



Community Workforce Response Grant (CWRG)

Application Prep Checklist & Support

Application Prep Checklist

The following information will be required in your application.

General Project Information:

- Project delivery start and end dates
- Timelines for each component of the project
- High level description of the project (300 character max)
- Detailed description of the project (1000 words or 2 pages max), including the following:
 - Description of the workforce challenges or opportunities that the proposed project 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 project)
 - A list of the key activities and timelines from the beginning of the project to the end
 - For projects 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 projects 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
- Course outline may be required
- Start and end dates
- Training provider details
 - Instructor qualifications may be required
- 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 project (employed or self-employed)
- Expected National Occupation Classification code once employed

Letters of Support:

Emerging Priorities Stream:

- Letters of support:
 - For projects resulting in **employment**: Should demonstrate commitment from an employer or a group of employers to hire the participants at the end of the project

Or

- For projects resulting in **self-employment**: Should demonstrate support and recommendation from the community regarding the need for the proposed skills training project 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 projects resulting in **employment**: Should demonstrate commitment from an employer or a group of employers to hire the participants at the end of the project

Or

- For projects 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 project

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

Application Support

It is recommended that you use Google Chrome or Mozilla Firefox to access the Skills Training Grants System, Internet Explorer is **not** recommended.

[Accessing the Online Application - Skills Training Grants System](#)

[Business BCeID Questions and Answers](#)

Please review the resources above. If you continue to have difficulties, our help desk is open from 8:30 am to 4:30 pm, Monday through Friday, to answer any other questions you have about how to access the Skills Training Grants System. The help desk is closed on statutory holidays.

You can report your problem or question by [phone or email](#). Select “WorkBC General Inquiry” for your inquiry.

