, One to two years, or More than two years);
- The type of feedback to provided to the youth (Formal or Informal); and,

- What the supervisor will provide (Job-specific training, Work instructions and tasks, Evaluation of work, or Other)

See [Section 5 – Apply](#) for more detail.

Objective 2: Provide youth with opportunity to develop and improve their skills (45 points)

1. The youth will receive mentoring. (15 points)

Mentoring plan

Mentoring is a relationship between an experienced employee (the mentor) and a less experienced employee (the youth). Through regular meetings, the mentor will learn about career objectives of the youth and share their professional experience to support skills development and help the youth enter the labour market as well as facilitate their professional development

To be eligible, you must provide each of the following mandatory pieces of information:

- Title of Mentor;
- Type (One-on-one, Team);
- Frequency of Mentoring (Weekly, Monthly, Less than once per month);

Using the check-boxes provided on the application form, please provide the following additional pieces of information:

- Amount of experience of the mentor (Less than one year, One to two years, or More than two years);
- Mentor-mentee relationship (Formal; Informal); and
- What the mentor will provide (Support for skills development, Career-related training, Access to learning materials, or Other).

See [Section 5 – Apply](#) for more detail.

2. You must identify the skills that will be developed during the work placement. Note that your description of job tasks and responsibilities above must make clear how the skills you select will be developed. (30 points)

The application form lists the following skills:

- **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.
- **Other:** You may list any additional skills that will be developed.

Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers (25 points)

1. National Priorities (15 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. Indicate which national priorities your project supports. If your application demonstrates that it meets more than one national priority, you will be awarded additional points.

Canada Summer Jobs 2021 National Priorities:

1. Organizations that provide services to or intend to hire youth who self-identify as being part of underrepresented groups or as having additional barriers to entering or staying in the labour market, as outlined below:
 - new immigrant / refugee youth (new is defined as having arrived in Canada in the past 5 years)
 - Indigenous youth
 - youth who have not completed high school
 - Visible minorities / racialized youth
 - LGBTQ2 youth

- women in science, technology, engineering and mathematics (STEM)
- youth who have not previously been employed and for whom this would be their first job experience

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.

2. Opportunities offered by organizations that provide services to persons with disabilities or intend to hire youth with disabilities;

Additional points will be awarded to employers who offer services to youth with disabilities or who express an intention to hire youth with disabilities.

If your organization expresses the intent to hire a youth under this national priority, you will be expected to make all reasonable recruitment efforts to hire a youth with disabilities 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.

3. Opportunities for youth in rural areas (RAs), remote communities, or Official Language Minority Communities (OLMCs);

Additional points will be awarded to employers who offer jobs located in geographically disadvantaged areas, including rural and remote communities.

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.

Additional points will also be awarded to employers who commit to employ members of the OLMC in their area, or who offer services or supports to these communities.

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 online.

4. Opportunities offered by organizations that focus on protecting and conserving the environment.

Additional points will be awarded to employers who offer jobs in sectors and industries that are linked to protecting and conserving the environment and helping the transition to a low carbon emission economy.

5. Opportunities offered by employers impacted by COVID-19, in particular small businesses, in recognition of their contribution to the creation of jobs.

Additional points will be awarded to small businesses of 50 or fewer full-time employees, who have been impacted by COVID-19.

2. Local Priorities (10 points)

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account local labour market information.

Indicate which local priorities your project supports. The local priorities for your constituency are available on the CSJ webpage for [local priorities by province and constituency](#). If your application demonstrates that it meets more than one local priority, you will be awarded additional points.

NOTE: it is not mandatory for Members of Parliament to establish local priorities. You will not be penalized during assessment if your Member of Parliament has not established local priorities.

5. Apply

Application process

The application deadline has been extended to February 3, 2021, 12:00 p.m. (Noon) Pacific Standard Time.

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

How to submit your application

Applications can be submitted in several ways:

1. Using an online fillable application;
2. Using Grants and Contributions Online Services;
3. In person; and,
4. By mail.

It is recommended that you submit your application electronically using the online fillable application or GCOS as the ability to submit an application in person or by mail could be impacted by office closures related to COVID-19.

Applications received by fax or by email will **not** be considered.

1. Online fillable application

You can submit a fillable application [online](#).

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.
- You can print a copy of your online application for your records, before completing your submission

NOTE: You must still click “submit” after the “print” screen to complete your application. If you do not click “submit”, your application will not be received and processed.

