



Work  
Experience  
Opportunities  
Grant

# APPLICATION GUIDE 2022



Ministry of  
Social Development  
and Poverty Reduction

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# Frequently Asked Questions – FAQs

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## How the funding application process works

### **1. When can I apply?**

You can apply now, and applications will be accepted until midnight on March 7, 2022.

### **2. Can my organization submit more than one application?**

Organizations can only apply once for funding for a total of up to 10 participants.

### **3. How does my organization recruit participants?**

Organizations can recruit participants in their community. If you have potential individuals in mind, please contact them to fill out the participant application form and the ministry will verify their eligibility. If you need help with recruitment you can contact your local [WorkBC Centre](#) to be connected with eligible participants.

### **4. Are there multiple placement options available to meet participant needs?**

Each grant is provided at \$5,000 per participant. Funds can be applied to placements in two different ways depending on the number of hours the participant can complete in a week and the level of support funds needed.

#### Option 1:

- Grant amount: \$5,000
- Duration of work experience placement: 12 weeks
- Hours: approximately 20 hours/week with a total of 240 hours for the entire placement
- Participant stipend amount Payment: \$3,600 for the entire placement
- Remaining funds: \$1,400 to be used for participant support costs (including hourly wages), costs of certificates/training, or to help with the organization's related administrative costs

#### Option 2:

- Grant amount: \$5,000
- Duration of work experience placement: 20 weeks
- Hours: approximately 10 hours/week with a total of 200 hours for the entire placement
- Participant stipend amount: \$3,000 for the entire placement
- Remaining funds: \$2,000 to be used for participant support costs (including hourly wages), costs of certificates/training, or to help with the organization's related administrative costs

### **5. When do I need to confirm which placement option a participant will take part in?**

When you submit a potential participant's information to the Ministry for verification, you will need to indicate which placement option the participant will take part in. At this point, you

should have some knowledge of the participant's ability to participate 10 or 20 hours per week and the amount of supports they may need.

If the participant needs to change options throughout their placement, you should contact the Ministry to inform of the changes being made.

**6. Is there a timeline for starting and completing the work experience placement?**

Organizations are encouraged to start their placements as soon as their work experience participants have been confirmed.

We understand certain situations may not permit a start that quickly. All participant application forms must be submitted to the ministry for verification by September 12, 2022, and all work experience placements must be completed by March 31, 2023.

**7. Can my organization host participants at different worksites or locations?**

Yes, organizations approved for multiple participants can host participants across worksites or locations dependent on operational/participant need.

Partnerships between an applicant organization and a host business/organization is also supported.

Example: A non-profit applicant may partner with a for-profit business to provide work experience opportunities at a location other than the non-profit's place of business.

For this type of placement, you will need to provide the host business/organization details on the [application form](#) when applying. The applicant organization then holds and administers the grant, provides wraparound supports and services, and ensures that the work experience placement complies with all grant funding requirements.

**8. My organization has multiple locations throughout the province. Can funding be provided to allow a work experience participant at each location?**

Ten work experience placements are the maximum available to each organization. Please see the answer to questions 7 for additional details on hosting participants at multiple locations.

**9. How are grant applications evaluated?**

The ministry evaluates each application to ensure they meet [eligibility criteria](#).

**10. When will I receive notification on the results of my application?**

We anticipate a response time of 3-4 weeks and will do our best to provide notification on decisions as quickly as possible. Response times may vary throughout the intake period as applicant volumes fluctuate.

**11. What is the deadline for submitting my participant application form to the ministry for verification?**

Organizations have until September 12, 2022 to submit their participant application forms to the Ministry for verification in order to meet the work experience placement deadline. The deadline for completing the work experience placement is March 31, 2023.

**12. What happens if I'm unable to recruit as many participants as I received funding for?**

Applications will be processed based on the number of participants included on your application form. If you are unable to recruit the number of participants listed on your form, contact your nearest [WorkBC Centre](#) for support with recruitment when identified, and before the September 12 deadline.

If participants are found to be ineligible, organizations will have until September 12 to re-submit additional participants for verification. At this point, any vacant participant spots will be cancelled, and unused funds may need to be repaid to the ministry.

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## Funding

**13. What is the maximum funding amount my organization can receive?**

The maximum amount an applicant can receive is \$50,000 for 10 work experience placements. A grant of \$5,000 is provided per eligible participant.

