



Service  
Canada

## **CANADA SUMMER JOBS 2017**

*Creating Jobs, Strengthening Communities*

Applicant Guide

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## 1.0 Purpose

The purpose of this Applicant Guide is to provide information to assist you with the completion of your Canada Summer Jobs (CSJ) application.

## 2.0 Introduction

CSJ is an initiative of the Summer Work Experience program. It provides funding to not-for-profit organizations, public-sector employers and small businesses with 50 or fewer full-time employees to create summer job opportunities for young people aged 15 to 30 years who are full-time students intending to return to their studies in the next school year.

By way of five national priorities, CSJ also supports the following:

- employers involved in the welcome and settlement of immigrants (including Syrian refugees) in Canada;
- employers that hire Indigenous peoples;
- opportunities in Science, Technology, Engineering and Mathematics (STEM) and Information, Communications and Technology (ICT);
- employers involved in activities celebrating Canada's 150<sup>th</sup> anniversary of Confederation;
- small businesses, in recognition of their contribution to the creation of new jobs.

## 2.1 Objectives

CSJ has three objectives:

- providing work experiences for students;
- supporting organizations, including those that provide important community services;
- recognizing that local circumstances, community needs and priorities vary widely.

## 2.2 Assessment Criteria

The criteria used to assess applications for funding focus on:

- provision of services in the community;
- jobs that support [local priorities](#);
- jobs that provide career-related experience or early work experience;
- a salary that contributes to the student's income;
- an employer who provides supervision and mentoring;
- project activities that are directed toward members of, and support the vitality of, an Official Language Minority Community;

- an employer who intends to hire priority students (students with disabilities, Aboriginal students, and students who are members of a visible minority).

Assessment of applications will be carried out on a constituency-by-constituency basis, ensuring that local priorities are considered. Local priorities for each federal electoral constituency are posted on the [CSJ](#) website. National priorities are also taken into consideration as part of the above assessment criteria.

## 2.3 Application Deadline

**THE APPLICATION DEADLINE IS February 3, 2017.**

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

You can submit your application online, by mail, or in person at any Service Canada Centre. The online application is a fast, easy-to-use and secure way of applying. By submitting your application online, you will:

- have access to the application 24/7, from any location, allowing you to complete it at your convenience;
- ensure the application is received immediately by Service Canada; and,
- receive a confirmation number, acknowledging the application has been received.

**Online:** Your [application](#) must be submitted by 23:59 (Pacific Standard Time), on February 3, 2017.

**In person:** Your [application](#) must be received before the close of business of the Service Canada Office on February 3, 2017. Consult the [CSJ](#) website for the hours of service of the Service Canada Offices.

**By mail:** Your [application](#) must be postmarked on or before February 3, 2017. Consult the [CSJ](#) website for the address of where to send your application.

**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 may cause longer processing times.

Employers applying by mail or in person will receive a letter of acknowledgment within twelve days. Once an online application is successfully submitted, a confirmation number will be immediately generated by the system. This confirmation is considered the

acknowledgement of receipt of your application. Please retain this confirmation as you will need it in future communication with Service Canada.

## **2.4. Other Key Dates**

- The earliest job start date is Monday, April 17, 2017.
- The latest job start date is Sunday, July 16, 2017.
- The latest job end date is Saturday, August 26, 2017.

## **3.0 Eligibility**

Please note that submitting a complete and eligible application is a requirement for funding, but is not a guarantee of funding.

### **3.1 Eligible Employers**

Employers from the not-for-profit, public and private sector may apply for wage subsidies under the Canada Summer Jobs initiative.

Private sector employers must have 50 or fewer full-time employees across Canada to be eligible. Full-time employees are those working 30 hours or more per week.

#### **3.1.1 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:

- churches and religious organizations;
- community, charitable or voluntary organizations;
- associations of workers or employers as well as professional and industrial organizations;
- Chambers of Commerce;
- labour management and adjustment committees;
- bands, tribal councils and other Aboriginal organizations established on a “not-for-profit” basis;
- ad hoc groups established on a “not-for-profit” basis, including groups representing clients; and,
- cooperatives recognized by the Canada Revenue Agency (CRA) as registered charities and non-profit organizations pursuant to paragraph 149 (1) (f) and (l) of the *Income Tax Act*.

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

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

- public hospitals, nursing homes, senior citizen homes, rehabilitation homes, etc.;

- public community colleges and vocational schools;
- public degree-granting universities and colleges;
- school boards and their elementary and secondary institutions;
- band schools; and,
- municipal and regional legislative bodies and departments.

