
MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY
REDUCTION

WorkBC Employment Services

Job Creation Partnerships (JCP)

Applicant Guide

Employment and Labour Market Services

January 2025

Table of Contents

Introduction and Overview	3
Purpose	4
Overview.....	4
Community Partnership and Support	5
Projects Focused on Indigenous Job Seekers	5
Eligible Project Holders	6
Eligible Participants	6
Priority Participant Group	7
Recruiting Participants	7
Replacing Participants on a Project.....	7
Participant Financial Supports	8
Eligible Costs	8
WorkSafeBC Coverage.....	8
Incrementality	8
Reporting Requirements	8
Additional Considerations	9
How to Apply	9
Appendix 1 - Examples of JCP Projects	11

Community & Employer Partnerships acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands. We recognize the rights, interests, priorities, and concerns of all Indigenous Peoples (First Nations, Metis, and Inuit), respecting their distinct cultures, histories, rights, laws, and governments.

Introduction and Overview

The goal of the Community and Employer Partnerships (CEP) fund is to increase training and work experience opportunities for people in communities across BC.

CEP projects deliver a wide range of employment and skills-training services and innovative initiatives to help to make life better for people and their families while strengthening local labour markets and contributing to economic growth.

CEP is committed to fostering equity, inclusion, and reconciliation. We work with Indigenous partners and communities in a way that respects their individual rights, interests and concerns, acknowledging their unique cultures, histories, rights, laws, and governments. We support programs, services and initiatives that create equity for under-represented groups in the labour market.

Projects funded through CEP are encouraged to reflect the following principles:

- **Collaboration:** Involves partners who contribute significantly to project success.
- **Mutually Beneficial:** Offers work experience and training that benefits both participants and the community.
- **Innovation:** Tests new approaches to labour market or Human Resource challenges.
- **Results Orientation:** Has measurable objectives and tangible outcomes.
- **Sustainability:** Demonstrates the capacity to maintain Human Resource strategies long-term.
- **Comprehensiveness:** Addresses current and future labour market issues.
- **Accountability:** Reports on outcomes with effective financial management.
- **Reconciliation:** Respects Indigenous values, culture, and protocols, and is mutually beneficial to the Project Holder and Indigenous partners.
- **Equity and Inclusion:** Delivered in a manner that respects diversity, promotes inclusivity and cultural sensitivity, and is accessible, and creates equity for underrepresented groups.

Purpose

This document provides an overview of JCP and key components to consider when designing your project and application for funding.

Overview

JCP supports projects that offer eligible participants work experience to enhance their employment prospects. The focus is on providing opportunities that benefit both the participants and the community, with the primary aim of helping participants gain experience to assist them with securing sustainable employment.

Projects can last up to 52 weeks and while there is no minimum duration, the project must be of sufficient duration to provide meaningful work experience for participants; typically, at least 12 weeks of work experience. While interruptions may extend the project timeline, the total funded period cannot exceed 52 weeks for either the project holder or participant.

Eligible activities are those that:

- Are finite in nature (defined start and end date)
- Are non-profit
- All activities, whether a non-profit organization or a for-profit organization, operate on a non-profit basis ensuring that any revenue generated supports the event or project activities
- Are unlikely to happen without JCP support
- Allow participants time for job searches (typically one day every two weeks)
- Enhance participants' capacity for labour market attachment by providing a meaningful work experience and strengthen organizations to respond to community needs
- Include training provided to participants that is short-term, occupational training, specific to project activities. This training can occur at any time during the project

Recurring annual activities may be supported if there are cultural or social outcomes which could eventually have economic benefits for the local economy.

Alignment of work experience hours are typically the standard full-time hours for the occupation. For participants with disabilities, part-time work is acceptable if it provides substantial work experience. Weekly hours are structured in alignment with the limits permitted under the BC Employment Standards Act.

Hours worked beyond the agreement's total may be considered overtime and the project holder will need to enter into a separate agreement with the participant. Active EI claimants working additional hours should discuss the impacts to their EI directly with Service Canada.

Community Partnership and Support

CEP projects should be developed with the support of the community including, [WorkBC Service Providers](#), and the [Indigenous Skills and Employment Training \(ISET\) Providers](#) where applicable. Applicants should demonstrate community partnerships and support as part of the application process.

Support can be demonstrated in a variety of ways and can include (but not limited to) verbal or written support, advisors to project design, guest speakers, and community partners. If these connections do not exist, it is expected that applicants will describe how the necessary connections will be made to ensure project success. CEP also has a responsibility to work with community partners to ensure community support for a project is in place.

Projects Focused on Indigenous Job Seekers

Applications for projects that are focused on supporting Indigenous job seekers, will need to demonstrate that the project responds to a need in the community and can be safely and successfully implemented. In addition to standard requirements, CEP will also look to consider the following:

- Support for the project and/or partnership agreements with Indigenous partners, such as local First Nations, Metis and/or Inuit communities and/or local ISET service providers.
- Any anticipated benefits of the project to Indigenous participants.