**14. How should each grant of \$5,000 be used?**

There are two options on how to use the funding:

- Option 1: With this option, the participant would receive a minimum of \$3,600 for 240 hours of participation. This option is best suited for participant who are able to participate approximately 20 hours/week for 12 weeks. The remaining \$1,400 should be used for additional participant support costs or to help with the organization's administrative costs.
- Option 2: With this option, a participant participates approximately 10 hours/week for 20 weeks. The participant would receive a minimum of \$3,000 for 200 hours of participation. The remaining \$2,000 should be used for additional participant support costs (including hourly wages), costs of certificates/training, or to help with the organization's related administrative costs.

**15. How much money should work experience participants receive?**

Participants must be compensated at a rate of at least minimum wage, and in alignment with standard industry rates for the position (please refer to the answer to question 14 for additional details on the two options available and minimum compensations amounts for each option).

### **16. Can funding from other sources be used to enhance grant funds?**

Yes. Organizations can use funding from other sources in conjunction with the Work Experience Opportunities Grant to support placements. However, participants cannot be in receipt of a WorkBC Wage Subsidy while participating in the work experience placement.

### **17. Who is eligible to apply for funding?**

Eligible applicants include:

- Non-profit societies registered in British Columbia
- Registered non-profit societies that own, operate, or administer a social enterprise
- Federally registered charities
- Partnerships between non-profit organizations and businesses (for more details on this option, please refer to the response provided in the next question below)

Ineligible organizations include:

- Unregistered non-profit organizations
- Businesses
- Federal, Provincial, Municipal governments
- Other public sector organizations, e.g., Crown Corporations

### **18. Can the work experience placement be hosted by another business/organization in the community while administered and supported by the applicant?**

Yes, the work experience placement can occur at another business/organization if there is a partnership in place. The non-profit applicant must hold and administer the grant funds and ensure that the work experience placement complies with all requirements set out in the [application criteria](#).

If the work experience placement is meant to take place at a host business/organization that differs from the applicants business location, the applicant must include the name and location of the business/organization along with a description of the work placement activities on the [application form](#).

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## Participants

### **19. Who is eligible as a work experience participant?**

This funding opportunity is for:

- Anyone receiving income or disability assistance from the Ministry of Social Development and Poverty Reduction. Participants do not currently need to be receiving income or disability assistance payments but must be a ministry client eligible to receive income or disability assistance payments from the ministry.
- Indigenous individuals on reserve qualified to receive federal assistance.

**20. The following individuals are not eligible to participate:**

- WorkBC Wage Subsidy recipients
- Current employees in their existing positions

If you have questions, please email [workexperiencegrants@gov.bc.ca](mailto:workexperiencegrants@gov.bc.ca)

**21. Is the participant stipend exempt from income assistance?**

The stipend is exempt from the calculation of income assistance ([earnings exemptions](#)).

**22. Do I need to report the stipend for participants to the ministry?**

Work experience participants who are provincial BCEA Clients must report income received through the grant program to the ministry. As a grant holder, you are required to inform provincial participants of this obligation and must provide the [Income Reporting Guidelines for BCEA Clients participating in the Work Experience Opportunity Grant project](#) to each participant. If participants receiving provincial assistance have questions about ministry income assistance and the stipend, please have them connect with their local income assistance office or call 1-866-866-0800 during regular business hours.

**23. Will the stipend affect the earnings exemption?**

The stipend paid for the Work Experience Opportunities Grant is exempt from income eligibility calculations and will not affect the eligibility of individuals participating. Individuals need to declare the stipend to the ministry for tracking purposes.

**24. How do I determine if a potential participant is eligible for the work experience opportunity?**

To confirm participant eligibility, a verification from the ministry is required. Organizations must identify work experience participants to the ministry and have the participant application form completed for verification. If participants are not eligible, applicants will have the opportunity to submit other potential participants for review.

If you need assistance with participant recruitment, contact your nearest [WorkBC Centre](#).

**25. Can a previous work experience placement who participated in a previous intake participate again?**

In circumstances where no other participant is available and the past participant could benefit from continuing in the program, individuals who have previously completed the work experience in a past intake may participate again. Grant holders are required to exercise judgment and discretion in determining the appropriateness of repeat participation.

Participants who started a work experience placement but were unable to complete it may be eligible to participate again, at the organization's discretion.

**26. Can I hire the participant(s) once the program has been completed?**

Yes. Participants who are successful in their placements may be hired upon completion.

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## Work Experience Placements

### **27. What requirements will my organization need to host a participant?**

As in any workplace, there are several requirements to provide a safe environment for work experience placements. These include:

- WorkSafeBC coverage for both your organization and participants
- WorkSafeBC orientation requirements and guidelines
- COVID-19-related health and safety orientation & guidelines (appropriate physical distancing, personal protective equipment where required, etc.)

