

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

WorkBC Employment Services

# Job Creation Partnership

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## Applicant Guide

Employment and Labour Market Services

April 2019

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# Job Creation Partnership

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## TABLE OF CONTENTS

APPLICANT GUIDE .....	3
Purpose .....	3
Program Overview .....	4
What is the Job Creation Partnership (JCP) component of the WorkBC Employment Services? .....	3
What are the key elements of a JCP project? .....	4
How long can a JCP project operate? .....	5
Who is eligible to apply for a JCP project? .....	5
Roles and Responsibilities .....	5
Ministry .....	5
JCP Project Applicant/Agreement Holder .....	6
WorkBC Employment Services Contractor .....	8
Client .....	9
JCP Client Eligibility & Information .....	10
Proposal Considerations .....	11
What costs are eligible under the JCP program? .....	11
What is considered when assessing JCP application/proposals? .....	12
Are there any other considerations? .....	13
What are a few examples of potential JCP project activities? .....	13
Appendix 1: JCP Proposal Description .....	15
Appendix 2: JCP Budget and Financial Management Guidelines .....	19
Appendix 3: Example of JCP Objectives, Activities & Results .....	27

More information is available on the WorkBC website: [www.WorkBC.ca/CEP](http://www.WorkBC.ca/CEP)

## Applicant Guide

### Purpose

This applicant guide provides the information required to request funding for Job Creation Partnership Projects.

It will provide an overview of JCP and outline the requirements for a proposal. The following appendices will provide further information:

- Appendix 1 – JCP Proposal Description
- Appendix 2 – JCP Budget Guidelines
- Appendix 3 – Example of JCP Objectives, Activities and Results

## Program Overview

### What is the Job Creation Partnership (JCP) component of the Community and Employer Partnership (CEP) Fund of the WorkBC Employment Services?

JCP is designed to support projects that provide community benefit while creating jobs that provide unemployed EI eligible Clients with opportunities to gain meaningful work experience. While project activities should benefit both the Client and the community, the primary focus **must** be on helping the Client.

JCP projects will maintain or enhance the Client's employability skills by providing a work experience opportunity, particularly if the Clients have been unemployed for a long period of time. This experience, together with the networking which Clients do while on a project, increases the Client's chances of successfully finding sustainable employment.

### What are the key elements of a JCP project?

JCP projects must focus on the following areas:

- Client(s) must gain meaningful work experience that will increase their chances of finding successfully sustainable employment;
- The project activities must benefit the community or the local economy;
- The project activities must be not-for-profit ;
- The project activities must be *incremental* and distinct and are not part of the organization's day-to-day operations;
- Activities must be *finite* in nature, that is they have a defined start and end date;
- The projects are supported in partnership with other agencies, organizations and contributors; and
- The emphasis of any JCP project must be on **a quality work experience for the Clients(s)**.

JCP **cannot** be used to:

- Provide or supplement an organization's core funding;
- Replace an organization's staff and/or volunteers;
- Create a funding dependency – normally, JCP activities can be supported only once, or
- Create an unfair competitive advantage for a for-profit employer.

## How long can a JCP project operate?

The maximum duration for any JCP project is 52 weeks, however normally most JCP projects are 26 weeks in duration. The duration of the contract will be negotiated between the organization and ELMSD.

## Who is eligible to apply for a JCP project?

### Eligible Applicants

- Businesses
- Non-Profit Organizations
- Crown Corporations
- Municipalities or Agencies
- Band/Tribal Councils/First Nations Governments
- Public Health and Educational Institutions

Private sector organizations are eligible for JCP funding consideration under certain conditions. Eligibility criteria should be applied to for profit and non-profit organizations equally. However, it is the additional requirement to assess “competitive advantage” which will make the difference in the eligibility decision.

## Roles and Responsibilities

### Ministry

The Ministry (ELMSD) is responsible for:

- Assessing and negotiating JCP applications, contracting and managing JCP Project Agreements;
- Notifying the WorkBC Employment Services Contractor when a new JCP project is planned and confirmed in the WorkBC Employment Services Contractor’s Catchment Area;
- Consulting with the WorkBC Employment Services Contractor regarding availability of Clients for potential JCP Projects in the local labour market;
- Proactively monitoring the progress of client referrals from the WorkBC Employment Services Contractor to the JCP Project Holder;
- Carrying out project monitoring to ensure the activities of the project are being undertaken and that costs are invoiced and reconciled in accordance with the organization’s JCP funding agreement with the Ministry;
- Documenting and evaluating project results;

