

Work Experience Opportunities Grant Program Criteria

PURPOSE:

The Work Experience Opportunities Grant (WEOG) program is intended to provide organizations with grants to deliver time-limited work experience opportunities for individuals with barriers to employment.

Criteria	Details
Eligible Applicants	
<p>A. Eligible Organizations must be:</p> <ul style="list-style-type: none"> • Non-profit organizations (societies) incorporated under the Societies Act (British Columbia); or • Charities registered federally under the Income Tax Act 	<p>Eligible organizations must be based in or operating in British Columbia.</p> <p>Organizations with an existing WorkBC contract may apply for funding. Funded activities may not duplicate services already provided under WorkBC contracts.</p> <p>Non-profit organizations that own, operate or administer a social enterprise are also eligible to apply.</p> <p>Non-profit organizations may partner with a for-profit business to provide work experience opportunities; however, the non-profit organization must hold and administer the grant, and must ensure that the work experience placement complies with all requirements set out in the application criteria.</p> <p>The Ministry reserves the right to refuse any application at its sole discretion.</p>
<p>B. Organizations will ensure that each participant has WorkSafe BC (Workers Compensation Act) coverage.</p>	<p>Each applicant must be registered and in good standing (premiums, reporting) with WorkSafe BC, and must be compliant with all related Acts and Regulations.</p>
<p>C. Each applicant must commit to monitor and support each participant for the duration of the placement</p>	<p>Each applicant must commit to monitoring participant placements to support participant success.</p>
<p>D. Organizations must adhere to all federal, provincial, and regional public health orders to reduce the transmission of communicable diseases.</p>	<p>This includes a COVID-19 Safety Plan that outlines the protocols and policies in place to reduce the risk of COVID-19 transmission in the workplace.</p>

<p>E. An applicant may apply for funding for up to 10 total participants.</p>	
<p>Eligible Participants</p>	
<p>A. Each participant must be:</p> <ul style="list-style-type: none"> • qualified to receive assistance under the <i>Employment and Assistance Act</i>; or • qualified to receive assistance under the <i>Employment and Assistance for Persons with Disabilities Act</i>; or • qualified to receive assistance from a Treaty First Nation that is funded through the Federal Department of Crown–Indigenous Relations and Northern Affairs Canada; or • qualified to receive assistance from a First Nation Administering Authority that administers an Income Assistance Program on behalf of Indigenous Services Canada. 	<p>Participant eligibility will be determined by the applicant and verified by the Ministry.</p> <p>The focus of grant funding is to support individuals with barriers to labour market participation.</p> <p>Grant holders must inform participants of their obligation to report income earned through the Work Experience Opportunities Grant program and must provide the “Income Reporting Guidelines for PWD/PPMB 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>C. Organizations may not use funding to support current employees in their existing positions.</p>	
<p>D. Each participant must be legally able to work in British Columbia.</p>	

<p>E. An applicant must notify the Ministry if any chosen participant fails to start or starts but fails to complete a work experience placement.</p>	<p>If an applicant has a vacant placement and identifies a substitute participant for and wishes to fill the vacant placement, the applicant will notify the Ministry to verify that the new participant is eligible for the placement.</p> <p>If an applicant has a placement that is vacant for more than 3 weeks, the applicant must repay to the Ministry any remaining stipend amount not provided to the participant.</p>
<p>F. Individuals who have previously completed a work experience placement through the Work Experience Opportunities Grant may participate again in limited circumstances.</p>	<p>Grant holders are expected to administer funding in a fair and equitable manner, providing opportunities to as many individuals as possible. In circumstances where no other potential participants are available and where a past participant may continue to benefit from the program, repeat participation may be an appropriate choice. It is expected that grant holders will exercise judgment and discretion in determining the appropriateness of repeat participation.</p>
<p>Eligible Placement and Activities</p>	
<p>A. <i>Low Intensity Option</i> The placement must be 20 weeks.</p> <p>B. <i>High Intensity Option</i> The placement must be 12 weeks.</p>	<p>Where required, participants may transition between low and high intensity streams to accommodate changes in need for supportive services, employment readiness, etc. This transition may occur at the discretion of the grant holder; however, the grant holder must notify the Ministry of the change.</p>
<p>C. Activities must support work experience opportunities for individuals as noted in the Eligible Participants section above.</p>	<p>A broad range of activities and placements will be considered appropriate, including but not limited to:</p> <p>Activities that support 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>Activities that support the development of life skills: These activities support the learning and development of pre-employment readiness skills. For example: time management, resilience, building interpersonal relationships</p> <p>Activities that support the development of essential skills: These activities provide a foundation for learning other skills and help individuals prepare for employment. For example: reading, writing, computer use, numeracy skills</p>

	<p>Activities that support 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</p> <p>Other activities that enable participants to build employment skills and experience will also be considered.</p>
<p>Grant Amount</p>	
<p>A. An applicant may apply for grant funds of \$5,000 per work experience placement.</p>	<p>An applicant’s total cost per placement cannot exceed \$5,000.</p> <p>If an applicant fills a vacant placement with a second or subsequent participant, the applicant’s total cost for a single placement must not exceed \$5,000.</p> <p>Participants must receive a stipend. They may also receive support services and other financial supports.</p> <p>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>
<p>Participant Stipend</p>	
<p>A. <i>Low Intensity Option</i> Participants must complete a total of 200 hours of work experience. The total cost of participant stipends must be a minimum of \$3,000 per work experience placement.</p>	<p>Participants are expected to participate at a level of approximately 10 hours/week.</p> <p>Participants must be compensated at a rate of at least minimum wage, and in alignment with standard industry rates for the position.</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 \$3,000.</p>
<p>B. <i>High Intensity Option</i> Participants must complete a total of 240 hours of work experience. The total cost of participant stipends must be a minimum of \$3,600 per work experience placement.</p>	<p>Participants are expected to participate at a level of approximately 20 hours/week.</p> <p>Participants must be compensated at a rate of at least minimum wage, and in alignment with standard industry rates for the position.</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>

Administration Funds	
<p>A. <i>Low Intensity Option</i> The remaining grant amount of \$2,000 per work experience placement will fund placement administration and participant supports.</p> <p>B. <i>High Intensity Option</i> The remaining grant amount of \$1,400 per work experience placement will fund placement administration and participant supports.</p>	<p>An applicant may use grant funding to offset operating expenses and administrative costs such as project management, recruitment of participants, claims and reporting.</p> <p>Participant supports ensure participants have access to wraparound services and supports to facilitate participation and successful completion (see below).</p> <p>If an applicant fills a vacant placement with a second or subsequent participant, the total cost of placement administration and participant supports for all participants in that placement continues from the original grant funds.</p>
Participant Supports	
<p>C. Applicants will provide a range of services to support participants to build skills and abilities to participate in the local labour market.</p>	<p>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 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>