



Community Workforce Response Grant

Frequently Asked Questions

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Application

1. Am I an eligible applicant?

Before applying, please review the [Eligibility Criteria](#) for each stream. This will assist you in determining if you are an eligible applicant and under which stream you should apply. Eligibility for each stream is different.

2. When can I apply?

Applications are accepted throughout the year depending on the project start date; please visit the stream pages on the Community Workforce Response Grant (CWRG) [web page](#) for details. Once internal application targets have been met for an intake period, the grant stream will close.

3. How do I apply for the grant?

Complete an online application through the [Skills Training Grants System](#); to access the system, you will need a Business [BCeID](#) account. It can take up to three weeks to receive a BCeID.

Please review the [Application Prep Checklist & Support](#) resource document before applying, it provides a summary of the information that will be required on your application.

If you have additional questions, please contact the CWRG team at CWRG@gov.bc.ca, or by phone 250-952-6914 (toll free 1-877-952-6914).

4. Can the service provider or the skills training provider submit the application on my behalf?

No. You must use your Business [BCeID](#) and password to submit the application. You are not permitted to share your Business BCeID and password.

5. What specific information do I need to have regarding my project?

Before applying, please review the [Application Prep Checklist & Support](#) resource document as it provides a summary of the information that will be required on the application.

When your application is evaluated, additional information about your project may be required. This may include details on marketing, recruitment, participant costs and budget. Please refer to the [Eligibility Criteria](#) for submission requirements.

6. Do I need to have a contract with my service providers?

An agreement outlining provision of services, with delivery specifications, dates and values as well as privacy and security agreements is recommended, but not required.

Any quotes for service should be uploaded into the application to strengthen the request for funding.

7. What happens if I apply under the wrong stream?

If you apply under the wrong stream, contact the CWRG team at CWRG@gov.bc.ca as soon as possible.

8. How are applications evaluated?

Applications are evaluated using stream specific eligibility criteria. Before creating a funding application, please review the [Eligibility Criteria](#) for each stream.

9. Will I be required to provide additional information after I apply?

Yes. When your application is reviewed, additional information about your program and the project budget may be required. This may include details on marketing, recruitment, participant costs, and budget.

10. Can I make changes to my application once submitted?

After submission, changes to your application must be made by a CWRG program manager. Please send the request to CWRG@gov.bc.ca.

11. How long will it take to receive a decision on my grant application?

Evaluation of applications may take up to 60 calendar days, please consider this when proposing projects and specifically, training start dates.

12. Can I apply for other funding to cover the cost of the project? For instance, can CWRG funding support a component of a larger project?

Yes. However, project delivery costs funded by another program are ineligible under the CWRG. If there are multiple funders for a larger project, you are required to report this information at the time of application by specifying which aspects of the project will be paid for by other funding sources.

13. How do I find the North American Industry Classification System (NAICS) codes?

You must provide a four-digit NAICS code that matches the industry in which the participant is going to be employed after the training. Subsector descriptions and corresponding four-digit NAICS codes can be found [here](#).

Grant Funding

14. What is the maximum grant amount?

The maximum funding per application is \$300,000. The maximum for each participant is \$15,000 per fiscal year (April 1 to March 31).

15. Do I need to pay for the training up front?

You can submit a claim to cover the payment for training, as long as the invoice from the training provider is uploaded with the claim. However, within 30 days of receiving grant funding you must provide proof that the service provider(s) have been paid (e.g. paid invoice or receipt). See the [Claim Submission Guidelines](#) for details.

16. Are there any guidelines for creating a budget?

No. You are required to submit a budget that is reasonable and demonstrates value for money. Costs that do not directly support the project should not be included. You are encouraged to provide detailed information on how the funds requested will be spent. Should it be deemed necessary, you must be able to provide supporting evidence for project costs.

17. Is there a list of eligible administrative costs?

Administrative costs must directly relate to project delivery to be eligible.

Examples include:

- Costs for any materials, tools and proportioned salaries used in administering project components
- Facility lease/rental to provide a training space (if paid by applicant directly)
- Marketing and promotion of projects and opportunities
- Wages and employment related costs for staff who are coordinating, organizing or administering the project
- Costs associated with project management, outreach and recruitment of participants, claims and reporting

If you are uncertain if your project costs are eligible, please contact CWRG@gov.bc.ca for additional support. The Ministry reserves the right to make final determination on eligibility and value for money.

18. What kinds of items can be included under “personal protection equipment, required equipment or work gear” in the “Participant Financial Supports” section of the application?

If participants require their own personal protective equipment to participate in the training and/or to obtain employment—for example, hardhat, work boots, safety goggles—this would be eligible as the intent of participant financial supports is to remove barriers to the participants’ success in the project.

If the industry standard were that in order to obtain employment in the field, workers are expected to come to the job site with their own work tools, these would be eligible participant financial supports. These supports would only be available to participants who have completed the training and need to have their own tools in order to gain employment or achieve the outcomes of the project.

19. What is considered an eligible participant financial support?

Financial supports and benefits are for the participant to remove barriers to success in the project. These costs support the participants for the purposes of training and/or to prepare themselves for imminent employment.

For example:

- Supports to care for a participant's child(ren) while the participant is attending training
- Supports to enable the participant to travel to training, services, job interviews or employment, including bus passes
- Disability supports provided to persons with disabilities to assist them in participating in training/services, obtaining and maintaining employment (including financial supports deemed reasonable by the service provider) and specialized equipment
- Lodging while attending training
- Required equipment or work gear
- Haircut prior to job search or interview

For participants in self-employment projects, business start-up costs may be included, for example: business cards, the first month of domain hosting and other reasonable costs.

Capital assets may not be covered as a participant support, for example: laptop, cell phone, etc.