## Job Creation Partnership

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- Ensuring that JCP Project Holders are aware of their responsibilities for worksites safety for JCP Work Experience Clients as stipulated in the Workers Compensation Act;
- Verifying and confirming Client EI eligibility through LMDA Access;
- Approving or denying Authorization to Quit Employment applications in exceptional cases, where applicable;
- Liaising with Service Canada to clarify issues related to Client eligibility for EI Part I benefits;
- Approving active EI Clients to participate under Section 25 of the *EI Act* and data entering the approvals into LMDA Access so these Clients can continue receiving their EI Part I benefits;
- Encouraging Project Holders to conduct project information sessions with WorkBC Employment Services Contractor front line referral staff, including sub-contractors via the WorkBC Employment Services Contractor main point of contact;
- Establishing the flat rate for participant Living Supports using prevailing wage rates for the occupation in the local labour market up to the maximum EI Benefit rate;
- Coordinating and chairing meetings with the Project Holder and the referring WorkBC Employment Services Contractor(s);
- Coordinating meetings with the Project Holder, the Ministry and Government Communications and Public Engagement (GCPE) as need be to discuss and deliver potential media and event opportunities; and
- Advising the applicable referring WorkBC Employment Services Contractor(s) of the project details.

### **JCP Applicant/ Project Holder**

The JCP Applicant is responsible for:

- providing the following information when submitting a JCP application:
  - labour market need;
  - client priority group/unique requirements (e.g. clean driver's abstract, travel, education/skills requirements etc.);
  - details of proposed work experience/training activities;
  - estimated duration;
  - potential start and end date of project;
  - potential start and end date of participants;
- consulting with the WorkBC Employment Services Contractor(s) in their Catchment Area(s) requesting written confirmation of project supports and availability of clients for the project.

The JCP Project Holder is responsible for the following activities related to the Ministry:

- Managing the project as set out in the JCP Agreement;
- Ensuring Criminal Record Checks are completed for any employee who will have contact with any Client(s) and/or access to information systems or Client funds;
- Ensuring all communication materials & activities meet publicity requirements;
- Participating in monitoring activities and providing project progress and financial reports as required by the Ministry;

## Job Creation Partnership

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- Informing the Ministry contract manager of contract related issues;
- Attending meetings with the referring WorkBC Employment Services Contractor(s) and the Ministry; and
- Attending meetings with Government Communications and Public Engagement (GCPE) as requested to discuss and deliver potential media and event opportunities.

The JCP Project Holder is responsible for the following activities related to Clients and WorkBC Employment Services Contractor(s):

- Consulting with the WorkBC Employment Services Contractor(s) regarding availability of Clients for potential JCP Projects in the local labour market and to discuss referral of eligible Clients;
- Attending meetings that include the referring WorkBC Employment Services Contractor(s) and the Ministry;
- Identifying suitable Clients for JCP project participation from eligible Clients referred by the WorkBC Employment Services Contractor(s);
- Notifying the WorkBC Employment Services Contractor and Client of the referral outcome;
- Advertising the project in the local labour market;
- Advising the WorkBC Employment Services Contractor(s) in the Catchment Area of project activity details;
- Advising the WorkBC Employment Services Contractor(s) the results for all Clients referred for participation;
- Informing the WorkBC Employment Services Contractor of the selected Client's name, Social Insurance Number (SIN), start date and end date of their project participation including any supports the Client will receive from the Project Holder to participate on the project;
- Having the Client complete a Client Consent for collection and disclosure of information to support the Client's participation in the JCP project;
- Ensuring the work site is safe as set out in the *Workers Compensation Act*;
- Ensuring that the Clients are provided with appropriate on-site safety orientation and training for the job site;
- Reviewing project objectives, activities, timelines and developing work plans with selected Client participants to ensure understanding and to support completion of the planned work experience;
- Ensuring the work experience is meaningful and beneficial to Clients;
- Ensuring Clients are provided reasonable time to job search and/or attend interviews (normally an average of one day every two weeks) while participating in the JCP project;
- Establishing personnel policies to deal with absences due to illness or injury, overtime and vacation, if not already in place;
- Ensuring proper supervision and feedback is provided to the Clients;
- Ensuring Client attendance records are kept and any undue absenteeism is noted and explained;
- Reporting weekly attendance to the WorkBC Employment Services Contractor;
- Advising the WorkBC Employment Services Contractor and the Ministry if the Client is dismissed, or abandons the project and providing an explanation for their

## Job Creation Partnership

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departure within one business day;

- Ensuring Clients have an exit interview or an opportunity to provide feedback to the JCP Project Holder;
- Providing the WorkBC Employment Services Contractor(s) with a monthly report on the progress of Clients;
- Informing the Ministry (ELMSD) and the WorkBC Employment Services Contractor on the day of the incident if a Client is injured on the work site and ensuring a WorkSafe BC (Form 7) is provided to the Ministry (ELMSD) representative responsible for managing the Project agreement within one business day of the incident; and
- Informing the WorkBC Employment Services Contractor of any JCP Client issues they cannot resolve and collaborating with both the WorkBC Employment Services Contractor and the Client to resolve issues.