Organizations are expected to support participants with varied needs and abilities to successfully complete the paid work experience opportunity. Some participants may need more supports and accommodations than others.

### **28. What are some eligible activities?**

Eligible activities include things such as:

- assisting with food distribution and collection at a food bank
- packing boxes in a food bank
- operating the cash register at a shop
- feeding, grooming, cleaning animals and their facilities at a shelter
- trail maintenance at a local park
- invasive species removal
- data entry
- stuffing envelopes for a mail out
- sorting items at a thrift store
- answering phones
- stocking shelves and sorting inventory
- providing customer service

#### **Ineligible activities include:**

- cleaning a supervisor's personal property or other activities that contribute a personal service to the employer
- stuffing flyers for a political campaign or other partisan political activities

### **29. What is expected from my organization when hosting a participant?**

Your organization will be expected to provide appropriate monitoring, supervision and supports to each participant. Appropriate supports will vary between participants and placements, but could include:

- On-the-job training
- Coaching
- Entry level certifications
- Employment readiness training



In addition, a portion of the grant funds may be spent on participant supports to help remove barriers to participation in the program. This could include supports such as transportation or childcare.

**30. If my business/organization is successful in securing more than one work experience participant, can each participant start at staggered intervals?**

Staggered start dates are permitted. It is up to the organization to decide when to start each participant once participant confirmation to the program has been received. We encourage organizations to start placements without long delays after participant verification has been received to support placement success.

**31. If the participant was not able to complete the 200/240 hours in the timeframe provided (12 or 20 weeks) can the work placement be extended beyond the 12 or 20 weeks to make up the missing hours?**

The grant-funded work experience placements are meant to last either 12 or 20 weeks, depending on the options chosen. If participant hours are still outstanding, please contact the ministry for guidance.

**32. What do I do if the participant is unable to complete the 12- or 20-week work experience placement?**

If a participant is either unable to start their placement or is unable to complete the full 12 or 20 weeks, you may recruit a new participant to complete the remaining hours of the work experience opportunity. You must notify the ministry of the change, and the ministry must verify a new participant's eligibility prior to them starting the work experience.

The same participant payment requirements will apply to the new participant. Please see the response to question 15 "How much money should work experience participants receive?" on page 5 of this document.

Businesses/organizations hosting a substitute participant must do so using the original \$5,000 grant funds received.

**33. What do I do if I am unable to find a substitute participant to complete the remainder of the work experience opportunity?**

If you are unable to find a substitute participant and there are still more than three weeks remaining out of the 12-week placement, or more than five weeks remaining out of the 20-week placement, you will need to notify the ministry and the ministry will advise on the appropriate next steps.

**34. What are the reporting requirements?**

Upon completion of the program, a summary of the work experience opportunity will be required. The ministry will provide details on the reporting requirements. Final reports must be submitted by April 14, 2023.

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## Technical Support for Applying

### **35. Can I save an incomplete application to finish later?**

No. The application must be completed in one session. Closing the application or refreshing your browser will reset the form and all data will be lost.

### **36. When submitting the application form, if a message is received that informs of incomplete/missing information, how do I ensure my information will be retained when going back through the form?**

To modify the form, use the *Back* button at the bottom of the form and not the Browser *Back* button. If the Browser *Back* button is used, your information will not be retained.

### **37. How do I know if my application has been successfully received?**

Once you complete the application, you will be directed to a confirmation page that includes an application ID. A confirmation email will also be sent to the contacts listed on the application.

### **38. I received the message “An error has occurred, please refresh the page. If the error persists, please try again later”, what do I do?**

This means that an error has occurred communicating to the system. Please refresh your page or restart your browser. *NOTE:* the application has not been saved and received by the ministry until a confirmation page with an application ID is shown.

### **39. How do I provide participant details to the ministry for verification of status?**

As part of the application process, you will receive a unique URL to an online form that prospective participants must complete. Participants who are unable to complete the form online may submit the form via PDF to [workexperiencegrants@gov.bc.ca](mailto:workexperiencegrants@gov.bc.ca)

### **40. What happens if I lose my unique application ID and URL?**

Your participant can still provide consent at [www.workexperiencegrants.gov.bc.ca](http://www.workexperiencegrants.gov.bc.ca) and complete the form using your organization name instead of the application ID. Alternatively, submit this PDF to [workexperiencegrants@gov.bc.ca](mailto:workexperiencegrants@gov.bc.ca)

### **41. The application asks for supplier number. What is this?**

The supplier number is a unique identifier for companies, individuals, employees, societies or programs that receive payments from the Government of British Columbia for goods received, grants paid/and or services rendered. If you do not have an existing supplier number, no action is required, the ministry will create one for your organization to allow the payment to be processed.