### 3.1.3 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. This category includes:

- bodies, incorporated or unincorporated, including partnerships and sole proprietorships;
- cooperatives;
- self-employed persons;
- Aboriginal organizations established on a “for-profit” basis;
- 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<sup>1</sup>.

### 3.2 Ineligible Employers

Members of the House of Commons and the Senate, federal government departments and agencies, and provincial and territorial departments and agencies **are not** eligible for funding under the Canada Summer Jobs initiative.

**Note:** If an employer is deemed ineligible, their application will not be assessed.

### 3.3 Eligible Participants

To be eligible, students must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;

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<sup>1</sup> Franchise operators are eligible if there are 50 or fewer full-time employees working in the franchise owner's operations across Canada, regardless of the number of business numbers involved.

- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*<sup>2</sup>; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **3.4 Eligible Costs**

#### **3.4.1 Wage Subsidy**

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. Refer to your provincial or territorial legislation to confirm the minimum wage.

An employer may choose to pay more than the minimum wage; however, the percentage reimbursed will apply only to the applicable provincial or territorial minimum hourly wage. For example, if a private sector employer pays a student \$12.00 per hour in a province where the minimum hourly wage is \$10.50, the subsidy provided will be 50% of the minimum wage, i.e. \$5.25.

#### **3.4.2 Mandatory Employment Related Costs**

Employers are required by law to pay the Mandatory Employment Related Costs (MERCs) for their employees. These costs include Employment Insurance premiums, Canada or Quebec Pension Plan contributions, vacation pay, Workers' Compensation premiums or equivalent liability insurance (if applicable), health insurance and parental insurance premiums in Quebec and Ontario, the Health and Post-Secondary Education Tax in Newfoundland and Labrador, and the Health and Education Levy in Manitoba.

For your information, 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.

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

#### **3.4.3 Overhead Costs - Students with Disabilities**

All employers may be eligible for additional funding of up to \$3,000 per student with disabilities to accommodate the student within the workplace. However, only personal tools and adaptations that the student requires to accomplish tasks covered under the agreement will be considered eligible.

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<sup>2</sup> Foreign students are not eligible.

### 3.5 Eligible Activities

The job must provide meaningful work experience for the student. It must not contribute to the provision of a personal service to the employer (e.g. the job must not involve gardening, domestic services, child care services, etc., for the employer).

The students must work in Canada for the entire duration of the approved funding period; work that takes place outside of Canada is ineligible.

### 3.6 Duration and Hours of Work

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

The employer is 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 (i.e. costs would not be reimbursed).

Jobs must be full-time (i.e. from a minimum of 30 to a maximum of 40 hours per week). Any weeks during which the employer provides fewer than the minimum 30 hours of work may be deemed ineligible.

Under exceptional circumstances, students with disabilities or with other barriers to full-time employment are eligible to work part-time. If applicable, this must be discussed with Service Canada once your application has been approved and the student selected.

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.

## 4.0 Completing an Application

Applications can be submitted online, by mail and in person. **IMPORTANT:** Applications received by fax will not be considered. The application form is available on the [CSJ](#) website. It is essential that the form be duly completed and signed.

### 4.1 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 in section 5 of 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 determines the constituency, not your organization's address or location. Please note that if you submit multiple



applications within the same constituency, your applications could be merged into a single application.

If you are applying for multiple jobs based in more than one constituency, a separate application form must be submitted for each 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);
- Canada Revenue Agency (CRA) business number;
- Email address of the contact person
- Mailing address of your organization;
- Number of full-time employees working in Canada;
- Date that your organization was created; and,
- Local priorities of the constituency in which the activities will take place.

While completing the application form, be prepared to answer several questions and to provide detailed information about the job being created, such as:

- the job titles and the number of students for which you are requesting funding;
- a full description of the job's tasks and responsibilities, the plans for supervision and mentoring and health and safety practices in the workplace;
- the hourly wage rate to be paid to the students; and,
- the hourly contribution that you are requesting from Employment and Social Development Canada (ESDC).

## 4.2 Part A – Employer Information

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

### 1. CRA Business Number

Indicate the 15-character number that the CRA assigned to your organization. The employer type corresponding to this number will determine the percentage of the minimum wage that may be eligible for funding. To be eligible to receive funding for up to 100% of the minimum wage, your business number must correspond to a not-for-profit organization.