20. Are capital expenditures eligible for funding?

No, capital expenditures are not eligible costs. It is expected that the equipment needed to deliver the training will be provided by the training provider.

21. What else is ineligible for funding?

Expenditures that are not related to delivering the project are considered ineligible. These include but are not limited to:

- Costs related to the development of the proposal or project application
- Costs not directly associated with the delivery of the project or not directly required to meet the deliverables of the project
- Costs incurred before the start date or after the end date of the project
- Administrative salaries that are not directly tied to project management or project delivery
- Staff salary bonuses
- Legal fees, court awards, fines and penalties (e.g. parking tickets)
- Out-of-province travel costs for project staff or participants
- Annual membership fees to associations or private clubs (e.g. gyms, golf courses)
- Costs related to annual general meetings, budget deficits, membership fees, fundraising activities, committee and political meetings or religious activities
- Costs for any materials, tools, techniques, approaches, developments or salaries used in training, work placements or other project components that have already been reimbursed by government funding to the applicant under any other funding agreement
- Reimbursement for airfare purchased with personal frequent flyer points programs
- Losses on other projects or contracts

- Interest charges
- Purchase of alcoholic beverages or cannabis-related products
- Participant wages and completion bonus for training

22. Can I add GST to any portion of my claims?

Claims can be made for the total amount of each service. These invoices should include all applicable costs at the time of submission. Anything claimed in excess of the original approved budget in Schedule A of the Agreement will be ineligible for payment.

23. Is funding through the grant considered business income that would need to be declared for tax purposes?

Please consult your accountant or the Canada Revenue Agency (CRA) for tax advice.

24. Do participants who have their tuition paid from the grant have to pay tax?

Please consult your accountant or the CRA for tax advice.

Participant Eligibility

25. Can a participant apply for a grant directly?

No. Participants cannot apply directly, please see the [Eligibility Criteria](#) to see a list of eligible applicants under each stream.

26. Are temporary foreign workers, international students or people with working holiday visas eligible participants?

No. Participants must be Canadian citizens, permanent residents or protected persons (as designated under the Canada Immigration and Refugee Protection Act) entitled to work in Canada. Please see the section “Participant Eligibility” in the [Eligibility Criteria](#) for details.

27. Are immediate family members of applicants eligible to participate in training?

There are no restrictions on immediate family members of applicants taking training. During the contract term, you must not perform a service for, or provide advice to, any person or entity where the performance of such service or the provision of the advice may (in our reasonable opinion) give rise to a conflict of interest.

Project and Provider Eligibility

28. Can I also be the skills training provider and/or the employment assistance service provider?

No. As stated in the section “Eligible Service Providers” of the [Eligibility Criteria](#), the skills training provider and the employment assistance service provider **must** be third parties to the applicant.

29. Is there a list of approved skills training providers or service providers?

No. Previous approval of a skills training provider or a service provider does not guarantee approval in the future. All applications are assessed on a case-by-case basis. Please refer to the [Eligibility Criteria](#) for the stream under which you are applying.

30. Can projects begin before the grant application is approved?

Yes. However, if the project begins before the application is evaluated, you are responsible for all project costs should the application not be approved by the Province.

31. Is training that takes place at the workplace eligible?

Yes. All skills training providers must have the expertise, qualifications and experience to deliver this component of the project.

32. The project has started. Can I apply for a grant?

No. The application must be received before the project start date.

CWRG Agreement

33. Can changes be made to an Agreement once it has been accepted? If so, what kinds of changes will be allowed?

Yes. Some changes can be made at certain times through the [Skills Training Grants System](#). Refer to the Agreement for details. Contact the CWRG team at CWRG@gov.bc.ca for more information.

34. Who is responsible for monitoring the funded project and reporting to the Ministry?

As the Agreement holder, you are responsible for monitoring and reporting for the project as per your CWRG Agreement.

35. What if I cannot proceed with the project in my Agreement?

If you are unable to proceed, you must cancel your Agreement through the [Skills Training Grants System](#), or inform the CWRG team as soon as possible at CWRG@gov.bc.ca.

See section 7 of your Agreement for more details

Communications

36. Can I make a public announcement once I accept an Agreement?

Prior to making any public announcements with respect to your participation in the CWRG, you must obtain approval from the Province. For more information, contact the CWRG team at CWRG@gov.bc.ca for more information.

37. What do I need to do in order to market my project in the community?

If you are interested in marketing the project in the community and wish to use posters, rack-cards, newspaper ads, or radio acknowledging provincial and federal assistance, go to [Workforce Development Agreement - funding lock-up](#).

Send your marketing material with the completed Application for WDA Third Party Use form to CWRG@gov.bc.ca. The material will be reviewed to ensure guidelines are met (turnaround time is approximately three business days).

38. How do I share a success story of one of the participants?

If you would like to share a success story publically of one or more of your participants, go to [Workforce Development Agreement - funding lock-up](#) and have the individuals sign a release form before using stories, pictures or first-person experiences in any manner. Contact CWRG@gov.bc.ca for more information.

Reporting Requirements

39. Are there reporting requirements if I accept a CWRG Agreement?

Yes, the reporting requirements are:

- Participant Information Forms must be submitted online by the participants five business days before the start of training
- A claim can be submitted through the [Skills Training Grants System](#) once the Agreement has been accepted and all Participant Information Forms have been received by the Province
- At the time of claim, or within 30 days of payment by the Province, proof of payment to the skills training provider and employment assistance services provider must be submitted by email
- A Completion Report is required 30 days after the end of the project delivery date

Unless otherwise approved (in advance) in writing, all claims must be submitted in the fiscal year in which this Agreement is accepted. Fiscal year end is March 31st and it is recommended that all claims be received prior to March 15th.

