

Community Workforce Response Grant (CWRG)

Application Prep Checklist

The following information will be required in your application.

General Program Information:

- Program delivery start and end dates
- Timelines for each component of the program
- High level description of the program (300 character max)
- Detailed description of the program (1000 words or 2 pages max), including the following:
 - Description of the workforce challenges or opportunities that the proposed program will address and its benefits for the community and/or industry or sector
 - Description of the participant recruitment process (You must demonstrate that there are participants available for your program)
 - A list of the key activities and timelines from the beginning of the program to the end
 - For programs resulting in **employment**:
 - Description and list of employers supporting and benefiting from this project
 - Description of the participant/employer job matching process after the skills training phase
 - For programs resulting in **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

Skills Training:

- Course name
- Start and end dates
- Training provider details
- Cost

Employment Assistance Services:

- Type
- Service provider details
- Cost

Participant Financial Supports:

- Type
- Cost

Participant Details:

- Target number of participants
- Participants' current employment status
- If participants are part of a vulnerable or underrepresented population (and which group)
- Employment status at end of program (employed or self-employed)
- Expected National Occupation Classification code once employed

Letters of Support:

Emerging Priorities Stream:

- Letters of support:
 - For programs resulting in **employment**: Should demonstrate commitment from an employer or a group of employers to hire the participants at the end of the program
Or
 - For programs resulting in **self-employment**: Should demonstrate support and recommendation from the community regarding the need for the proposed skills training program in the region/community (e.g., Chamber of Commerce, municipality, etc.)
- Letters from other key members of the community may also be provided to demonstrate community need

Indigenous Communities Stream:

- Letters of support:
 - For programs resulting in **employment**: Should demonstrate commitment from an employer or a group of employers to hire the participants at the end of the program
Or
 - For programs resulting in **self-employment**: Should demonstrate support or recommendation from the indigenous community (e.g., Indigenous leaders or elders in the indigenous community, etc.)

Workforce Shortages Stream:

- Letters of support should:
 - Demonstrate commitment from an employer or a group of employers to hire the participants at the end of the program

Local or sector labour market data or research may be uploaded as well to support the need for the program.