Confirmation of Receipt: Once a fillable application has been successfully submitted, a confirmation number is immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. You will also receive a confirmation of receipt sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.

2. Online services

You can register with ESDC's Grants and Contributions Online Services (GCOS). Creating a GCOS account takes a few weeks but is a one-time process.

GCOS can be used to apply for various funding opportunities with ESDC 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.

Create your GCOS account ahead of time, to apply for future grants and contributions funding opportunities. You will have convenient 24/7 access to your account including on all mobile devices.

Visit the [GCOS website](#) for step-by-step instructions to create an account.

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

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

3. In person

Your [application](#) must be received before the close of business of the Service Canada Office **on February 3, 2021**.

It is recommended that you submit your application electronically using the online fillable application or GCOS as the ability to submit an application in person could be impacted by office closures related to COVID-19. Consult the [Service Canada](#) website for the hours of service of the Service Canada Offices. Please note additional administrative delays might apply.

Confirmation of receipt: an acknowledgment confirming receipt will be emailed to you within 10 business days. Retain this confirmation, as you will need it for future communication with Service Canada.

4. By mail:

Your [application](#) must be postmarked **on or before February 3, 2021**. Consult the [Canada Summer Jobs](#) website for the address of where to send your application. Please note additional administrative delays might apply.

It is recommended that you submit your application electronically using the online fillable application or GCOS as the ability to submit an application by mail could be impacted by office closures related to COVID-19.

Confirmation of receipt: an acknowledgment confirming receipt will be emailed to you within 10 business days. Retain this confirmation, as you will need it for future communication with Service Canada.

Submit only one copy of your application 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.

How to write your application

Before you start

This section 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. All fields are mandatory.

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.

The order of the questions may vary slightly between the paper and online applications; however, the same information is required.

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.

Constituency

The **location of the proposed activities**, not your organization's address or location, determines the constituency for which the application will be assessed. Complete only one application form if all the jobs requested are within the same constituency. If you submit multiple applications within the same constituency, Service Canada will 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.

Information to be posted publicly

Service Canada will post the contact information, including the email address and the contact for the organization, of employers approved for funding on the Government of Canada's CSJ website.

Service Canada will also post all positions funded by CSJ online at [Job Bank](#).

The application form and this applicant guide identify which information will be posted publicly. Please pay close attention and keep this in mind when completing your application. If you have any questions about the information to be posted publicly, [contact Service Canada](#).

Part A – Employer information

Enter your organization's information.

1. Canada Revenue Agency (CRA) Business Number

Enter your organization's 15-character, RP (payroll) business number assigned by the CRA. An RP account with the CRA is required if your business pays employees, and you must have an RP business number prior to hiring youth through the Canada Summer Jobs program.

NOTE: 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 of your Organization

Enter the legal name of your organization that is associated with your CRA business number. If it is an acronym, enter 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. Payments will be issued using only the first 44 characters of the legal name.

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

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

This information will be posted publicly on the CSJ website for youth to contact, should they have questions regarding the job placement and Job Bank.

4. Telephone Number

Enter the telephone number of your organization.

This information will be posted publicly on the CSJ website for youth to contact should they have questions regarding the job placement; it will also be posted on [Job Bank](#).

5. 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 CSJ funding (for example, a municipal library).

6. Organization Email Address

Enter your organization’s email address.

This information will be posted publicly on the CSJ website for youth to contact should they have questions regarding the job placement. It will also be posted on [Job Bank](#).

7. (a) Name of Employer Representative and Title

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

7. (b) Telephone Number of Employer Representative

Enter the telephone number of your organization’s representative.

8. Email Address of Employer Representative

This email address should be monitored regularly since it will be used to send you information regarding CSJ and your application, including the outcome of the assessment of your application.

NOTE: This email address will receive mandatory reporting documents from Service Canada during and after the agreement. The inbox should be monitored regularly, including any junk mail or spam folders.

9. Preferred Language of Communication

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

10. Year the Organization was Established

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

11. Describe your organization’s activities

Provide a summary of your organization’s activities.

12. Number of Full-Time Employees Working in Canadian Locations of your Organization

Enter 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”.

13. Mailing Address of Organization

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

This information will be posted publicly on Job Bank.

14. Address of the Location of the Proposed Job Activities. If different from Box 13 (mailing address), please explain why.

Enter 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.

This information will be posted publicly on Job Bank.

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, or away from the supervisor's location, or from somewhere else outside of a traditional work environment.