### **WorkBC Employment Services Contractor**

The WorkBC Employment Services Contractor is responsible for:

- Assessing eligible Clients to ensure that a referral to JCP Work Experience is appropriate to the Client's needs and circumstances;
- Ensuring eligible and suitable Clients are referred to the JCP Project Holder for consideration where available (The decision about acceptance for JCP project participation is that of the JCP Project Holder);
- Completing Client Consent for Collection and Disclosure of Information between the WorkBC Employment Services Contractor and the JCP Project Holder to support the Client's participation in the JCP Work Experience;
- Providing an overview to the Client of the JCP Work Experience expectations (e.g. performance, attendance and participation);
- Assisting Clients to complete an application for the JCP Work Experience and any needed Financial Supports;
- Submitting a Ministry EI eligibility Check to confirm clients EI status (as appropriate);
- Assessing Client financial needs and negotiating a Client Agreement to provide the flat-rate JCP Living Support and any additional Financial Supports assessed as necessary;
- For Active EI Client submitting Section 25 Referral and Authorization;
- Liaising with the Ministry and JCP Project Holder to resolve issues as required;
- Advising the Ministry (ELMSD) within one business day of notification by the Client or JCP Project Holder if a Client quits or is terminated from their JCP Work Experience;
- Informing Clients that their participation in the JCP Work Experience is not Insurable Employment and any Financial Supports received while participating in JCP Work Experience are taxable income;
- Monitoring Client progress at least once every six weeks by telephone, on-site or by e-mail with at least one on-site monitors per placement;
- Providing ongoing Case Management to the Client and addressing any issues that may arise at the JCP worksite, including any suitability issues such as performance, attendance or participation;



## Job Creation Partnership

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- Advising the Ministry immediately of any concerns regarding potentially unsafe working conditions or practices during the monitor visit or at any time; and
- Advertising the Project as appropriate to potential participants, in addition to the external advertising undertaken by the Project Holder.

### **The Client**

The Client is responsible for:

- Having their eligibility and employment needs assessed by a WorkBC Employment Services Contractor and being determined to need and be suitable for JCP Work Experience;
- Agreeing that JCP Work Experience is a necessary and effective means to assist them in achieving Employment Objectives;
- Applying for EI Benefits, if potentially eligible for EI Part I EI benefits;
- Participating fully and diligently if accepted for participation in a JCP Work Experience;
- Understanding the terms of their participation, including that JCP does not provide Insurable Employment for the purpose of re-qualifying for EI Part I benefits;
- Understanding the terms and conditions of any Financial Agreements entered into with the WorkBC Employment Services Contractor to enable their participation in a JCP Work Experience;
- Arranging for reasonable time to job search with the JCP Project Holder while participating in the JCP; and
- For EI Clients on an Active EI Claim, reporting their JCP activity on their Bi-weekly reports to Service Canada.

# Job Creation Partnership

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## JCP Client Eligibility & Information

### Who is eligible to participate in a JCP project?

Eligible Clients are **unemployed** individuals:

- Who have established a claim for Employment Insurance (EI) benefits, or
- Who have had an EI benefit period that ended within the previous 60 months; or
- Who have earned more than \$2,000 in insurable earnings and paid employee EI premiums on those earnings in at least 5 of the last 10 years (Note: the 5 years do not have to be consecutive years), and;
- Who have an Action Plan (AP) that identifies JCP as a reasonable goal to support their occupational goal.

### What is an Action Plan (AP)?

This is a plan developed by the Client with the WorkBC Employment Services Contractor that identifies steps to help the Client become re-employed. For JCP Clients the AP would indicate that the Client's barrier to employment that can be assisted through participation on the project such as: a lack of (current) work experience, new to community and requires networking opportunities or required skills enhancement through practice of a skill.

JCP work experience placements must relate to and address the barrier(s) in the Client's AP.

### How are Clients recruited?

To find unemployed and eligible Clients with the skills needed by the project, you would contact the WorkBC Employment Services Contractor for referrals of Clients.

If you are aware of eligible potential Clients who would benefit from your JCP project but who may not yet have developed an AP, you should encourage them to contact the local WorkBC Employment Services Contractor for assistance in the creation of an AP.

Clients must have their eligibility confirmed through the local WorkBC Employment Services Contractor. Individual contracts for Client living support are provided by the WorkBC Employment Services Contractor.

Other supports such as work gear, tools, work experience specific training (e.g. first aid) are negotiated between ELMSD and the Applicant.

**Important:** Each potential Client must have a current action plan and a completed, signed contract in place with the WorkBC Employment Services Contractor **before** starting on the JCP project.

## Job Creation Partnership

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### What is the Client's living supports rate?

The WorkBC Employment Services Contractor is responsible for providing the Client's living supports. Living supports paid while participating in a JCP work experience placement are not considered insurable earnings for the purposes of qualifying for Employment Insurance. This means that the Canada Revenue Agency (CRA) does not consider these monies as earnings for the purpose of the Canada Pension Plan. Similarly, "Employment Insurance Benefits paid to a Client while taking part in JCP are not considered earnings from employment for the purposes of the *EI Act*, the *Income Tax Act* and the Canada Pension Plan.