**Note:** In order to complete an online application, 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 provide a CRA business number.

## **2. Legal Name**

Indicate the legal name of your organization that is associated with your CRA business number. If it is an acronym and it is not known provincially or territorially, 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 this name. Please note that payments will be issued using only the first 44 characters.

## **3. Operating (Common) Name**

Indicate the common name of your organization if it is different from the legal name or if you want to specify a particular department or branch. If it is an acronym and it is not known provincially or territorially, indicate the common name in full.

## **4. Telephone Number**

Indicate the telephone number of your organization.

## **5. Employer Type**

Check the box that best describes your organization.

If you disagree with a Service Canada decision regarding the employer type, you must demonstrate in writing how and from whom the organization receives its operating revenue as well as how and to whom it must account for its activities.

## **6. Name and Telephone Number of Employer Contact Person**

The contact person must be a person with whom Service Canada can communicate regarding your application or any consequent agreement. This individual must be fully informed on both the application and the proposed activities.

## **7. Email Address of Employer Contact Person**

The inbox for this email address should be monitored regularly since this email address will be used to send you information regarding CSJ and your application including the approval or rejection of your application.

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

Indicate the 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. Organization's Mandate**

Indicate your organization's mandate and provide a summary of its main 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 Employer**

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

## **13. Address of the Location of the Proposed Activities**

Indicate the main address where the student 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 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 student will be working. This address cannot be a post office box (PO Box); it must be a civic address.

**Important:** If the locations of the proposed activities will take place in multiple constituencies, a separate application must be submitted for each constituency.

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

Check the applicable boxes.

## **15. Are the proposed activities directed at members of an Official Language Minority Community?**

An Official Language Minority Community is one in which the official language spoken is not the majority official language in the province or territory. For all provinces and territories except Quebec, the majority official language is English.

Applications will be assessed to determine if the proposed activities are directed toward the members of, and support the vitality of, an Official Language Minority Community. To qualify as supporting the vitality of and assisting in the development of an Official Language Minority Community, the job must require the use of the minority language. The description of the tasks and responsibilities of the job **must highlight** how it is directed at members of an Official Language Minority Community.

The tasks and responsibilities of the job must require that the student use the minority language:

- in day-to-day internal operations;
- for external operations or for responding to external demands (customer service);
- for communications activities, such as preparing written material, video, audio or web-based information; or,
- for promoting community development or cultural activities, museums, guided tours, festivals or theatre, as well as other activities related to tourism.

**Note:** During the assessment, points are awarded if the proposed activities are directed at members of, and support the vitality of, an Official Language Minority Community. Please refer to section 5.2 for more information.

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

Please refer to Section 12.1(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?**

Please refer to Section 12.1(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.

**18. If an amount is owed, is a payment plan in place?**

Indicate if an arrangement was made for repayment (for each amount owing).

**4.3 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 different job title. If you intend to hire more than one student 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 student hired using CSJ 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.

### **19-21. Job Title**

Indicate the title of each job for which you are requesting funding and indicate the hourly wage, including the subsidy from ESDC and any other sources of funding being used to be paid to the student. 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 desired level of education of the student. Salaried jobs need to be calculated as an hourly wage rate.

As of December 2016, the adult [minimum wage rates](#) for the summer 2017 were known to be: Alberta: \$12.20; British Columbia: \$10.85; Manitoba: \$11.00; New Brunswick: \$10.65; Newfoundland and Labrador: \$10.75; Northwest Territories: \$12.50; Nova Scotia: \$10.70; Nunavut: \$13.00; Ontario: \$11.40; Prince Edward Island: \$11.00; Quebec: \$10.75; Saskatchewan: \$10.72; and Yukon \$11.07.

### **Tasks and Responsibilities**

Indicate the tasks and responsibilities of the student. The description of the tasks and responsibilities should reflect how the job is directed at members of an Official Language Minority Community and how it supports the provision of services to the community, if applicable. It should also reflect how the job supports one or more local and/or national priorities, if applicable. The [local priorities](#) that have been established for the constituency in which the proposed activities will take place can be found on the [CSJ](#) website. The national priorities can be found in section 2 of this guide.

### **Supervision and Mentoring Plans**

Indicate the supervision plan and mentoring plan. A plan for supervision is mandatory and must specify who will supervise the student, 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 student.

You must also indicate the mentoring plan, if applicable. A mentoring plan is a structured approach for helping the student develop basic skills such as problem-solving, decision-making and working with others, or specific skills associated with an occupation. The mentoring plan must describe how the student 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.