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

If the work will be performed remotely, 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 (for example, maximum number of employees).

15. 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, submit one application for all the locations that are in the same constituency. Enter all the other addresses where the youth will be working. These addresses must be civic addresses; they cannot be post office boxes (PO Box).

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

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

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.

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

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. Service Canada will then verify whether your organization owes any amounts in its Departmental Accounts Receivable System (DARS).

Owing money to the Government of Canada does not render your organization ineligible to receive funding. However, any amount your organization owes to the government may be deducted from the contributions that would otherwise be received, should your application be approved.

18. 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).

19. Health and Safety Practices (Mandatory)

It is mandatory to have implemented practices to ensure that your work environment is safe. 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. Please indicate whether you have implemented practices to ensure that your work environment is healthy and safe.

Next, using the check-boxes provided, identify the health and safety practices you have implemented from the following options:

- **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 workplace hazards:** Hazards may include chemical, ergonomic, physical, and psychosocial, all of which can cause harm or adverse effects in the work environment.
- **demonstrating workplace 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.
- **providing necessary certifications:** When the proposed job activities require safety certifications, you are responsible for providing the youth with the necessary training and certification.
- **demonstrating proper COVID-19 prevention measures:** In the current context of COVID-19, employers are responsible for staying informed of provincial guidance on essential services and municipal, provincial and federal public health information, and following all necessary local health guidance. In addition to guidance published by municipal, provincial, and territorial governments, consult the following resources from the federal government to support employers and employees:
 - [Coronavirus disease \(COVID-19\): For businesses and employees](#)
 - [Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic](#)
- **providing job-specific safety training:** As an employer, you must ensure that employees have the necessary information, training, and supervision to perform their work safely. Consult the Government of Canada's [Workplace Safety webpage](#) for additional information.
- **conducting regular safety checks:** Regular inspections help ensure that occupational health and safety hazards are addressed before they result in injuries. Consult the Government of Canada's [Workplace Safety webpage](#) for additional information.
- **providing safety equipment:** As mandated by the Government of Canada, as an employer you are responsible for selecting, providing and fitting of appropriate PPE for the hazardous exposures in the workplace. Consult the Government of Canada's [Occupational Health and Safety webpage](#) for additional information.
- **having an emergency preparedness and response plan:** Includes all activities, such as plans, procedures, contact lists and exercises, undertaken in anticipation of a likely emergency.
- **other:** In the text box provided, describe any additional health and safety practices you have implemented.

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 (for example, somewhere outside of a traditional work environment).

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.

20. Work Environment (Mandatory)

It is mandatory to provide a work environment with non-discriminatory hiring practices that is inclusive and free of harassment and discrimination. Indicate whether you have implemented policies and practices to ensure that your work environment and hiring practices are free of harassment and discrimination.

Use the check boxes provided to identify the practices you have implemented from the following options:

- Hiring policies / practices
- Discrimination policies / practices
- Harassment policies / practices
- Conflict resolution policies / practices
- Employee and / or management training
- Accessibility and accommodation policies / practices
- Employment equity policies / practices
- Privacy policies / practices
- Other: when selecting this box, use the textbox provided to describe any additional practices you have implemented that demonstrate concrete efforts to create an inclusive work environment free of harassment and discrimination.

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.

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 two different job titles and you are applying using a paper application, you must copy an entire Job Details section 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 CSJ funding must be assigned to one of the jobs approved by Service Canada. The details of the job (for example, job title, hourly wage and tasks and responsibilities) 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.**

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.

21. Job Title

Enter the job title and hourly wage of each job for which you are requesting funding.

If you are applying using the Fillable Form or Grants and Contributions Online Services, the form will use “predictive text” to help you complete the job title. Begin typing your job title and select the most appropriate option.

If you are applying using the paper form, please select your job title from one of the options listed on the form.

This information will be posted publicly on Job Bank.

National Occupational Classification Code

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.

If you are applying using the Fillable Form or Grants and Contributions Online Services, the form will automatically select the correct code based on your job title.

If you are applying using the paper form, you do not need to identify a National Occupation Classification Code if you select one of the job titles listed. If you select “Other”, please determine the [National Occupational Classification Code](#) 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. For more information, [contact Service Canada](#).

This information will be posted publicly on Job Bank.

Hourly Wage Rate

You must pay at least the minimum wage in effect at the time of the employment based on provincial and territorial regulations.