Living Supports paid by the WorkBC Employment Services Contractor to JCP Clients is not earnings for the purpose of the Canada Pension Plan and employment income received by Clients during the project is taxable (Aboriginal peoples or anyone else who may receive tax exemptions need to inform the WorkBC Employment Services Contractor prior to starting work on the project).

Client living supports are based on the prevailing wage rate for positions being approved up to the maximum EI benefit rate per week. Normally, all Clients employed on a JCP project will receive the maximum EI rate.

When the prevailing wage rate for the work being performed exceeds the maximum EI rate, as the Project Holder, you are encouraged to top up the living supports to the prevailing wage rate as well as **all** necessary mandatory employment related costs (with the exception of EI).

EI premiums on the top-up do not have to be paid by the Agreement Holder and a Client does not report the top up as earnings as they are not viewed as insurable earnings.

Please note that the Ministry does not contribute towards the top-up and associated costs.

### Proposal Considerations

#### What costs are eligible under the JCP program?

Eligible costs for reimbursement by ELMSD include support to Clients (other than living supports (e.g. cost for disability supports, work clothes, rain gear, and for transportation costs required to carry out activities of the project, not for Client to get to the project) and may also include those overhead costs that relate directly to the activities carried out by the Clients (such as materials and supplies used by the Clients).

Costs related to orienting the Clients to the organization, to the project activities and to workplace safety are eligible (e.g. short courses required for the work experience such as first aid or chainsaw safety). **JCP is intended to provide work experience leading to employment, not training.**

# Job Creation Partnership

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Eligible costs may include administrative wages (project staff), capital costs (must be cost shared) and project overhead (activity) costs. **Partnership funding from the applicant is required and it is expected that the applicant or other partners will cover or contribute substantially to project costs.**

## What is considered when assessing JCP application/proposals?

When a proposal is assessed, the following questions are considered by ELMSD:

### **Project Activities and Work Experience**

- How do the activities in the proposal relate to the needs and skills of the Clients?
- Does it provide a quality work experience for Clients?
- How will the project help benefit the community?
- Can activities be completed during the duration of the project?
- Are the activities leading to dependency on ELMSD funding?
- Will appropriate orientation and supervision be provided for the participant?
- Will the Clients be given time and encouragement to search for actual employment during the project operation? (JCP work experience is not insurable employment, so Clients are not eligible to collect Employment Insurance upon completion of the project. Clients must be provided with sufficient time to job search during the period of the project.)
- Will the project replace any volunteers or existing/laid off employees?
- Will the project activities duplicate, compete with or provide unfair competitive advantage with already existing community services or business enterprises?
- Do the combination of WorkBC Employment Services Contractor living supports to Clients and the top-up income from the project holder reflect the going rate for similar occupations in the community?
- Is there confidence in the project management, including the assurance of sufficient financial and administrative controls?

### **Partnerships:**

For the purposes of JCP projects, partnership is defined as participation from the applicant or other agencies, organizations or other community members in the form of cash or in-kind contributions, mentoring, or providing expertise (e.g. local web designer assisting JCP Clients in learning how to develop a web page).

Stakeholder partnerships are a necessary component of a successful JCP project. The extent of partnership commitments are an important consideration in the assessment process.

# Job Creation Partnership

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## **Community Support:**

JCP projects require support from the community. Evidence of this will be used to assess your proposal. As part of the assessment process, ELMSD must be provided with evidence (letters/emails of support) that the community has been consulted to determine support is in place for the project.

## **WorkBC Employment Services Contractor(s) Support:**

The Applicant is responsible for consulting with the WorkBC Employment Services Contractor(s) in their catchment area(s) and requesting written confirmation of project support regarding the availability of clients for the project. The written confirmation should include the anticipated number of client(s) and priority group that may be suitable/eligible, along with confirmation that the speeds of service/referral process and eligibility criteria for participants have been shared. The written confirmation should be submitted at the time of application.

## **Are there any other considerations?**

While eligible Clients may be referred to the applicant by the case manager/ WorkBC Employment Services Contractor, the hiring decision is made by the Project Holder.

JCP work experience is not insurable, however, the work experience models the work environment and the Project Holder is responsible for recruitment and selection, working conditions, safety, attendance, discipline, termination, etc.

If the Project Holder chooses to top up the Client's living supports to the prevailing wage rate, the difference between the living supports provided by the WorkBC Employment Services Contractor and the top-up amount is not considered insurable earnings. In these cases the mandatory employment related costs (with exception of the EI premium) must also be provided by the Project Holder.

The Project Holder must ensure that the work activities satisfy all applicable federal, provincial and municipal legislation and bylaws (licensing, etc.).