**Note:** During the assessment, points are awarded if a plan for supervision or both a supervision plan and a mentoring plan are outlined. Please refer to section 5.2 for more information.

## **Health and Safety Practices in the Workplace**

Indicate how you will ensure that the student is aware of good health and safety practices in the workplace.

Note that the student **must** be covered by Workers' Compensation or equivalent liability insurance.

If you are a not-for-profit employer and the proposed activities will take place in New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island or Quebec, Service Canada has a blanket agreement with a provincial commission or board in these provinces.

## **Desired Level of Education of the Student**

Check the applicable box.

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

The term "career-related" means the job provides a student 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 student, and demonstrate how the job is related to the current or future field of academic studies.

If applicable, specify how the job's tasks and responsibilities relate to the national priority of job opportunities in Science, Technology, Engineering and Mathematics (STEM) and/or Information, Communications and Technology (ICT).

**Note:** During the assessment, points are awarded if the job provides a career-related work experience for a post-secondary student, or, provides an early work experience for a high school student. Please refer to section 5.2 for more information.

### **Will your organization make special efforts to hire a priority student?**

Priority students are students with disabilities, Aboriginal students and students who are members of visible minorities.

Check the applicable box.

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

You will be expected to make all reasonable recruitment efforts to hire a priority student 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 hire a student with disabilities, you may be eligible for additional funding of up to \$3,000 per student to accommodate the student in the workplace. Only personal tools or adaptations required by the student in order to accomplish the tasks and responsibilities of this job will be considered eligible. If applicable, this can be discussed with Service Canada once your application has been approved, the student selected and the needs identified.

**Note:** During the assessment, points are awarded if the employer intends to hire a priority student. Please refer to section 5.2 for more information.

**The tasks and responsibilities of this job support the provision of services in the local community.**

Check the applicable boxes.

The description of the tasks and responsibilities of the job must clearly reflect how it supports the provision of one or more of these services.

**Note:** During the assessment, points are awarded if the tasks and responsibilities of the job support the provision of one or more of these services. Please refer to section 5.2 for more information.

**Does this job support a [local priority](#)?**

Indicate one or more local priorities supported by the job. The description of the tasks and responsibilities of the job must highlight how it supports one or more local priorities.

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

**Note:** During the assessment, points are awarded if the tasks and responsibilities of the job support one or more local priorities. Please refer to section 5.2 for more information.

#### **4.4 Calculation of Employer's Total Cost Including Contribution Requested**

If you are applying for more than three different job titles and you are applying using a paper application, you must copy the Calculation of Employer's Total Cost Including Contribution Requested page and attach it to your application when submitting it. 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.

##### **22(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.

## **22(b). Number of Students Requested**

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

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

Indicate the date that you want the student to begin employment. The earliest start date is Monday, April 17, 2017. Please note that the job's latest end date is Saturday, August 26, 2017.

**You cannot hire the student before receiving the approval by Service Canada and the student cannot start the employment before the start date approved by Service Canada.** If a student is hired prior to the approval by Service Canada, this indicates that you would have hired the student without the CSJ contribution. This makes the costs associated with the student ineligible for reimbursement as per Section 12.1(g) of the Articles of Agreement.

## **22(d). Number of Weeks**

Indicate the number of weeks that the student will be required to work; it must be between six and sixteen consecutive weeks.

## **22(e). Number of Hours per Week**

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

## **22(f). Hourly Wage to be Paid to the Student**

Indicate the hourly wage including the subsidy from ESDC and other sources to be paid to the student.

As of December 2016, the adult [minimum wage rates](#) for the summer 2017 were known to be: Alberta: \$12.20; British Columbia: \$10.85; Manitoba: \$11.00; New Brunswick: \$10.65; Newfoundland and Labrador: \$10.75; Northwest Territories: \$12.50; Nova Scotia: \$10.70; Nunavut: \$13.00; Ontario: \$11.40; Prince Edward Island: \$11.00; Quebec: \$10.75; Saskatchewan: \$10.72; and Yukon \$11.07.

**Note:** During the assessment, points are awarded if the hourly wage paid to the student is above the minimum wage. Please refer to section 5.2 for more information.

## **22(g). ESDC Hourly Wage Rate Contribution**

Indicate the hourly wage that would be covered by ESDC.

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 section 3.4.1.



## **22(h). MERCs Requested**

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. For more information, please refer to section 3.4.2.