# Application

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## Information You Need to Complete the Application Form

- Provide the business/organization mission statement/mandate and legal name
- Have your 9-character business number ready to include on the [application form](#)
- Have either your business/charity/non-profit registration number or identification available if you have it
- Consider how many participants you can support and would like to apply for (the maximum is 10 work experience placements)
- Ensure you have adequate WorkSafe BC insurance coverage to meet the needs of the placement(s)
- Consider the type of activities participants will be doing. Will they be packing boxes in a food bank, sorting items at a thrift store, working a cash register at a shop, doing data entry, maintaining trails or doing invasive species removal in a park, etc.
- Consider the type of participant supports and work experiences your organization can provide, such as:
  - Training
  - On the job coaching/supervision
  - Mentorship
  - Flexible working arrangements
  - Wrap around supports such as personal protective equipment, childcare or transportation
- Consider the types of valuable skills or additional benefits participants will receive through the work placement with your organization, such as:
  - Essential skills like computer use, communication or literacy skills
  - Life skills such as time management or self employment experiences
- If you already have an existing supplier number (a BC Government unique vendor ID) please have this available to include on the application form

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## Sample Completed Application Form

This sample of the Work Experience Opportunities Grant application form shows the required fields and example responses in order to help better prepare you when applying. Some of the questions are conditional and therefore may not be shown on this example form as they are dependant on responses to previous questions. We hope you find it helpful.



## Organization Information

**Operating Name \***

Building Homes for Better Futures Society

**Legal Name \*** Please enter the name of your organization as it is registered with the provincial Societies Act or federal Income Tax Act.

Building Homes for Better Futures Society of Southwest British Columbia

**Mandate \*** Provide mission statement or purpose of the organization

Our mission is to inspire and activate volunteers and community partners in building affordable housing for those in need. We promote as a me

**Website \*** <https://website.ca>

<https://www2.buildinghomesforbetterfutures/southwestbritishcolumbia.ca>

**Business Number \*** Your business number is your unique, 9-digit business identifier issued by the Canada Revenue Agency.

111333555

**Is your organization: \***

- An incorporated non-profit (society) under the BC Societies Act  
 A charity registered federally under the Income Tax Act  
 None of the above

Registered non-profit organizations that own, operate or administer a social enterprise are also eligible to apply

**Please enter your registration ID under the BC Societies Act.** This number will have the format S1234567 or XS1234567

S1234567

**What is your non-profit or charity classification? \***

Development and Housing

**What is your subclassification? \***

Housing

\*I confirm that my organization is based in or operating in British Columbia.

## Organization Contact

### Main Contact

**Position Title \***

Executive Director

**First Name \***

Monique

**Last Name \***

Smith

**Email Address \*** someone@example.com

msmith@BHBF.com

**Phone Number \*** 250-555-5555

250-653-3124

## Alternate Contact

<b>Position Title*</b>	<b>First Name *</b>	<b>Last Name *</b>
<input type="text" value="Manager"/>	<input type="text" value="Jason"/>	<input type="text" value="Jones"/>

<b>Email Address*</b> someone@example.com	<b>Phone Number*</b> 250-555-5555
<input type="text" value="jjones@BHBF.com"/>	<input type="text" value="250-653-3125"/>

## Contact Address

If your application is approved, funds will be issued via cheque to this address.

My organization's contact address is different than the organization's mailing address.

**Address 1 \*** Street address, P.O. box, company name, c/o

**Address 2** Apartment, suite, unit, building, floor, etc.

<b>City *</b>	<b>Postal Code *</b> V0R2V5
<input type="text" value="Victoria"/>	<input type="text" value="V0R1V7"/>

Next



## Opportunity Details

**How many work experience participants are you applying for? \***

Participants must meet all eligibility requirements. Eligibility will be verified by the Ministry.

- \*I have adequate [WorkSafe BC insurance coverage](#) to meet the needs of the placement.
- \*I commit to:
  - Supervise and support the participant for the duration of the project; and
  - Adhere to all health and safety guidance from the BC Provincial Health Officer (PHO) to reduce the transmission of COVID-19; and
  - Ensure all WorkSafeBC requirements are met.
- \*I understand that all work experience participants must be eligible to work in British Columbia and that participants are:
  - Designation as a Person with Disabilities (PWD) from the Ministry of Social Development and Poverty Reduction; OR
  - Status as a Person with Persistent Multiple Barriers to employment (PPMB) from the Ministry of Social Development and Poverty Reduction;
  - OR
  - For Indigenous individuals living on reserve, the equivalent federal PWD designation or PPMB status.
- \*I understand that the Work Experience Opportunities Grant program is not available to WorkBC Wage Subsidy recipients or current employees in their existing positions.
- \*I understand that, as the non-profit organization, our organization will hold and administer the grant, provide wraparound supports and services, and ensure that the work experience placement complies with all requirements.
- \*I confirm that the placement is **12 weeks**.