If the Project Holder has a unionized worksite, the union must concur with the proposed activity and a letter of support from the union must accompany the application.

## **What are a few examples of potential JCP project activities?**

- The local Chamber of Commerce and a community service group work together to undertake a project to build a campground and increase tourism in the area.
- A non-profit organization is celebrating its 75<sup>th</sup> anniversary and needs to organize a special celebratory event and develop a brochure and a video about the organization's history.

## Job Creation Partnership

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- A housing developer teams with residents and the neighbourhood association to build playground equipment and safe play areas in an empty park.
- A community experiencing economic downturn undertakes a community infrastructure project, providing work experience for laid off apprentices from the construction industry that enables them to earn recognized apprentice hours.

## **Appendix 1 –JCP Proposal Description**

### **Proposal Description**

This information is intended as a guide to assist you in the development of your project.

#### **Project Title**

The title of the project should be clearly stated.

#### **Project Objectives**

In one or two sentences, describe the objectives of the *project* (not the objectives of your organization). What is the main purpose of this JCP project?

For example: *“The objective is to provide work experience to EI eligible Clients to assist them in the development of new skills (could list the potential skills Client will learn) which will enhance their ability to find employment.”*

It is also appropriate to include a sub-objective regarding the benefit to the community or local economy.

#### **Community Benefit**

Include a sub-objective regarding the benefit to the community or local economy. Please describe how the community will benefit from this JCP project.

For example: *“The sub objective of this project is to assist this organization to develop, publish and distribute a community resource directory.”*

#### **Incremental Activities**

Describe how the project activities are incremental and **not** part of your organization’s day-to-day operations.

***For the purposes of JCP projects, incremental activities are defined as:***

- A activity that is distinct (separate) and not part of your organization’s day-to-day operations;
- The project activities must be specific to a particular additional undertaking of the organization;
- The activity would not take place without the support of JCP (and/or other additional funding).

#### **Key Project Activities and Proposed Timelines**

# Job Creation Partnership

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Each proposal must include the list of the key activities that will happen from the beginning of the project to the end.

Clearly outline each key activity to be undertaken by the participant(s) and the timeline required to complete it. *This information should include what will be done, how it will be done, why it is being done, by whom, and how long it will take.*

Please provide this information in monthly increments.

An example of a timeline would be:

*By the end of Month 3, the Participants will have completed the design of the survey on community services and will be responding to customer enquiries.*

## **Expected Results**

Expected results define the outcomes to be achieved and must relate to the project objectives.

- Relate outcomes to the activities of the project.
- State results in qualitative and/or quantitative terms.

**Project outcomes are expected to be maintained once the project ends.**

## **Project Participants**

Your application should include a clear description of the number of participants required to complete the project activities that have been proposed.

All individuals who wish to participate on a JCP project must meet the definition of an EI Client. For the purposes of EI, the financial support provided by the project is not considered insurable earnings.

**NOTE:** Your participants are selected by you after the project is approved. However, you must be able to demonstrate that there are participants available for your project. To find information on the availability of eligible Clients, contact the local WorkBC Centre (WorkBC Employment Services Contractor) and add this information to your application. If you have already identified potential Client(s) for the project, please ensure the Client has a Case Manager and has a completed Action Plan.

Explain how the work experience opportunity will benefit unemployed Clients and why the project is needed by your organization and/ or community.



## Job Creation Partnership

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Include any supporting documentation such as consultation reports, research reports, a list of sources of labour market information, etc.

Describe how the project orientation and supervision will be provided to the participants.

Explain how you will ensure that the participants are familiar with your organization's established Health and Safety practices

Participants must be given time and encouragement to search for actual employment during the project operation. (JCP work experience is not insurable employment.

Participants must be provided with sufficient time to job search during the period of the project.) Describe how you will manage the time off required for job search and to meet the project timelines and objectives.

Provide details how you will monitor and evaluate the progress of the project and the participants.

### **Applicant's Background, Mandate and Expertise**

a) Explain the mandate of your organization.

b) Provide a brief history of your organization, including the length of time it has been active, the financial stability of your organization, the qualifications and experience of the individual(s) or company performing payroll and bookkeeping for the agreement.

c) Provide a brief job description for the person(s) who will be supervising the participants.

d) Please include responses to these questions in your application:

- Do you currently have any employees on layoff and/or waiting for recall?
- Is there a labour stoppage or labour management dispute in progress?
- Will the proposed activities result in the displacement of existing employees or volunteers?
- Has your organization had previous JCP contracts and, if so, please list them, include the Contract/ agreement numbers and outcomes achieved.
- Include similar information on past projects funded by other organizations.
- Do you currently receive any other federal or provincial government funding? Provide the source and what the funding is provided for.
- Will the project activities have any environmental impact? If yes, please describe.

