

Community Workforce Response Grant

Applicant Guide

2026/27



Ministry of
Post-Secondary Education
and Future Skills

Canada



These programs are funded by the Government of Canada and
the Province of British Columbia.

CONTENTS

Welcome to the Community Workforce Response Grant	1
CWRG Priorities	2
Before You Apply	2
How to Apply	3
Who Can Apply	3
Eligible Projects	4
Eligible Participants	5
Eligible Skills Training Providers	6
Eligible Employment Support Services Providers	7
Eligible Services and Costs Summary	7
<i>Creating a Budget</i>	<i>7</i>
Eligible Project Services	8
<i>Occupational Skills Training</i>	<i>8</i>
<i>Employment Support Services</i>	<i>8</i>
<i>Participant Financial Supports</i>	<i>9</i>
<i>Administration Fees</i>	<i>10</i>
Required Application Documents	10
Final Notes	12
Appendix A: Requirements for employment insurance and income assistance clients participating in the CWRG program	13
Appendix B: Conflict of Interest Guidelines	15
Appendix C: Ineligible Costs	16
Appendix D: Glossary	17
Appendix E: Applicant and Agreement Holder Standard of Excellence	18

Welcome to the Community Workforce Response Grant

The Community Workforce Response Grant (CWRG) is designed to provide flexible and timely responses to urgent labour market needs faced by communities in British Columbia. Communities can access the program to address workforce challenges due to changing local economic conditions, emerging priorities, or unexpected natural disasters.

The CWRG serves communities by funding cohort-based skills training that helps participants gain the skills and certifications needed to obtain sustainable employment, contributing to strong, resilient local economies.

By investing in local communities to address workforce shortages and emerging labour market needs through short-term occupational skills training, CWRG creates good-paying jobs for British Columbians while ensuring people from every background can reach their full potential.

CWRG funds a wide range of skills training projects — from health care aides to electrical foundations — depending on the needs identified by the applicant, whether the applicant represents a community or a sector.

The CWRG covers 100% of all training costs up to \$300,000* per project, including:

- \$11,000 per participant for skills training costs.
- Participant financial supports based on the length of training.
- Employment support services up to \$400 per participant.
- Administration fees up to 10% of the total project costs (12% for Indigenous applicants).

The CWRG is one of many skills training programs funded through the Canada–British Columbia Workforce Development Agreement, the Labour Market Development Agreement and the Province of British Columbia.

* Some regulated training programs may exceed tuition or total project costs. These projects may still be eligible for CWRG funding. Please contact CWRG@gov.bc.ca before applying.

CWRG Priorities

The CWRG prioritizes the following types of projects:

- Projects serving:
 - Indigenous communities;
 - Rural and remote* communities; and/or
 - Communities impacted by tariffs, the recent loss of a major employer, natural disaster, or sudden, significant economic disruption.
- Projects offering occupational skills training that addresses community-specific emerging priorities, economic diversification or innovation, or regional [High Opportunity Occupations](#).
- Projects supporting sectors identified as provincial priorities, including in [Look West: Jobs and Prosperity for a Stronger BC and Canada](#), such as:

○ Aerospace	○ Construction	○ Maritime
○ Agriculture and food processing	○ innovation	○ Mining
○ AI quantum computing	○ Education	○ Social services
	○ Health care	○ Tourism
	○ Life sciences	○ Trades
- Projects where a Community Transition Table has been established through provincial [Community Transition Services](#). Eligible communities may submit applications at any time from March 27, 2026, to February 1, 2027, subject to funding availability. Please contact CWRG@gov.bc.ca before applying.

Before You Apply

Before applying, ensure that you:

- ✓ Have a [Business BCeID](#) account. *Note: It may take up to two weeks to receive your BCeID. Review [Business BCeID Questions and Answers](#) for more information.*
- ✓ Ensure your project is aligned with one or more of the CWRG priorities above.
- ✓ Review the [Key Dates table](#) for application deadlines.
- ✓ Review the [What's New](#) section of the website for updates.
- ✓ Review [Appendix E: Applicant and Agreement Holder Standard of Excellence](#).

