

Skills Training Grants (STG) User Guide*

***For Skills Training for Economic Recovery stream (STER) only**

STEP 1:

1. Log into the [Skills Training Grants page](#) with your Business BCeID.
2. Click “Start New Community Workforce Response Grant Application”.

Canada **BRITISH COLUMBIA**

Funding provided by the Government of Canada through the Workforce Development Agreement

B.C. Employer Training Grant

Start New B.C. Employer Training Grant Application Current grant opportunities are for training starting between 2019-01-01 and 2019-03-31, or between 2019-04-01 and 2019-08-31.

Community Workforce Response Grant

Start New Community Workforce Response Grant Application Current grant opportunities are for training starting between 2019-01-01 and 2019-03-31.

3. Click the radial button for the Skills Training for Economic Recovery Grant.
4. Scroll down the page to the Delivery Dates section and enter the Delivery Start & End Dates for your project.
 - The Project Delivery Dates are the start and end dates of the entire Project. The timeframe between the Project Delivery Start Date and the Project Delivery End date should encompass the time you need to recruit participants, organize a training facility, deliver training, submit your claim for reimbursement and forward a proof of payment to CWRG. You will also want to ensure there is sufficient time after training ends to measure outcomes and submit the required reporting. Completion Reports must be submitted within 30 days after the Project Delivery End Date.

For delivery starting between September 1, 2020 and December 31, 2020

- | | |
|--|--|
| <input type="radio"/> Community Response
▶ Show description | Earliest submission:
June 5, 2020 |
| <input checked="" type="radio"/> Skills Training for Economic Recovery
▶ Show description | Earliest submission:
October 9, 2020 |
| <input type="radio"/> Youth Community Partnerships
▶ Show description | Earliest submission:
June 30, 2020 |

Please select this Intake for projects starting immediately

For delivery starting between January 1, 2021 and March 31, 2021

- | | |
|---|--|
| <input type="radio"/> Skills Training for Economic Recovery
▶ Show description | Earliest submission:
October 8, 2020 |
|---|--|

Please select this Intake for projects starting January 1st, 2021 or later

5. Answer the Yes/No questions, then click "Continue".

STEP 2:

1. Click "Edit" beside "Program Description."

Grant Selection	COMPLETE	Edit	▼
Program Description	NOT STARTED	Edit	
Supporting Project Documents	NOT STARTED	Edit	
Skills Training	NOT STARTED	Add New	
Employment Assistance Services	OPTIONAL	Add Provider	Edit
Participant Financial Supports	OPTIONAL	Edit	
Cost Estimate	NOT STARTED	Edit	

[Review and submit](#)

2. Go through the form, filling out all fields as necessary.

[Return](#)

Edit Program Description

Enter the information about your program below. When you have completed the form, click Done to move to the next step.

* INFORMATION MUST BE PROVIDED

Program Description *

Provide a short, high-level description of your program (300 characters maximum)

Applicant Type *

Number of Participants *

Employment of participants at the end of training is a requirement of this program. Enter the number of participants to be employed at the end of the program.

3. Select "Applicant Type" from drop-down list. If you do not see your applicant type, please select "Other"
4. Training projects must be cohort-based (recommend minimum of 20 participants)
5. Please ensure you accurately identify vulnerable or underrepresented groups your project is intended to support

Vulnerable or Underrepresented Populations*

If the program is intended to support vulnerable or underrepresented groups, please identify which ones from the list below. Select all that apply.

Note: Participant Information Forms will be collected and used to verify the following information.

Vulnerable

Individuals facing barriers to employment such as former inmates, chronically unemployed, etc.

Older Workers 55+

Persons with disabilities

Refugees and protected persons

Youth at risk including youth in care or former youth in care (aged 15 to 29)

Underrepresented

Indigenous persons

Landed Immigrants to Canada within the past five years

Women training in underrepresented fields such as Trades, Natural Resources or Technology

Youth (aged 15 to 29)

North American Industry Classification System (NAICS) code for the sector in which the participants will be employed at the end of training.*

11 | Agriculture, Forestry, Fishing and Hunting

111 | Crop Production

1111 | Oilseed and Grain Farming

11111 | Soybean Farming

111110 | Soybean Farming

National Occupation Classification (NOC) for the occupations in which the participants will be employed at the end of training.*

0 | Management occupations

00 | Senior management occupations

001 | Legislators and senior management

0011 | Legislators

Community Names *

Select the communities that will benefit from the program. Hold down the Ctrl key and click to select multiple communities.