### **Partner Organizations**

## Job Creation Partnership

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### **Stakeholder partnerships are a requirement for JCP projects.**

For the purposes of JCP projects, partnership is defined as participation from the applicant and other agencies, organizations or other community members in the form of cash or in-kind contributions, i.e. mentoring or providing expertise.

Partnerships are important to the success of a JCP project overall. The level of support from businesses and organizations in the community will be considered during the assessment process. Any cash or in-kind contribution your organization is providing towards the project delivery needs to be identified. Indicate whether these contributions have been confirmed at the time of submission of this application.

Contact names and telephone numbers or letters confirming funds from other sources must be attached to the proposal.

### **Community Support**

JCP projects require support from the community.

Provide a description of the support this **project** (not your organization) has in the community. Of particular importance is the support for the project from other related programs and services in the community.

Please attach relevant letters of support or contact names and telephone numbers.

## *APPENDIX 2 – JCP Budget and Financial Management Guidelines*

### **General Guidelines**

If you are requesting support for project costs, you must complete the CEP Budget Template. The template and budget guidelines can be found on the WorkBC website: [www.WorkBC.ca/CEP](http://www.WorkBC.ca/CEP)

- JCP Agreement Holders do not receive funding to pay project participants. These benefits are negotiated individually with each Client and paid directly to them by a WorkBC Employment Services Contract Holder that provides case management services. The maximum rate participants are eligible to receive is the maximum weekly benefit under EI. This income is taxable and is **NOT** considered to be EI insurable earnings.
- Project Sponsors may "top-up" the benefits paid to participants if the prevailing wage rate is higher than the maximum EI rate. These costs are not eligible for reimbursement under the JCP project.
- Project sponsors may receive financial assistance for other project costs in the form of a contribution. JCP must support only those costs that are incremental to the organization and necessary for participants to carry out the project related activities.

**All requested budget items must include a detailed rationale and relate directly to the project activities.**

- Only costs which are incremental to the organization and necessary to carry out the project activities are eligible
- Administration and overhead costs included in proposals **cannot** be costs that the applicant would incur, whether the agreement was entered into or not.
- **Project costs must be specific and necessary to the activities of the project.**
- Include in-kind contributions to the project from the applicant or partner organizations in the appropriate budget line in the CEP Budget Template.
- In-kind contributions are noncash contributions such as space or equipment dedicated specifically to the project. In the CEP Budget Template, explain how the dollar value of the in-kind contribution was determined and what budget line it is attached to.
- If you anticipate a cash or in-kind contributions from an organization other than your own, please include a letter from the donor confirming the contribution.

# Job Creation Partnership

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The CEP Budget Template must be completed in full with a detailed rationale to support requested costs.

## Examples of budget rationale statements:

- Materials \$600. This includes the purchase of four pairs of safety boots @ \$100, four sets of rain gear @\$40, and four sets of safety goggles @\$10. All materials are required for the participants to work on activities to complete the project.
- Utilities Hydro \$30 month x eight months = \$2400. Applicant does not have sufficient space for the project therefore utilities are required for the additional space being rented for this project.

## Eligible Project Costs

### 1- STAFF WAGE AND OTHER RELATED STAFF COSTS

#### Wages, MERC, benefits:

This category includes *the additional* wage costs for new or current part-time staff incurred because of the project. For example, the increased supervision required for project participants.

- State the number of hours per week for each staff position.
- Provide work descriptions and required qualifications (not individual resumes) for each position specifically related to the project.
- Contributions for the cost of replacement staff for vacation or illness are not eligible.
- On the CEP Budget Template, include the percentage rate used for the calculation of CPP, EI and Vacation Pay. Indicate if benefits are different for the various positions.
- Include Vacation Pay in this category only if it is paid out with each pay, or at the end of a period. If staff receive regular pay at the time they take their annual vacation, these costs should be reflected in the wage category above.
- Include the WCB percentage rate and calculate WCB only on the wages and MERCs (Mandatory Employment Related Costs) portion to be paid due to project operation.
- Include any additional employee benefit costs in this category (even though the HR3486 refers to this item as “Mandatory Employment Related Costs”).
- Provide an explanation and detailed breakdown of other benefit costs. Attach a copy of relevant Employee Benefit Agreements.

**Note:** The Project Staff Wages and MERCs can be considered as part of the applicant’s in-kind or other partners’ contributions.

# Job Creation Partnership

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## **Staff Travel:**

Eligible staff travel costs are usually limited to mileage and offsite parking as required.

Please provide the reason for the travel, how this supports the project activities, the number of kilometers estimated and the requested kilometer rate.

## **Staff Disability Supports:**

These supports would be eligible only if the staff member is involved with the activities of the JCP and any costs would be pro-rated according to how much time is spent directly on the project.

## **2- PROFESSIONAL FEES**

This category refers to fees paid to professionals who provide service to the project for the benefit of the participants. A breakdown of expected fees, the hourly rate and number of hours is required.