We recommend that applicants discuss their project with program staff before applying. Contact CWRG@gov.bc.ca to schedule a meeting.

* To find out if your community is considered rural and remote, use the [Rural Economic Diversification and Infrastructure Program Eligibility Lookup Tool](#). The tool will categorize your community as Rural 1, 2 or 3, or Urban 1, 2, or 3.

How to Apply

Applications must be submitted online through the [Skills Training Grant System](#). Learn more about this system through the [Applying for CWRG Funding](#) user guide.

[Required application documents](#) are listed on page 10. For further support, contact CWRG@gov.bc.ca.

Who Can Apply

Applicants must demonstrate strong connections with the community and/or sector they are applying on behalf of, and with local employers to ensure strong employment prospects for training participants.

Eligible applicants include:

- ✓ Local non-profit organizations*
- ✓ Industry, sector and employer associations
- ✓ Municipal, district and regional governments
- ✓ Indigenous governments, Indigenous-owned or -directed non-profit service providers, and Indigenous economic development corporations
- ✓ Union halls certified to represent employees under the B.C. Labour Relations Code, and union training colleges and associations
- ✓ Major employers (in a community with a single-resource economy)

Public post-secondary institutions may be **eligible** for funding when there is an immediate need for training in rural and remote communities with limited capacity to apply for funding. Contact CWRG@gov.bc.ca for eligibility requirements before applying.

* Organizations must be incorporated as a not-for-profit corporation, or be a society formed under an Act of Canada or the Province of British Columbia and be in good standing under the relevant Act. To be eligible for CWRG funding, a local non-profit organization must have been providing services to the community for a minimum of one year, and its mission must closely align with the proposed training.

Ineligible applicants include:

- ✘ Public sector organizations, such as Crown corporations and agencies, hospitals, and health authorities
- ✘ Federal and provincial departments/ministries
- ✘ Employers, except major employers in a community with a single-resource economy
- ✘ Individuals seeking funding for personal skills training
- ✘ Skills training providers, except for public post-secondary institutions and union training colleges and associations.
- ✘ Organizations with unmet obligations for past CWRG-funded projects
- ✘ Organizations shown to have a conflict of interest (refer to [Appendix B](#))

Eligible Projects

To be **eligible** for funding, projects must:

- ✓ Provide occupational skills training resulting in recognized credentials, such as a certificate or diploma, with preference given to credentials that include credit, required licensing or accreditation.
- ✓ Demonstrate that training meets emerging or urgent labour and skills needs in the community or sector.
- ✓ Prepare participants for sustainable employment in the community or sector. Applicants must show there is a strong prospect for employment post-training.
- ✓ Demonstrate how current [CWRG priorities](#) are met.
- ✓ Be delivered to a cohort of at least three participants.
- ✓ Be comprised of a cohort size that reflects the community's needs and employment possibilities.
- ✓ Be 52 weeks or less* in duration.
- ✓ Not begin before the application is approved by CWRG and the applicant has accepted the offer of funding issued by the CWRG.
- ✓ Adhere to all [Occupational Health and Safety](#) regulations for any training in the workplace.

*Exceptions may be made for some registered/licensed training programs over 52 weeks. Please contact CWRG@gov.bc.ca before applying.

The following types of projects are **ineligible** for funding:

- ✘ Projects engaging a private training institution designated by [B.C. Private Training Institution Regulatory Unit](#) (PTIRU) whose skills training program and/or training location is not approved by PTIRU.
- ✘ Projects using programs designated as “employer provided programs” as defined in the [Private Training Institution Regulatory Unit’s Policy Manual](#).
- ✘ Projects that propose training for self-employment and entrepreneurship.
- ✘ Projects where occupational skills training does not make up the majority of the training.
- ✘ Projects that propose 100% Short Term Occupational Certifications and/or Essential Skills training.
- ✘ Projects where employers are seeking to train their own staff. Employers seeking to support skills training for employees, including possible new hires, may wish to explore the [B.C. Employer Training Grant](#).