Search communities

Valleyview – Thompson Okanagan
 Vallican – Kootenay
 Van Anka – Vancouver Island/Coast
 Vancouver – Mainland/Southwest
 Vanderhoof – Nechako
 Wanway – Cariboo
 Vargas Island – Vancouver Island/Coast
 Vaseaux Lake – Thompson Okanagan
 Vaucroft Beach – Mainland/Southwest
 Vavenby – Thompson Okanagan
 Vedder Crossing – Mainland/Southwest
 Vermilion Crossing – Kootenay
 Vernon – Thompson Okanagan
 Vesuvius – Vancouver Island/Coast
 Victoria – Vancouver Island/Coast

Number of employers who are supporting this project *

1

In the next section of the application, you must attach a detailed program description and letters of support. Click Done when you have completed this part of the application.

Cancel Done

6. Select the appropriate NAICS and NOC codes for participants at the end of training.
7. Select community or communities to be served by your project.
8. Under “Number of employers...” select the number of support letters you will upload in next step.
9. Once finished, click ‘Done’.

STEP 3:

1. Click “Edit” beside “Supporting Project Documents.”

Grant Selection	COMPLETE	Edit	▼
Program Description	NOT STARTED	Edit	
Supporting Project Documents	NOT STARTED	Edit	
Skills Training	NOT STARTED	Add New	
Employment Assistance Services	OPTIONAL	Add Provider	Edit
Participant Financial Supports	OPTIONAL	Edit	
Cost Estimate	NOT STARTED	Edit	

[Review and submit](#)

2. Click “Add Attachment.”

● Attach the following documents to complete your application.

1. Detailed Training Project Description

A detailed description of your training project should include the following information (limit to 2 pages or 1,000 words):

1. Description of the workforce challenges or opportunities the proposed project will address and its benefits for the community and/or industry or sector.
2. Description of the participant recruitment process. You must demonstrate there are participants available for your program. Target number of participants.
3. For all projects:
 - Description and list of employers supporting and benefiting from this project (see "Letters of Support" below);
 - Description of the participant/employer job matching process after the skills training phase.
4. For programs leading to self-employment:
 - Description of need and opportunity for this type of self-employment in the community;
 - Description of the process participants would have to complete after the skills training phase in order to start self-employment.
5. A list of the key activities and timelines from the beginning of the project to the end.

1. Letters of Support

Letters of support are an important part of your application. They indicate the level of support your community and/or sector has for your training project. A valid letter of support for your project must:

- Be dated no more than four months prior to your application.
- Be on the letterhead of the supporting organization and signed by a representative.
- Show support for the project in the community and/or sector.

Letters of support from employers strengthen an application, particularly where there is a commitment to hire or to interview participants at the end of training.

1. Certificate of Insurance

Applicants must show evidence they provide, maintain and pay for insurance as would normally be carried by a reasonably prudent service provider operating in British Columbia providing services similar to skills training, Employment Assistance Services and Participant Financial Supports.

- Such evidence could be in the form of a Certificate of Insurance indicating adequate commercial general liability (CGL) insurance.

3. Please be sure to attach all requested documents including a detailed project description, letters of support, and the Certificate of Insurance for your organization.
4. In your project description, please indicate proposed participant groups e.g. Youth (15 to 29), low skilled (high-school completion or less).
5. Click "Add Attachment" to choose a document from your computer. Enter a description for the document in the box below, then click "Save."

Add Attachment

Name:
No file selected Choose File

Description:

500 chars left

Cancel Ok

6. You can change or remove attached files as needed.
7. Once you've completed attaching documents, click "Done."

STEP 4:

1. Click "Add New" beside "Skills Training."

2. In this stream, only one skills training provider can be listed, so **please only enter your organization as the Skills Training Provider.**

- For the Skills Training for Economic Recovery stream, the applicant is permitted to be the skills training provider, but not mandatory. The applicant is permitted to engage a third-party skills training provider if required.

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Program Description	COMPLETE	Edit	▼
Supporting Project Documents	COMPLETE	Edit	▼
Skills Training	NOT STARTED	Add New	
Employment Assistance Services	OPTIONAL	Add Provider	Edit
Participant Financial Supports	OPTIONAL	Edit	
Cost Estimate	NOT STARTED	Edit	

Review and submit

3. In the “Skills Training Course Title” field, place the name you’ve given your project
4. Enter start and end dates of your training project.
5. Under “Training Provider Name” place the name of the applicant (your organization).
6. **Please note training costs, employment assistance services, participant financial supports and administrative costs cannot exceed \$8,000 per participant in total (e.g. for 20 participants, \$160,000.00 would be the total for all three components).**
7. Once you are finished, click “Done”.