If you are covering MERCs, indicate "0".

**Note:** During the assessment, points are awarded if a not-for-profit sector employer pays the MERCs. Please refer to section 5.2 for more information.

## **22(i). Total Contribution Requested from ESDC**

Indicate the total contribution requested from ESDC by using this formula: (Total Number of Hours x ESDC Hourly Wage Rate Contribution) + MERCs Requested.

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

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

Indicate the total amount of the contribution you will pay towards hiring a student by using this formula: (Total Number of Hours x Hourly Wage to be Paid to the Student) - Total Contribution Requested from ESDC. If you are applying online, this total will be calculated automatically.

## **Will you require an advance payment to pay the student should your application be approved?**

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

The conditions under which advances may be provided are outlined as per Section 6 of the CSJ 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 student 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 student beginning employment.

## **23. to 28. 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.**

Therefore, it is important that an authorized person signs the application or submits the online application. Please read Section 31 of the Articles of Agreement prior to signature.

**By submitting your application, you declare that you have read and understood this Applicant Guide and the CSJ Articles of Agreement and declare that the job would not be created without the financial assistance provided under a potential agreement.**

**Important:** 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.

If you are submitting your application online, you must click on the “Submit” button to submit your application once you have printed and reviewed your application. A confirmation number confirming successful receipt of your online application will be generated by the system. In addition, a signature may be required later.

## **5.0 Assessment Process**

### **Application Assessment Criteria**

Applications will be assessed in terms of both eligibility and assessment criteria.

### **5.1 Application Checklist**

Each application will be checked against the following criteria. Items 1 and 3 are eligibility criteria. The remaining criteria will be confirmed for each application before it can be recommended for funding.

1. Was the application received or postmarked on or before February 3, 2017.?
2. Has the application form been fully completed and signed by an authorized representative of the organization?
3. Is the employer an eligible recipient under the program’s Terms and Conditions and other eligibility criteria?
4. Is the duration of the requested job between 6 and 16 consecutive weeks?
5. Is the job full-time,(i.e. 30 to 40 hours per week)?
6. Has the employer declared that other sources of funding will not be used to duplicate funding provided by ESDC for the job outlined in the application?
7. If the contribution requested is more than \$100,000, has the employer declared the amount and the source of funding from other sources?
8. Are the job’s activities eligible (i.e. they do not contribute to the provision of personal service to the employer)?
9. Does the student’s proposed salary meet the provincial and territorial minimum wage requirements with respect to the location of the proposed activities?
10. Has the employer declared that they owe money to the Government of Canada?

11. Does the employer describe how he will ensure that the student will be made aware of proper health and safety practices in the workplace?
12. Has the employer attested that the job would not be created without the financial assistance from this program?
13. If applicable, are all ESDC files associated with this employer free of any documentation that would render this application non-acceptable, based on documented evidence from previous agreements with the Department?

## 5.2 Assessment Criteria

Each eligible application will be assessed against the following seven assessment criteria, which also account for the national priorities; a score will be applied accordingly. [Local priorities](#) within the second assessment criterion are defined for each constituency; therefore, each application within a constituency will be assessed against the same local priorities.

It is important that you demonstrate a clear link between the job tasks and responsibilities and the following assessment criteria.

For applications that include multiple different job titles, each job title will be scored separately and a final score will be established for the application.

### 1. Job supports the provision of services in the community:

- To persons with disabilities
- To newcomers to Canada (including Syrian refugees)
- To Aboriginal peoples
- To members of visible minorities
- To persons who are homeless or street-involved
- To other groups with social or employment barriers including literacy and numeracy
- To children or youth
- To seniors
- Related to environmental protection
- Related to crime prevention
- Related to public health or safety
- Related to cultural development or historical preservation (including Canada's 150th anniversary of Confederation)

#### Scoring Guide:

0 points – No job activity focuses on the provision of community services listed in this criterion.

5 points – Some job activities are directly or indirectly focused on one or more community services listed in this criterion.

10 points – All job activities are directly or indirectly focused on one or more community services listed in this criterion.

## 2. Job supports local priorities

Priorities reflecting the local realities will be identified with the following categories:

- Special events (sporting, cultural or other events of a local, provincial, territorial, national or international scale. E.g. Canada's 150<sup>th</sup> anniversary of Confederation)
- Location (such as rural, remote or high unemployment areas)
- Sector (such as not-for-profit, tourism and agriculture)

**Note:** Local priorities may be added after the application period has begun to ensure responsiveness to unforeseen circumstances or events.