NOTE: Some provinces and territories have multiple minimum wages depending on the age and experience of the employee. 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 publicly on Job Bank.

Tasks and Responsibilities

Specify 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.

In cases where the proposed project is impacted by COVID-19 restrictions after an agreement is signed, the employer should contact Service Canada to discuss a project amendment prior to implementing changes. All changes must be approved by Service Canada. All changes must be approved by Service Canada.

The job activities must be eligible. See [Section 3 – Screening for Eligibility](#) for more details.

Skills Development Plan

Select one or more of the following checkboxes to identify all skills that the youth will develop during the placement:

- Client Service – effective and professional communications
- Teamwork – interaction with others
- Communication – exchanging thoughts and information
- Digital Skills – skills to understand and use digital systems, tools and applications
- Leadership – combination of skills including communication, ability to delegate, and traits such as honesty
- Other – in the space provided, list additional skills

See [Section 4 – Assessment Criteria](#) for more details.

Language(s) required for job

Select English, French, or Other. If Other, indicate the required language in the text box provided.

This information will be posted publicly on Job Bank.

Supervision Plan (Mandatory)

To be eligible, provide each of the following mandatory pieces of information:

- Title of Supervisor;
- Type of Supervision (On-site, Remote, Combination);
- Frequency of Supervision (Daily, Weekly, Less than once per week).

Using the check-boxes provided on the application, provide the following additional pieces of information:

- The amount of the supervisor's experience in a supervisory role (Less than one year, One to two years, More than two years);
- Type of feedback to be provided (Formal, Informal); and
 - Formal feedback is provided during scheduled meetings, is in writing, and is in response to previously set work objectives. Informal feedback is provided through unscheduled meetings, is primarily verbal, and does not respond to previously set work objectives.
- What the supervisor will provide (Job-specific training, Work instructions and tasks, Evaluation of work, and/or Other).

NOTE: The supervisor and mentor are not required to be the same person.

Remote Supervision:

If the youth will be working remotely 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, and learning work environment protocols.

Mentoring Plan (Mandatory)

Mentoring is a relationship between an experienced employee (the mentor) and a less experienced employee (the youth). Through regular meetings, the mentor will learn about career objectives of the youth and share their professional experience to support skills development and help the youth enter the labour market as well as facilitate their career development.

To be eligible, you must provide each of the following mandatory pieces of information:

- Title of Mentor;

- Type (One-on-one, Team);
- Frequency of Mentoring (Weekly, Monthly, Less than once per month).

Use the check-boxes provided on the application form to provide the following additional pieces of information:

- The amount of experience of the mentor in a mentorship role (Less than one year, One to two years, More than two years)
- Mentor-mentee relationship (Formal, Informal); and
 - A formal mentor-mentee relationship will have regular meetings and established career-development goals for the youth. An informal mentor-mentee relationship will have irregular meetings and no established career-development goals for the youth.
- What the mentor will provide (Support for skills development, Career-related training, Access to learning materials, or Other).

NOTE: The supervisor and mentor are not required to be the same person.

Work Experience

Select a checkbox to indicate if the job will provide 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.

Then select a checkbox to indicate if your organization intends to retain the youth as an employee following the end of the Canada Summer Jobs agreement.

Preferred Level of Education of the Participant

Check the applicable box.

NOTE: The preferred level of education of the youth is not a factor in assessment. The Canada Summer Jobs program is open to all youth ages 15-30 regardless of level of education or student status.

This information is being collected for reporting and monitoring purposes.

This information will be posted publicly on Job Bank.

National Priorities

Select a checkbox to indicate if the proposed job supports a national priority.

If you answer yes, indicate one or more national priorities supported by the job. Check additional specific boxes for Priority 1 and Priority 3.

See [Section 4 – Assessment Criteria](#) for details.

Local Priorities

Select a checkbox to indicate if the proposed job supports a local priority.

If you answer yes, use the textbox provided to identify the local priority or priorities supported by the job. 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.

NOTE: It is not mandatory for Members of Parliament to establish local priorities. If your Member of Parliament has not established local priorities, select “No.” You will not be penalized during assessment if your Member of Parliament has not established local priorities.

See [Section 4 – Assessment Criteria](#) for details.

Part C – Funding requested

Calculation of employer’s total cost including contribution requested

NOTE: The paper application form only provides space for information on five different job titles. If you are applying for more than five 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 space limitation can be avoided by submitting your application electronically (using the Online Fillable Form or GCOS).