Add Skills Training

Enter the information about your skills training and skills training provider below. When you have completed the form, click Done to move to the next step.

* INFORMATION MUST BE PROVIDED

Skills Training Course Title *

Training start date

Month Day Year

Training end date

Month Day Year

Delivery Method *

Class Room
 Workplace
 Online

Total Training Hours *

Skills Training Focus *

< Select one >

Skills Development *

< Select one >

Expected certificates, qualifications or credentials *

< Select one >

Total Cost *

Enter the total cost for this skills training component for the number of participants you have entered in the Program Description.

\$0.00

Add Skills Training Provider

Enter the information about the training provider you have selected below. When you have completed the form, click Done to move to the next step.

If your training provider is not registered with the BC Private Training Institutions Branch then you will need to attached proof of instructor qualifications and course outline.

Training provider name *

Type of training provider *

< Select one >

Address of Training Location

Canada Other Countries

Address line 1 *

Address line 2

City *

City

Province *

British Columbia

Postal code *

V0V0V0

Training Provider Contact

Enter the contact information for your training provider.

Contact first name *

Firstname

Contact last name *

Lastname

Contact email *

e@mail.com

Contact phone number *

111 - 111 - 1111 Ext 1

Does the training take place outside of BC? *

Yes No

Online training is considered training in BC.


STEP 5

1. If your project is offering employment assistance services, click “Add Provider” next to “Employment Assistance Services.”
2. **EAS can be provided by the applicant or a third-party service provider.**
3. Go through the form, filling out all fields as necessary.

4. If your project isn't offering employment assistance services, skip this step.

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Program Description	COMPLETE	Edit	▼
Supporting Project Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
 test	COMPLETE	Delete	Edit
Employment Assistance Services	OPTIONAL	Add Provider	Edit
Participant Financial Supports	OPTIONAL	Edit	
Cost Estimate	INCOMPLETE	Edit	▼

Edit Employment Assistance Service Provider

Enter the information about the Employment Assistance Service Provider you have selected below.

Service Provider Name *
Service Provider Name #1

Address line 1 *
321 Street St

Address line 2

City *
City

Province *
British Columbia ▼

Postal code *
V0V0V0

Service Provider Contact
Enter the contact information for your service provider.

Contact first name *
Firstname

Contact last name *
Lastname

Contact email *
e@mail.com

Contact phone number *
222 - 333 - 4444 Ext

Cancel Done

5. Once you're finished, click "Done."
6. If you have more than one employment assistance service provider, click "Add Provider" again.
7. Otherwise, click "Edit" next to "Employment Assistance Services."

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Program Description	COMPLETE	Edit	▼
Supporting Project Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
test	COMPLETE	Delete	Edit
Employment Assistance Services	COMPLETE	Add Provider	Edit
test	COMPLETE	Delete	Edit
Participant Financial Supports	OPTIONAL	Edit	
Cost Estimate	INCOMPLETE	Edit	▼

[Review and submit](#)

8. Tick the checkboxes for any employment assistance services you're offering.

Services to be delivered*

Service	Description
<input checked="" type="checkbox"/> Pre-employment Services and Supports	For Example: Training plan – working with a participant to develop a specific plan including identifying training needs, key steps, timelines, resources and milestones to secure sustainable employment or move onto further training leading to employment.
<input checked="" type="checkbox"/> Pre-employment counselling/ coaching	Employment or career counselling to help the participant to achieve their employment or career goals. Includes: <ul style="list-style-type: none"> • supporting participants with their training plan; • assisting in the exploration of specific opportunities in participant's local community; • mentoring and coaching; • mental health, drug and alcohol counselling. Includes: <ul style="list-style-type: none"> • Intake assessments to determine program eligibility and suitability, employment readiness, potential barriers to employment, and training needs; • Personality, vocational and essential skills assessments.
<input type="checkbox"/> Indigenous cultural components	For Example: <ul style="list-style-type: none"> • Unique Indigenous protocols; • Elder Support.

Total Cost *
Enter the total cost for Employment Assistance Services for the number of participants you have entered in the Program Description

\$10,000.00

9. Please note the combined total costs of training, employment assistance services, participant financial supports and administrative costs cannot exceed \$8,000 per participant (e.g. for 20 participants, \$160,000.00 would be the total for all three components).
10. Enter the total cost for the employment assistance services, then click "Done."