## **3- CLIENT COSTS**

The primary contribution of the Ministry to JCP projects is the labour costs, provided through WorkBC Employment Services Program Financial Supports as allowances or benefits to Clients participating in the Project.

All participant related costs proposed for project funding must be required to carry out the project activities, and are limited to;

- a) Travel/transportation (project related travel requirements)
- b) Disability-related supports and equipment (e.g. attendant care, note takers, sign language interpreters, Adaptive technology)
- d) Supplies (e.g. work clothes, raingear, any item used specifically by and retained by participants)
- e) Professional fees – Client related (e.g. cost to hire trainer for participant related training first aid, WHMIS, Super Host)

## **Disability related supports:**

These supports are intended for the JCP participants because they are needed to carry out the activities of the project. Disability supports required for the Client for reasons other than the JCP project must be obtained through the WorkBC Employment Services Contractor.

## **Adaptive-technology:**

As above, any item under this category would need to have a rationale as to why this item is necessary for the participant to successfully carry out the activities of the project.

# Job Creation Partnership

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## Supplies:

This category can include all necessary supplies required for the participants to carry out the activities of the project. These items can range from work/rain gear to nails to hammer to paper, pens and binders they may need.

## Professional Fees – Client related:

These items are for Client related activities that are carried out by a third party other than the Project Holder. Examples of this are first aid training, WHMIS, Superhost, Serving it Right, etc.

## Other Client costs:

This category is a catch all for any other Client costs that are required for the project.

## **4- CAPITAL ASSETS**

Capital costs must be essential to the achievement of the objectives of the project and directly related to participant activities. **All assistance provided for capital costs must be on a cost shared basis.** A strong rationale for the need for a capital item is necessary.

- A capital asset is defined as any single item with a purchase value of more than \$1,000 (before taxes) that will not be physically incorporated into another product and remains functional at the end of the project. For example, four \$200 chairs are not capital assets because each chair is functional on its own and its value less than \$1,000. A table exceeding \$1,000 is a capital asset. Transferable software of \$1,000 or more is considered a capital asset. Capital costs must be paid for by the applicant or other contributor or cost shared between the applicant and ELMSD.
- Disposition of any purchased capital assets at the end of the project will be negotiated and documented in the agreement.
- Equipment which costs \$1,000 or more and which is purchased by the project to assist one or more persons with disabilities, is a capital asset and would be included in this section.

## **5- OTHER PROJECT COSTS**

### Basic telephone and fax charges:

Describe project related costs per month per line plus amounts estimated for long distance charges per month. Provide rationale for number of lines, long distance costs etc.

# Job Creation Partnership

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## **Insurance:**

Identify what the insurance is for and what is the pro-rated amount.

## **Postage and Courier:**

Describe the project related costs and provide an estimate of the amount required to support the project.

## **Rent & Utilities:**

Rent can only be an eligible expense when the applicant does not have sufficient space available to carry out the project activities. Include the square footage of the space, the cost per square foot, and a comparison to other facilities in the area. Provide a copy of the lease agreement, if applicable.

## **Equipment repair & Maintenance (includes photocopy meter charges):**

Estimate the amount required for the project and describe why this is required to support the project activities.

## **Equipment lease, rental or purchase (including computers, fax machines, computer software):**

Provide a rationale for the necessity to purchase these items and describe why these items are required to support the project activities.

## **Bank Charges:**

Describe why this is required to support the project activities.

## **IT maintenance:**

Describe why this is required to support the project activities and why it is required in order for the project to be successful.

## **Materials and Supplies:**

Please ensure all materials and supplies to be used on the project are included and related to the participant activities. Include a description of why this is required to support the project activities.

Costs could include supplies and materials required to implement the project activities.

## **Advertising:**

## Job Creation Partnership

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Describe why this is required to support the project activities.  
Detail the amount and type of advertising and the cost per advertisement.

### **Equipment/furniture under \$1000:**

This would include those items essential to the project activities and for the benefit of the participants and costing less than \$1,000. If the cost of the equipment/furniture exceeds \$1,000, it would be shown under Capital Assets.

Include a description of why this is required to support the project activities.

### **Operational printing contracted externally (large printing jobs where outsourcing would be more cost effective; printing of organizational and/or project related brochures, reports, etc.):**

Normally this line item would be requested for projects whose activities including the production of a report, brochures or activity/product requiring a large printing job.

Include a description of why this is required to support the project activities.

### **Costs associated with the use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture):**

Normally these items are provided in-kind by the applicant; however there may be circumstances that re-imbursment could be requested. A strong rationale will be necessary.

