

Work Experience Opportunities Grant Eligibility Criteria

OVERVIEW:

The Work Experience Opportunities Grant provides work experience opportunities for vulnerable individuals with barriers to employment who were impacted by COVID-19. The grant supports a sustainable, resilient, and inclusive labour market recovery effort by providing organizations and businesses funding to provide 12-week work experience opportunities to individuals with barriers to labour market participation.

This document provides information regarding criteria for applying and criteria for participants for the 12-week work experience placement.

Criteria	Details
Eligible Applicants	
<p>A. Eligible applicants include any business or organization operating in British Columbia that can provide a meaningful work experience opportunity for participants.</p>	<p>Eligible organizations include, but are not limited to:</p> <ul style="list-style-type: none"> • Non-profit corporations or societies • Charities • Social enterprise businesses • Businesses <p>Work experience partnerships between an eligible organization and another organization are supported – for example, partnerships between a non-profit and a for-profit business or a public sector organization to support the work experience placement.</p> <p>Ineligible organizations include:</p> <ul style="list-style-type: none"> • Federal, provincial, municipal governments • Other public sector organizations, e.g. Crown Corporations <p>Eligible organizations must be based in or operating in British Columbia.</p> <p>Organizations with an existing WorkBC contract may apply for funding but grant funded activities may not duplicate services already provided under WorkBC contracts.</p> <p>The Ministry reserves the right to refuse any application at its sole discretion.</p>

<p>B. Applicants must ensure appropriate WorkSafeBC coverage for each participant.</p>	<p>Each applicant must be registered and in good standing (premiums, reporting) with WorkSafeBC, and must be compliant with all related Acts and Regulations.</p>
<p>C. Applicants must commit to:</p> <ol style="list-style-type: none"> 1. monitoring and supporting each participant for the duration of the placement; 2. adhering to all health and safety guidance from the BC Provincial Health Officer (PHO) to reduce the transmission of COVID-19; and 3. Ensuring all WorkSafeBC requirements are met. 	<p>Each applicant must commit to monitoring work experience participants to support their success.</p> <p>The health and safety of participants is paramount; applicants will be required to ensure Provincial Health Officer and WorkSafeBC guidelines are implemented.</p>
<p>D. Applicants may apply for funding for up to 10 total participants across all intakes.</p>	<p>Businesses/organizations can apply for up to 10 participants across all intakes.</p> <p>Organizations that have previously received grant funding may apply for additional funding up to a total of 10 participants across all intakes. For example, an organization that received funding for 3 participants in previous intakes may apply in the third intake for up to 7 new participants.</p>

Eligible Participants

<p>A. Participants must be:</p> <ul style="list-style-type: none"> • Qualified to receive income or disability assistance in BC, or • Indigenous individuals on reserve qualified to receive federal assistance 	<p>Applicants will identify eligible participants and the Ministry of Social Development and Poverty Reduction (SDPR) will verify the eligibility of participants.</p> <p>The focus of grant funding is to support individuals with barriers to labour market participation.</p> <p>Participant financial support from the Work Experience Opportunities Grant program is exempt as income for income assistance; however, participants must report this income to the ministry. Grant holders must inform 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.</p>
<p>B. WorkBC Wage Subsidy recipients are not eligible to participate.</p>	<p>Participants cannot be in receipt of a WorkBC Wage Subsidy while they participate.</p>
<p>C. Organizations may not use funding to support current employees in their existing positions.</p>	

D. Each participant must be legally able to work in British Columbia.	
E. Applicants must notify SDPR if any chosen participant is unable to participate or complete the full 12-week work placement.	<p>If a participant is unable to participate or complete the 12-week work placement, the applicant can recruit a new participant to complete the remainder of the placement. Applicants must inform SDPR of the change, because the ministry will need to verify the new participant’s eligibility prior to starting.</p> <p>If an applicant has a placement that is vacant for more than three weeks, the applicant must repay to the Ministry an amount equal to \$300 times the number of weeks the placement is vacant (\$300 x # weeks vacant).</p>
F. Individuals who have previously completed a work experience placement through the Work Experience Opportunities Grant are not eligible to participate again.	<p>Individuals who were approved to participate in the program in the first intake but did not take part in the program are eligible to participate. In exceptional circumstances, individuals who began a work experience placement but did not complete it may be eligible to participate again. These individuals must be approved by the Ministry on a case-by-case basis.</p>
Eligible Placement and Activities	
A. The work experience placement must be 12-weeks.	<p>Grant-funded work experience placements are limited to 12 weeks.</p>
B. Applicant must provide appropriate work experience opportunities for participants.	<p>Funding can support a broad range of activities to build employment skills and experiences, including activities that support:</p> <p>The development of life skills: These activities support the learning and development to help ready participants for employment. For example: time management, resilience, building interpersonal relationships.</p> <p>The development of essential skills: These activities provide a foundation for learning other skills and help prepare for employment. For example: reading, writing, computer use, numeracy skills.</p> <p>Skill development that will aid in connection to the labour market: These activities support participants to develop job skills and experience. For example: customer service skills, digital skills, administrative skills, food service skills.</p> <p>Community benefit: These activities provide participants with opportunities to contribute to their communities while gaining skills and experience. For example: park or trail maintenance, beach cleanup, recycling programs, food banks, etc.</p>

	Other activities that enable participants to build employment skills and experience will also be considered.
Eligible Costs	
A. Applicants may apply for grant funds of \$5,000 per work experience placement.	<p>An applicant’s total cost per placement cannot exceed \$5,000. Applicants can have up to 10 participants for a maximum of \$50,000.</p> <p>If a participant is unable to participate or complete the 12-week work experience, the applicant can recruit a new participant to complete the remainder of the placement and must continue to use the original \$5,000. Applicants cannot receive additional Work Experience Opportunities Grant funds to support a substitute participant.</p> <p>The applicant must provide participants a stipend paid for from the grant. Participants may also receive support services and other financial supports; services and supports may vary for each participant.</p> <p>This grant can be used in conjunction with other funding sources to support a participant in their work experience.</p>
B. Participant stipends must be a minimum of \$300 per week per participant. Stipends must be a minimum of \$3,600 for the 12-week period.	<p>The minimum stipend amount is based on suggested participation of approximately 20 hours/week. Hours of participation must not result in any participant receiving compensation below minimum wage.</p> <p>If an applicant fills a vacant placement with a second or subsequent participant, the total stipend for all participants in a single placement must be a minimum of \$3,600.</p>
C. Applicants will use the remaining \$1,400 per work experience placement to fund participant supports and administration.	<p>An applicant may use the remaining grant funds on participant supports to help remove barriers to participation and help ensure successful completion of the program. This could include supports such as transportation or childcare (see below for more details).</p> <p>They may also use the remaining funds to offset operating expenses and administrative costs such as project management, recruitment of participants, claims and reporting.</p> <p>Applicants must use original funds to cover participant supports and administration costs if they need to fill a vacancy with a replacement participant.</p>
D. Applicants will provide a range of participant supports which will help in building skills and abilities	Support services may be provided to participants to increase their success in the placement and employability at the end of the placement. These services may include on-the-job training

<p>for participant success in the local labour market.</p>	<p>and supervision, workplace orientation, entry-level certification, or employment readiness.</p> <p>Financial supports may be provided to the participant to remove barriers to successful participation in the placement. These supports may include personal protective equipment, transportation, or childcare.</p> <p>The individual supports provided to participants will vary based on participant need and the parameters of the placement.</p>
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