STEP 6

1. Click “Edit” next to “Participant Financial Supports.” **Please note the maximum cost for training, employment assistance services and participant financial supports is \$8,000 per participant.**
2. If you are **not** providing Participant Financial Supports (PFS), please skip this step.
3. **Please note the combined total costs of training, employment assistance services, participant financial supports and administrative costs cannot exceed \$8,000 per participant (e.g. for 20 participants, \$160,000.00 would be the total for all three components).**

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Program Description	COMPLETE	Edit	▼
Supporting Project Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
<input checked="" type="checkbox"/> test	COMPLETE	Delete	Edit
Employment Assistance Services	COMPLETE	Add Provider	Edit ▲
<input checked="" type="checkbox"/> test	COMPLETE	Delete	Edit
Participant Financial Supports	OPTIONAL	Edit	
Cost Estimate	INCOMPLETE	Edit	▼

[Review and submit](#)

4. Tick the checkboxes for any financial supports you’re offering.

Edit Participant Financial Supports

Financial supports and benefits for the participant to remove barriers to the participant's success in the program.

Identify the Participant Financial Supports you will be delivering in your program by checking the boxes that apply below.

Services to be delivered*

Service	Description
<input checked="" type="checkbox"/> Childcare	For a participant's child while the participant is attending training or other services.
<input checked="" type="checkbox"/> Transportation	To get to training, services, job interviews or employment. Includes bus passes and mileage.
<input checked="" type="checkbox"/> Other supports	For Example: <ul style="list-style-type: none"> • Disability supports - provided to persons with disabilities to assist them in participating in training and other services, and in obtaining and maintaining employment; • Accommodations while attending training; • Equipment or work gear.

5. Enter the total cost for the financial supports, then click “Done.”

STEP 7:

1. Click "Edit" next to "Cost Estimate."

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Program Description	COMPLETE	Edit	▼
Supporting Project Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
▶ test	COMPLETE	Delete	Edit
Employment Assistance Services	COMPLETE	Add Provider	Edit ▲
▶ test	COMPLETE	Delete	Edit
Participant Financial Supports	COMPLETE	Edit	▼
Cost Estimate	INCOMPLETE	Edit	▼

Review and submit

2. Review the cost estimates. Click "Edit" to make changes to any categories.

Number of Participants In the Program*

20

Cost Estimates

Expense Type	Number of Participants	Average Cost per Participant	Total Cost	Requested Government Contribution	
Skills Training	20	\$7,000.00	\$140,000.00	\$140,000.00	
> test			\$140,000.00		Edit Delete
Employment Assistance Services	20	\$500.00	\$10,000.00	\$10,000.00	Edit
Participant Financial Supports	20	\$500.00	\$10,000.00	\$10,000.00	Edit
Administration			\$16,000.00	\$16,000.00	Edit
Totals			\$176,000.00	\$176,000.00	

Employment Supports total average cost per participant is \$1,000.00

If you're claiming a program administration fee, enter it here by clicking "Edit." Please note maximum allowed is 10% of project costs.

3. Click “Review and Submit.”

Complete Grant Application

Your application is complete. Your earliest submission date is shown in the status block.

Grant Selection	COMPLETE	Edit	▼
Program Description	COMPLETE	Edit	▼
Supporting Project Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
▶ test	COMPLETE	Delete	Edit
Employment Assistance Services	COMPLETE	Add Provider	Edit ▲
▶ test	COMPLETE	Delete	Edit
Participant Financial Supports	COMPLETE	Edit	▼
Cost Estimate	COMPLETE	Edit	▼

[Review and submit](#)

4. Go through each page of the form and review your details. Click the “Edit [...]” buttons to make any changes, then click “Continue” to go to the next page.
5. Please read the declaration and select the “By checking this box I make this declaration” checkbox, then click “Submit Application.”
6. Your application is now submitted. You will see the application in a **Submitted** status on your STG home page. The program area will review it and send you an email with your next steps. Please check back to the STG frequently after submission.
7. **If your application is approved for funding, you have five business days to accept the funding agreement.**

Your application has been submitted.

Funding provided by the Government of Canada through the Workforce Development Agreement

B.C. Employer Training Grant

Start New B.C. Employer Training Grant Application

Current grant opportunities are for training starting between 2019-01-01 and 2019-03-31, or between 2019-04-01 and 2019-08-31.

Community Workforce Response Grant

Start New Community Workforce Response Grant Application

Current grant opportunities are for training starting between 2019-01-01 and 2019-03-31.

Your applications and claims

A list of your grant application files and their status is shown below.

1950034 Enter your program description here. (start date 2019-01-28)

Community Workforce Response Grant – Emerging Priorities

Date submitted: 2019-01-28

SUBMITTED

View