Eligible Participants

Eligible participants must:

- ✓ Be Canadian citizens, permanent residents or protected persons (as designated under the Immigration and Refugee Protection Act) entitled to work in Canada.
- ✓ Be at least 16 years old as of the training start date.
- ✓ Reside in B.C.
- ✓ Have a Social Insurance Number (SIN).
- ✓ Be unemployed, or employed, including full-time, part-time, seasonally, casually, or precariously (refer to [Appendix D](#) for definitions).
- ✓ Have basic life and essential skills necessary to enter training.

Individuals who are currently receiving Employment Insurance (EI) benefits or Income Assistance (IA), are **eligible** participants. Refer to [Appendix A](#) for more information about responsibilities regarding participants receiving EI or IA.

Participants are **ineligible** for CWRG-funded training if they:

- ✘ Are currently enrolled in other federally or provincially funded training programs.
- ✘ Have participated in a CWRG-funded project within the same fiscal year (April 1– March 31).

Eligible Skills Training Providers

Eligible skills training providers include:

- ✓ B.C. public post-secondary institutions. *Note: Priority will be given to applications engaging B.C. public post-secondary institutions as the training provider.*
 - ✓ [SkilledTradesBC-designated trade schools](#), including union-affiliated trainers recognized by SkilledTradesBC
 - ✓ Industry/sector associations
 - ✓ Trade- or industry-recognized personal safety training providers
- B.C. private training institutions designated under the Private Training Act by the [B.C. Private Training Institution Regulatory Unit](#) (PTIRU) of the Ministry. *Note: If the applicant is engaging a PTIRU-designated institution, the institution's program and training location must be approved by PTIRU, including approval by any applicable regulatory body.*

Other private training providers **may** be eligible if:

- The costs of training are competitively priced with similar courses offered in the sector and by PTIRU-designated institutions in B.C.
- Training providers and their instructors have the necessary expertise, skills and experience to deliver the occupational skills training.

Other considerations for skills training providers include:

- Where available, projects should engage local service providers and provide in-person training.
- The occupational skills training provider must be a third-party service provider* to the applicant, except in instances where public post-secondary institutions and union training arm/colleges are applicants.
- For projects providing training in professions where certification is required for employment, the skills training provider must be on a list of qualified institutions designated or approved by the regulatory body to deliver training in the proposed location. Any institution holding interim recognition will not be funded.
- Instructor qualifications must meet the standards of relevant regulatory bodies.

* A third-party service provider is a training organization that is not a party to the agreement between the Province and the CWRG agreement holder and is free from any conflict of interest. (See [Appendix B](#) for full conflict of interest guidelines.)

Eligible Employment Support Services Providers

Eligible employment support services (ESS) providers include:

- ✓ B.C. public post-secondary institutions
- ✓ Trades or technical schools designated by [SkilledTradesBC](#)
- ✓ Private training institutions designated by the PTIRU
- ✓ Social service organizations
- ✓ Employment assistance offices and departments already established within Indigenous communities.
- ✓ Employment or training organizations

The ESS provider must be an independent third-party service provider to the applicant, except where an Indigenous applicant already provides employment support services to its members.

The ESS provider must actively deliver employment support services as part of their organization's ongoing operations.

Eligible Services and Costs Summary

- A participant should not incur any out-of-pocket costs to complete skills training or to receive certification.
- Only skills training providers and employment support services providers named in Schedule A of the CWRG agreement will be eligible for reimbursement.
- Skills training providers and employment support services providers may not subcontract their services to another person or organization.
- Applicants must specify if any of the project components will be paid for by other funding sources.
- Costs for all training must be competitively priced and demonstrate value for money.
- Expenditures that are not related to the project and project delivery are considered ineligible. (Refer to [Appendix C](#) for a list of ineligible costs.)
- Costs cannot be added after a CWRG funding agreement has been accepted.

Creating a Budget

When creating a budget, we recommend obtaining quotes from multiple third-party service providers to ensure the costs are competitive or comparable to other training providers. CWRG may ask why a service provider was selected, particularly if the cost of training is higher than available comparable training.