### **Scoring Guide:**

0 points – Not focused on a local priority.

2 points – Indirectly focused on one or more local priorities.

5 points – Directly focused on one or more local priorities.

## 3. Job provides career-related work experience OR early work experience

For jobs designated for post-secondary students, points are awarded based on the degree to which the requested job would provide career-related skills to the students. For jobs in the STEM/ICT fields, points are awarded based on the degree to which the work experience will be STEM/ICT-related. Jobs identified for secondary school students are recognized as an early work experience.

### **Scoring Guide:**

0 points – No link between the job and the targeted field of studies, and/or no link between the job and STEM/ICT work experience.

2 points – Some link between the job and the targeted field of studies and/or some link between the job and STEM/ICT work experience.

4 points – Direct link between the job and the targeted field of studies, and/or direct link between the job and STEM/ICT work experience.

OR

2 points – Employer indicates that they are planning to hire a secondary school student and the job provides no STEM/ICT work experience.

**Note:** "Some link" refers to a general connection between the job and the targeted field of studies and/or STEM/ICT work experience. "Direct link" refers to a clear and logical connection between the job and the targeted field of studies and/or STEM/ICT work experience.

## 4. Salary offered contributes to the student's income

Points are awarded to employers offering a salary above the minimum wage and to employers from the not-for-profit sector offering to pay the MERCs.

### **Scoring Guide:**

0 points – Employer offers to pay the minimum wage.

1 point – Employer offers a salary above the minimum wage **or** an employer from the not-for-profit sector offers to pay the MERCs.

2 points – Employer from the not-for-profit sector offers to pay the MERCs **and** offers a salary above the minimum wage.

**5. Employer provides supervision and mentoring**

Points are awarded to employers that have a supervision plan or both supervision and mentoring plans.

A plan for supervision must specify who will supervise the student, what the nature of the supervision will be, the frequency of contact, etc. Supervision should be done on-site, but if this is not possible, the employer must indicate what mechanisms will be put in place to supervise the student.

A mentoring plan is a structured approach for helping the student develop basic skills such as problem-solving, decision-making and working with others, or specific skills associated with an occupation.

**Scoring Guide:**

2 points – Plan for supervision.

3 points – Plan for supervision and plan for mentoring.

**6. Project activities are directed toward members of and support the vitality of an Official Language Minority Community**

Points are awarded to projects with activities directed toward members of and support the vitality of an Official Language Minority Community.

**Scoring Guide:**

0 points – No activity described in the job's tasks and responsibilities is directed towards members of or support the vitality of an Official Language Minority Community.

3 points – The activities included in the job's tasks and responsibilities are directed towards members of or support the vitality of an Official Language Minority Community.

**7. Employer intends to hire a priority student**

Points are awarded to employers that intend to hire a priority student. Priority students are students with disabilities, Aboriginal students and students who are members of a visible minority.

Points are also awarded to employers that have already identified a priority student

**Scoring Guide:**

0 points – Employer has no intention of hiring a priority student.

1 point – Employer has the intention of hiring a priority student, but no recruitment plan has been established.

3 points – Employer has the intention of hiring a priority student **and** recruitment plan has been established **or** a priority student has already been identified.

## 6.0 Approval Process

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 and is offered the opportunity to validate the list.

Service Canada will inform you of the status of your application in April. All decisions on rejected or approved applications (according to budget availability) will be confirmed in writing (i.e. by email or by mail).

### 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.

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 the Section 17(2) of the Articles of Agreement.

## 7.0 Privacy Notice Statement

The information you provide is collected under the authority of the *Department of Employment and Social Development Act*. Completion is voluntary; however, refusal to provide information will result in your application not being considered for funding. The information will be used to determine your eligibility for CSJ, its administration and for subsequent evaluation and accountability purposes. 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.

The information you provide will also be shared with your respective Member of Parliament to ensure local priorities are considered and the list of projects is validated. Information will be disclosed in accordance with the *Privacy Act* and *Department of Employment and Social Development Act*.

Personal information is 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 HRSDC PPU 293. Instructions in obtaining this information are outlined in the government publication available online, entitled Info Source.

Please note you can withdraw your application after submitting it.

## **8.0 Contact Us**

For more information, you can visit the Employers section of the [Service Canada](#) website, call 1-800-935-5555 (TTY: 1-800-926-9105) or visit a Service Canada Office.