22(a). Job Title

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

22(b). Number of Participants Requested

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

22(c). Anticipated Start Date

Enter the date that you want the youth to begin employment. The earliest start date is April 26, 2021. A job’s latest end date is February 26, 2022.

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 publicly on Job Bank.

22(d). Total Number of Weeks Requested

Enter the number of weeks for which you are requesting funding; it must be between six and twenty three weeks. You are encouraged to employ the youth longer than the requested number of weeks although you will only be reimbursed for the approved period of your CSJ 2021 funding. Note that you will receive

additional points during assessment if you commit to retaining the youth beyond the length of the CSJ agreement.

22(e). Total Number of Hours per Week Requested

Enter the number of hours per week that the youth will be required to work. The hours may be full-time or part-time (12 to 40 hours per week).

22(f). Hourly Wage to be Paid to the participant

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

This information will be posted publicly on Job Bank.

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](#).

22(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 75% of the provincial or territorial adult minimum hourly wage. For more information, please refer to “What Costs Are Eligible” section in Screening for Eligibility in this Guide.

22(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.

22(i). Total contribution requested

Enter the total contribution requested by using this formula:

$$\begin{aligned} & (\text{Column B} \times \text{Column D} \times \text{Column E} \times \text{Column G}) + \text{Column H} \\ & (\text{Number of Participants Requested} \times \text{Number of Weeks Requested} \times \\ & \text{Numbers of Hours per Week Requested} \times \text{Hourly Wage Requested}) + \\ & \text{MERCs Requested.} \end{aligned}$$

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

22 (j). Total employer contribution (Wage and MERCs if applicable)

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

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

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

Attestation

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. 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 criteria 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.

23 to 28. Name of the Organization’s Representative(s)

An organization’s Canada Summer Jobs application, if approved by Service Canada, forms part of the agreement between the Government of Canada and the organization. The organization will then be subject to the Canada Summer Jobs [Articles of Agreement](#). The organization complies 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 applicant guide and Articles of Agreement in their entirety before you sign the application.**

Therefore, it is important that an authorized person signs the application or submits the online application. 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.”

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 eligible projects for his or her 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 provide feedback to help ensure local priorities are met.

Service Canada will inform you of the status of your application starting in April 2021. All eligibility and funding decisions will be confirmed in writing. You can also check the status of your application through GCOS if you applied via GCOS.

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 and the name of a contact person to address any questions you may have regarding your agreement.

Activities **cannot** begin before your project is approved and an agreement has been signed by both the recipient and Service Canada. The receipt of a completed 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.

If financial irregularities are discovered, Service Canada may verify information with the Canada Revenue Agency.

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

NOTE: successful employers may be randomly selected for inspections and audits as per section 20.2 of the [Articles of Agreement](#).

Privacy notice statement

The information you provide is administered under the authority of the *Department of Employment and Social Development Act* (DESDA). This information may be used to determine your eligibility for Canada Summer Jobs, its administration and for accountability purposes. Refusal to provide information may result in your Canada Summer Jobs application not being considered for funding.

As well, this information may be used to support the administration or enforcement of other programs of Employment and Social Development Canada (“the Department” or ESDC), including Service Canada.

The information you provide may also be used for policy analysis, evaluation, 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.

However, these additional uses and/or disclosures of your personal information will not result in an administrative decision being made about you.

The Department may review results from previous Canada Summer Jobs funding agreements when determining the eligibility of your application. The Department may also review information in the public domain, including but not limited to materials on your website and media articles, when determining the eligibility of your application.

Should your application be deemed eligible, the information you provide will be shared in accordance with the law with your respective Member of Parliament to ensure local priorities are considered. It may also be used by the Member of Parliament to notify employers whose Canada Summer Jobs funding applications have been approved. The Department and your Member of Parliament may also use the information to help promote the program.

Funded employers will be listed on the Canada Summer Jobs website and funded positions will be posted on [Job Bank](#).

In the event of an Access to Information request regarding the approved funding application or any relevant information about the organization in the Department's possession, the information provided to the Department will be disclosed, subject to applicable exemptions under the *Access to Information Act*, such as the exemption for personal information.

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 for obtaining this information are outlined in the government publication available online, entitled [Information about programs and information holdings](#). This information may also be accessed in person at any Service Canada Centre. You have the right to [file a complaint](#) with the [Privacy Commissioner of Canada](#) regarding ESDC's handling of your personal information.

Contact us

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