The total funding an applicant will receive is based on the number of eligible participants trained in the project, up to the maximum allowable under the agreement. If the number of eligible participants in training is less than originally planned, the total grant funding amount will be reduced.

Eligible costs: Total maximum project cost is \$300,000.*

Eligible Project Services

Project services include all the skills training, participant financial supports and employment support services provided to participants, as well as the administration fee provided to the agreement holder, as set out in a CWRG agreement.

Occupational Skills Training

Occupational skills training provides participants with the skills and certifications required to obtain sustainable employment in a specific job or occupation. For example:

- Training to develop the skills required to operate a particular machine or use a particular technology
- Sector-specific skills
- [Apprenticeship foundation programs](#)

Training must result in an employer- or industry-recognized certificate or diploma.

Eligible occupational skills training costs: Up to \$11,000[†] per participant. Costs should include any tuition or training fees, classroom rentals, examinations, certificates, books, training software and other course materials.

Employment Support Services

Employment support services (ESS) are optional services provided to participants to increase their success in training and their employability at the end of training (for example, job-readiness skills such as job search, resume writing and interview skills).

[Essential skills](#) training may be included as a component of the employment support services but not as a stand-alone component or separate cost.

*Exceptions may be considered for some registered/licensed training programs where the total project cost exceeds \$300,000. Please contact CWRG@gov.bc.ca before applying.

[†]Exceptions may be considered for some programs where skills training costs per participant exceeds \$11,000. Please contact CWRG@gov.bc.ca before applying.

Ineligible employment support services costs:

- ✘ Additional costs if a PTIRU-approved curriculum already includes an employment support services component
- ✘ English as a Second Language training

Eligible employment support services costs: Up to \$400 per participant with an expected instructional time of about 40 hours.

Participant Financial Supports

Participant financial supports (PFS) are provided to participants during the project to remove barriers to their success, such as costs for child care, transportation, personal protective gear, required uniforms, travel and accommodation.

Eligible participant financial supports costs are based on training duration:

Skills training duration	Maximum cost per participant
1-12 weeks	\$1,800
13-24 weeks	\$3,600
25-36 weeks	\$5,400
37-52 weeks	\$7,800

Note: All applicants approved for funding must track PFS expenditures during training. The PFS expenditures must be completed with the PFS attestation in the online system before submitting the completion report.

The following costs are **not eligible** participant financial supports:

- ✘ Completion bonuses/honorariums/cash/training allowance/stipend
- ✘ Rent
- ✘ Participant wages
- ✘ Interest charges
- ✘ Purchase of alcoholic beverages or cannabis products
- ✘ Textbooks (must be included as part of the skills training cost)
- ✘ Purchase of capital assets intended for exclusive use in the applicant's organization and the long-term operational support of that organization
- ✘ Costs for employment support services
- ✘ Losses on other projects or contracts
- ✘ Staff salary bonuses

Administration Fees

Administration fees are costs directly related to project management, such as:

- Outreach and recruitment of participants
- Job fairs and job placement
- Administration of participant financial supports
- Participant support during training and practicums
- Monitoring the relationship between participants and the skills training provider and monitoring any concerns that may arise
- CWRG claims and reporting

Only agreement holders are eligible to receive administration fees.

Eligible costs:

- Up to 10% of all project components (skills training + employment support services + participant financial supports).
- Indigenous applicants are eligible to apply for up to 12% of all project components (skills training + employment support services + participant financial supports) to cover any additional costs such as cultural supports.

Required Application Documents

For your application to be considered complete, please ensure all required documents listed below are uploaded with your application at the time of submission. Incomplete applications will not be assessed and may be denied.

The required application documents are:

1. [Project Description Form](#)

Complete and upload the provided Project Description Form. It is important to provide as much information on your intended project as possible to assist in the assessment of your proposed project's needs and training components.