### **Costs not eligible under JCP (*Ineligible Costs*)**

- Non-incremental costs (i.e. costs the applicant would incur whether the agreement was entered into or not, that are required to support the proposed activities.
- Costs associated with fundraising activities;
- Canada Revenue Agency or payroll penalties;
- Parking tickets;
- Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity;
- Membership fees for private clubs, etc. (golf clubs, gyms, etc.) unless part of existing (nonmonetary) employment benefits package;
- Staff salary bonuses if not originally negotiated into agreement;
- Purchase of alcoholic beverages;
- Purchase of any illegal substances;
- Unreasonable gifts or unreasonable payments for recognition, and;
- Other costs ineligible as per program terms and conditions



# Job Creation Partnership

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## **Funds from other sources:**

- Include any cash or in-kind contribution your organization is providing.
- List all partner organizations and identify their contribution, cash or in-kind.

Include a breakdown of all financial and in-kind contributions to the project. Specify what organization is providing the contribution, what each will be used for and clearly identify which cost categories the contributions apply to.

## **Financial Management:**

Project Applicants/Agreement Holders are to remain within their annual budget maximums, provide accurate forecasts and timely payment reporting. The Project Applicant/Agreement Holder is to provide a rationale to the CEP CAPA as soon as possible of \*significant variances to the budget and/or activities of the agreement. \* A significant budget variance is the difference between the claimed amount and the forecasted amount for the same period as 10% or higher.

The Project Applicant/Agreement Holder is solely responsible for the achievement of project deliverables and the commitments of their partners.

## **Other Considerations:**

If you are providing a wage top-up, this is considered a financial contribution to the project.

Where the prevailing wage rate for a JCP-funded position exceeds the maximum allowable EI Benefit rate, as the applicant, you are encouraged to pay the top-up to the prevailing wage rate as well as all mandatory employment related costs.

The top-up is not considered as insurable earnings and does not have to be reported to EI.

## APPENDIX 3 – Example of JCP Objectives, Activities & Results

### Sample

#### OBJECTIVES, ACTIVITIES & EXPECTED RESULTS FOR JOB CREATION PARTNERSHIPS

##### OBJECTIVES

During the period of June 1, 2013 to January 29, 2014, the (name of Applicant) will provide a minimum of three (3) eligible participants with 33 weeks of work experience and skill enhancement in the areas of research and development of agricultural related educational materials, basic computer skills, public speaking, report writing and community networking in the Nanaimo area in order to maintain and enhance their skills to secure sustainable employment.

##### SUB-OBJECTIVE

Develop programs to educate local children about agriculture; promote public awareness of the importance of agriculture and environmentally sustainable practices; design a volunteer management structure to provide ongoing delivery of these programs; create a year round “**Go Green**” model to help make the Applicant’s operations more environmentally sustainable.

##### ACTIVITIES

1. Interview and hire a project supervisor.
2. Participants will be referred by the WorkBC Centre.
3. Participants will receive a Work Safe BC Safety orientation, project specific orientation and will be provided with training on the use of any project related equipment within one week of their start date.
4. Review sustainability models for the Go Green project.
5. Develop a Go Green database and a Go Green showcase and “How to Manual” for the 2013 fair.
6. Develop an eight week Adopt an Animal program and deliver it to between 40 & 80 children.
7. Deliver 10 “Farmer for a Day” events.
8. Develop three community surveys addressing the project elements of Agricultural Awareness Sustainability and Agriculture in the Classroom, and administer the survey to a minimum of 250 people.
9. Attend at least 6 Toastmasters meetings.

# Job Creation Partnership

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## **MILESTONES**

By June 30, 2013

- Project supervisor will be hired
- Participants will be selected
- Participants will have received a Work Safe BC Safety orientation and project specific orientation
- Sustainability models for the Go Green project will be reviewed

By Aug 31, 2013

- A Go Green database and Go Green showcase and “How To Manual” will be developed

By Sep 30, 2013

- An eight (8) week Adopt an Animal program will be developed and delivered to a minimum of 40 children

By December 31, 2013

- A minimum of ten (10) “Farmer for a Day” events have been held

By January 29, 2014

- Three community surveys will be developed and administered to a minimum of 250 people
- Participants will have attended a minimum of six (6) Toastmasters meetings

## **EXPECTED RESULTS**

By January 29, 2014, the (Applicant’s name) will have provided a minimum of three (3) eligible Clients with 33 weeks each of work experience in the areas of research and survey development, development and presentation of agricultural related educational materials, basic computer skills including database development and desktop publishing and community networking and partnership development.

By January 29, 2014, the (Applicant’s name), with the assistance of the participants, will have developed educational materials to be used in ongoing programs to promote the understanding of the importance of agriculture and environmentally sustainable practices. The (Applicant’s name) will have presented these materials to school groups and the general public in order to raise community awareness of issues relating to agriculture and environmental sustainability. The (Applicant’s name) will also have developed the volunteer management structure to provide for ongoing delivery of the

## Job Creation Partnership

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new materials and programs, and will have developed a year round Go Green model to make the (Applicant's name) operations more environmentally sustainable.