**Will the work experience take place at a partnering business in the community other than the non-profit organization listed on step 1 of the application form?\***

- Yes
- No

**Work Opportunity** \* Please provide additional details on each participant's job title, duties, responsibilities, tasks, anticipated hours of work, work location, and other relevant information. Please review the application guide for a list of example activities (link). Ex: Title - thrift store associate, Duties - sorting donation items, displaying merchandise, packing items into boxes, working a cash register, greeting customers, etc. (2000 characters max.)

3 positions - Store Assistant/Customer Service (2) & Construction Support/Labourer (1). Store assistant/Customer Service placement will work 2-4 shifts of 4-6 hours/week. They will help assess and/or repurpose incoming donated items while learning how to do minor repairs to improve chance of re-sale. They will serve customers, promote the sale of stock, encourage a positive work culture and work alongside staff.

419/2000

**What will the organization provide to support the participant(s) during the work experience?** \* Please select all that apply

- Training
- On the job coaching/supervision
- Mentorship
- Flexible working arrangements
- Wrap around supports, such as personal protective equipment, childcare or transportation
- Other

**Other** \* Please explain (500 characters max.)

A supervisor will be available at all times to answer questions and help with any tasks that are unclear or difficult. It is our organizations goal to build strength, stability and self-reliance with all our volunteers, staff and partner families so we will make sure someone is always available for support.

308/500

**Skill Development** \* What essential skills will participants gain through the work experience? Skills such as computer use, communication skills, literacy skills, time management, training, employment experience, etc. Please describe the skills in more detail. (1000 characters max.)

The Construction Support/Labourer participant will get training on minor carpentry, painting, drywall repairs. Store Assistant/Customer Service participants will get an orientation which includes; store tour, safety training, customer relations videos and specific training to operate the till. Good customer service training and proper phone etiquette will also be learned.

375/1000

**Additional benefits** Please describe any additional benefits to the participant (700 characters max.)

Local governments and municipalities are aware of the shortage of housing and they support fully the construction of affordable homes. Providing shelter at a reasonable cost gives everyone an opportunity to become independent and live with dignity, benefiting many people in the community. This work experience will allow participants to contribute to affordable housing in their community through our organization.

416/1000

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## Financial Information

\* I confirm that the stipend amount provided to work experience participant will be at least \$300/week for 12 weeks.

**Does your organization have an existing supplier number? \***

- Yes
- No/I don't know

**Supplier Number** \* This is your BC Government unique vendor ID. More information is available on the Application Guide.

1555628

## Organization Signatories

**Signing Authority** \*Please enter the full name of the first organization signatory

Monique Smith

**Signing Authority** \*Please enter the full name of the second organization signatory

Jason Jones

\*I certify that the 2 individuals above are signing authority for the organization.

### Consent

\* I acknowledge and understand that by clicking the "submit" icon, I am attaching my electronic signature to this form. I am authorized to act and to enter into this Agreement on behalf of the Organization. On the Organization's behalf, I do hereby accept and agree to the terms and conditions of this Agreement

Submit

Previous

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## Application Process

1. Once a business/organization has submitted their application form, the ministry will review as quickly as possible. Response times may vary throughout the intake period as applicant volumes fluctuate.
2. If more information is required, the ministry will email you. Please respond as quickly as you can.
3. Once approved, a grant letter and funding agreement will be provided that outlines the program requirements.
4. If work experience participants have not yet been recruited, applicants are encouraged to contact their nearest [WorkBC Centre](#) for support with finding appropriate participants.
5. Submit your participant information as soon as possible so that the participant verification process can begin. Participant eligibility is reviewed by the ministry on a rolling basis.
6. Once participants have been verified, an email will be sent that details eligible participant information.
7. You can then begin the work experience opportunity with verified participants.
8. Upon completion of the 12-week work placement(s) a final report must be completed and submitted to the ministry.

## Contact us

You are welcome to email [workexperiencegrants@gov.bc.ca](mailto:workexperiencegrants@gov.bc.ca) if you have questions.

Grant Applicants can contact their nearest [WorkBC Centre](#) to help with the recruitment of eligible participants.