2. [Employer Support Form](#)

Provide each employer supporting your project with the Employer Support Form, along with the training project curriculum/outline provided by your skills training provider. Diligence should be taken to collect and supply these forms as they speak to the rationale for training. While the number of forms does not need to match the number in the cohort, it must reflect the potential job openings in the community or sector for successful participants to fill.

3. Course outline

A detailed current course outline is required for all skills training programs delivered by public or private training providers or institutions.

4. [Skills Training Quote](#)

All skills training for a CWRG-funded project must be delivered by a third-party service provider. A quote from the skills training provider on letterhead must be uploaded with the application. For the information required on the quote, please review the sample provided.

5. [Employment Support Services Quote](#)

Employment support services are not a mandatory component for a CWRG-funded project. If you are requesting funding for employment support services, a quote from a third-party service provider must be uploaded. For the information required on the quote, please review the sample provided.

Other documents that will be required to complete the application but can be submitted after applying include:

6. **Instructor qualifications** (public post-secondary calendar courses are exempt). Before a training project is approved, instructor qualifications are required for all skills training delivered by private training providers or institutions, or any training delivered through the Continuing Education department of a public post-secondary institution.

The instructor resume must demonstrate:

- Trainers hold, at minimum, a diploma or recognized certification relevant to the subject matter being taught.
- A record of instructor experience recently providing a minimum of one year of the same or similar training.
- For training in trades or technology, instructors hold a certificate, diploma or post-secondary degree relevant to the subject matter and have two years of full-time work experience in a career relevant to the subject matter of the training, or 10 years of full-time work experience in the relevant subject matter.
- For projects providing training in professions where certification is required for employment, instructor qualifications must meet the standards of the regulatory body.

7. [Certificate of Insurance](#)

The B.C. Certificate of Insurance (COI; form [FIN 173](#)) is optional at the time of application, but, if requested, it should be forwarded within three business days to CWRG@gov.bc.ca. This form must be completed by the applicant's broker, and it is required prior to approval for funding. The certificate must demonstrate at least \$2 million in general commercial liability insurance that covers the term of the agreement. Prior to completing the form, the broker may wish to review the insurance requirements found in a [CWRG agreement](#) (section 8 of Schedule B).

Final Notes

Please note:

- Funding decisions are at the Ministry's sole discretion. CWRG may:
 - Decline incomplete or ineligible applications.
 - Refuse to fund, or require repayment of costs (curriculum development, administration, marketing and promotion, capital or training) or grant funding to parties who provide misleading or incorrect information to the program.
 - Contact employers or industry associations, trainees, training providers or any other person to substantiate training activities, trainee counts, outcomes, partnership involvement/contribution or other related matters.
 - Prioritize CWRG projects that have not been funded in the community in the past 12 months.
- While an applicant can submit multiple applications, CWRG is unable to provide ongoing funding or funding leading to a degree or a full apprenticeship.
- Approval of applications is subject to funding availability.
- Any funding received from the CWRG program for skills training that has not been spent over the course of a training project is considered an overpayment and the remaining funds must be returned to the Province by the term end date stated in your CWRG agreement. The term end date is located in Schedule A of a [CWRG Agreement](#).
 - Agreement holders may not withhold unspent CWRG funding to use on future projects or for deferred training.

Appendix A: Requirements for employment insurance and income assistance clients participating in the CWRG program

The goal of the CWRG program is to increase labour market participation of British Columbians by supporting relevant and responsive skills training that is needed for sustainable employment in local labour markets. It is a priority of the Provincial and Federal governments to support unemployed individuals, including those on Employment Insurance (EI) and Income Assistance (IA), to obtain employment.

A CWRG agreement holder has the responsibility to:

1. Ensure participants are eligible to participate in a CWRG-funded project.
2. Identify which participants currently receive EI or IA benefits and inform CWRG as soon as possible. Failure to do so could severely impact the participants' EI or IA benefits.

Agreement holders training participants receiving EI must:

- Ensure the training dates stated in the online application system are accurate.
- Communicate the correct and confirmed training dates to participants currently receiving EI benefits.
- Request the participant indicate on the Participation Information Form if they are “currently receiving” EI benefits.
- Inform the participant that the CWRG program, which funds the training, will contact the Ministry of Social Development and Poverty Reduction and submit a Section 25 EI referral on their behalf.
- Instruct the participant to clearly indicate the correct training dates on their bi-weekly report.
- Contact CWRG immediately when there is a break in training, or if a participant leaves the project. Any break in training for a week or more needs to be reported, as well as the last day of attendance for a participant who leaves training early.
- If a participant becomes an EI recipient after training starts, the agreement holder must contact CWRG immediately to initiate a Section 25 referral submission on behalf of the participant and ensure EI benefits are not terminated. Contact CWRG@gov.bc.ca.

Agreement holders training participants receiving IA must:

- Ensure the training dates stated in the online portal are accurate.
- Identify during recruitment which potential participants are IA recipients.
- Communicate the correct and confirmed training dates to the IA recipients.
- Prior to enrolling an IA recipient as a participant in the training project, inform them that:
 - If they are not a WorkBC case-managed client, it is their responsibility to contact the Service Delivery Division (Ministry of Social Development and Poverty Reduction) at 1-866-866-0800 to give them the dates of training and have them approve their enrollment in CWRG training. Failure to do so could impact their IA benefits.
 - If they are a WorkBC case-managed client, the IA client must notify their WorkBC manager about participating in CWRG training and give them the training dates. They do not have to call the Service Delivery Division directly.
- Once the IA recipient has confirmed approval from the Service Delivery Division or their WorkBC case manager to enroll, instruct the IA recipient to submit a Participant Information Form with the correct training dates and remind them to indicate they are “currently receiving” IA benefits.
- Agreement holders should always direct participants who are IA recipients and have questions about their benefits to contact the Service Delivery Division directly at 1-866-866-0800.
- Should a participant become an IA recipient while in training, instruct them to inform the Service Delivery Division of their training participation directly at 1-866-866-0800.

Agreement holders should not direct participants to contact the CWRG Program.

Appendix B: Conflict of Interest Guidelines

Where the Ministry determines that there is a real or perceived conflict of interest in the choice of a participant, training provider or employment support services provider, the Ministry reserves the right to deny an application or claim based on that conflict of interest. If the Ministry becomes aware of a real conflict of interest, as determined by the Ministry in its sole discretion, the Ministry may revoke an Agreement.

The following are examples of situations where the Ministry may determine there is a real or perceived conflict of interest. **These examples include but are not limited to:**

- Where there is evidence that either the skills training provider or the employment support services provider, or both, are not third-party, or adequately arm's length from the applicant, and that the choice of the provider is based on other factors than having the best expertise and qualifications to provide the training.
- An applicant chooses a particular training provider because the provider holds either a salaried or non-salaried position with the applicant organization.
- The applicant stands to gain financially from the choice of a skills training provider or employment support services provider. For example, the applicant receives a fee from the third-party service provider delivering skills training or employment support services.
- The third-party service provider or employment support services provider assumes management of the CWRG agreement from the original applicant.

In recognition of the traditional role of Elders in supporting formal education of Indigenous learners, these conflict-of-interest guidelines may not apply.

Appendix C: Ineligible Costs

Ineligible costs include:

- ✘ Costs related to the development of the proposal or project application.
- ✘ Costs not directly associated with the delivery of the project or not directly required to meet the project deliverables.
- ✘ Costs incurred before the start date or after the end date of the project.
- ✘ Administrative salaries that are not directly tied to project management or project delivery.
- ✘ Staff salary bonuses.
- ✘ Legal fees, court awards, fines and penalties (e.g., parking tickets).
- ✘ Out-of-province travel costs for project staff or participants.
- ✘ Annual membership fees to associations or private clubs (e.g., gyms, golf courses).
- ✘ Costs related to annual general meetings, budget deficits, membership fees, fundraising activities, committee and political meetings or religious activities.
- ✘ Costs for any materials, tools, techniques, approaches, developments, or salaries used in training, work placements or other project components that have already been reimbursed to the agreement holder under any other funding agreement.
- ✘ Reimbursement for airfare purchased with personal frequent flyer points programs.
- ✘ Losses on other projects or contracts.
- ✘ Interest charges.
- ✘ Purchase of alcoholic beverages or cannabis products.
- ✘ Participant wages, stipends and living costs.
- ✘ Participant completion bonuses and honorariums.
- ✘ Training allowances
- ✘ Purchase of capital assets intended for exclusive use in the applicant's or training provider's organization and the long-term operational support of that organization.
- ✘ Costs for employment support services if a PTIRU-approved curriculum already includes an employer support services component.

Appendix D: Glossary

The following definitions are provided to assist applicants in applying for CWRG funding. For the comprehensive list of definitions that define CWRG agreements, refer to Schedule B of a standard [CWRG Agreement](#).

applicant: the organization that applied for a grant under the CWRG Program.

agreement holder: the organization that applied for a grant under the CWRG Program and to whom an approval letter or CWRG agreement has been addressed.

employment statuses:

- **casual or on-call work:** refers to people working only when needed, often on short notice.
- **full-time:** refers to people working 30 or more hours per week.
- **part-time:** refers to those working less than 30 hours per week.
- **precarious:** employment that is unstable due to circumstances such as having just cause to leave one's employment, having received a lay-off notice, self-employment income is below the poverty line, the job is likely to be replaced with automation, an industry shutdown is imminent or there have been changes in the marketplace due to a natural disaster like a pandemic.
- **seasonal:** those persons working steady, possibly long hours for some but not all months of the year (e.g., landscaping, tree planting, wildland firefighting, etc.)
- **unemployed:** refers to persons with barriers to entering the workforce, persons currently receiving Employment Insurance or Income Assistance but searching for work, or persons working less than 20 hours per week.

Indigenous: refers to all First Nations, Inuit and Métis people.

participant: each individual that the applicant has enrolled in the project and that is receiving, or has received, project services.

project: a proposal submitted by an applicant to provide skills training to their community or sector. This proposal includes all the activities that ensure the successful delivery of this training. These activities include marketing, recruitment, assisting participants with Participant Information Forms, organizing training spaces, skills training, including employment support services.

Skill Training Grant System: the online application portal for the Community Workforce Response Grant. Applicants require a [Business BCeID](#) to access the system.

sustainable employment: employment that provides an opportunity for growth by creating a pathway that secures a participant's long-term attachment to the workforce.

Appendix E: Applicant and Agreement Holder Standard of Excellence

Every project proposal is expected to be designed to improve employment opportunities for participants. The ideal proposal will reflect community and/or sector labour needs, meet the stated criteria in this guide, and give participants the necessary credentials to immediately enter into employment.

It is expected that *applicants*:

- Understand the labour needs of their community or sector and base their applications on these needs.
- Consult with local employers before selecting a training provider.
- Do research to find the best qualified third-party training provider available at the best value for money.
- Take responsibility for the creation and content of the application.
- Do not delegate application writing and submission to a third-party service provider or to anyone that would not be legally bound by the CWRG agreement.
- Disclose the use of grant writer at time of application.
- Do not violate BCeID rules such as sharing login credentials with a service provider.
- Ensure all information provided to the CWRG is complete and accurate.

It is expected that *agreement holders*:

- Do not delegate the administration of the CWRG agreement to a third-party service provider or to anyone not legally bound by the CWRG agreement.
- Provide all requested documents as required (for example, proof of payment).
- Meet all obligations to the Province per the CWRG agreement.
- Complete any repayment to the Province when required.
- Show diligence in ensuring participants on Employment Insurance and Income Assistance do not have their benefits put at risk.
- Support participants in completing training and securing employment.
- Submit success stories from participants complete with signed consent forms.
- Are in good standing from previous CWRG agreements.
- Receive positive reports that demonstrate the effectiveness of the training project through participant feedback, success stories, media reports and employer feedback.

Previous CWRG *agreement holders*:

- Must be in good standing from previous CWRG agreements.
- Should be aware that past CWRG project administration, success stories and outcomes are taken into consideration when evaluating new applications.