-
- The applicant's demonstrated capacity to both engage with and deliver culturally relevant and safe services to Indigenous people.

Applicants are encouraged to submit supporting information demonstrating that the project meets these considerations. This may include:

- Letters of support or non-objection and/or names and contact information from Indigenous partners that the applicant has engaged with and who support the project.
- Information from local ISETs and WorkBC concerning the local labour market needs, availability of similar training and/or anticipated numbers of clients that would be referred to the project.

CEP will ordinarily expect to see information regarding the views of the local ISETs and/or the attempts made to connect with the local ISETs submitted as part of the original application.

When assessing the application and making decisions on funding, CEP may request further information and materials from the applicant, and/or may conduct its own inquiries.

Eligible Project Holders

- Non-Profit Organizations
- Crown Corporations
- Municipalities or Agencies
- Indigenous Organizations
- Public Health and Educational Institutions
- Businesses

Businesses are eligible for funding, with the understanding that it is intended to support equitable opportunities rather than create competitive advantages or generate profit.

Eligible Participants

- Unemployed people eligible to work in BC;
- Have established a claim for Employment Insurance (EI) benefits; or

-
- Have had an EI benefit period that ended within the previous 60 months; or
 - 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
 - Support and referral from WorkBC Employment Services Contractor (WorkBC) or an Indigenous Skills Employment Training (ISET) Provider.

Priority Participant Group

Careful consideration around priority participant group selection is recommended. Projects need to include comprehensive supports tailored to the specific needs of the identified groups that will support successful completion of the project and expected outcomes. If more than one priority group is selected, the application should describe how the unique needs of all participants will be met.

Additionally, the project application should describe how the project will provide a culturally safe, inclusive, and accessible environment.

Recruiting Participants

Once a Shared Cost Agreement is dually signed, project holders can connect with WorkBC and/or ISET providers to initiate referrals of eligible participants.

- Project holders will have the opportunity to interview everyone referred from the WorkBC or ISET provider to assess the best fit for the project.
- If project holders are aware of eligible potential participants who would benefit from the JCP project, project holders should encourage them to contact the local WorkBC or ISET provider to have their employment needs assessed and to confirm their suitability and eligibility for the project.

Replacing Participants on a Project

In some cases, it may be necessary to find a replacement for a participant who leaves a project. New participants can generally join a project after its start date as long as there is sufficient time left to provide meaningful work experience. Factors

of consideration include the remaining project duration and any budgetary constraints.

Participant Financial Supports

Participants receive financial support including living supports to participate on a JCP.

Eligible Costs

All organizations applying for project funding are expected to contribute, within their ability to do so, to the costs of the project. While not a requirement, financial supports from other organizations is encouraged to support project costs.

All costs requested should be essential to the success of the project and necessary for project activities.

Use the Community and Employer Partnerships (CEP) Fund Budget Guidelines tab in the [Budget Negotiation Template.xlsx](#) to review eligible and ineligible project costs.

WorkSafeBC Coverage

Participants are considered employees of the Crown and are covered under the Province's WorkSafeBC account.

Incrementality

CEP funding supports incremental activities. These are activities that are separate and distinct from an organization's current day-to-day operations. Funded projects enable a new activity and/or an enhancement to current activity that would not take place without additional funding or resources.

Reporting Requirements

Once an agreement is approved, CEP project holders are responsible for regular monthly reporting on financial, program, and participant activities.

Additional Considerations

Applicants may be asked to address some or all of the following as part of the application assessment process:

- Demonstrate how employees or subcontractors were retained using a fair and transparent hiring process.
- Provide qualifications of organizations, partners, staff and supervisors.
- If your organization currently delivers a component of WorkBC Employment Services or Indigenous Skills and Employment Training, indicate how there is a clear delineation (separate and distinct) between program activities and the proposed JCP project activities.
- All CEP Project Holders are required to have a Health and Safety Plan through WorkSafeBC and should be prepared to submit a copy. See WorkSafeBC for additional information:
 - [Health & safety programs - WorkSafeBC](#)
 - [Creating and Managing a Healthy and Safe Workplace | WorkSafeBC](#) (link to brochure)

How to Apply

Step 1: Review the information and email the CEP team to discuss your project idea at CEPTEAM@gov.bc.ca.

Step 2: Complete the online application questions, ensuring all required documents are attached:

- Support letters
- [Budget Template](#)
- [Additional application responses](#)

Step 3: The CEP team will contact you once the application period has closed and all applications have been reviewed. We will inform applicants of funding decisions as soon as possible.

Note: Lead Applicants are solely responsible for ensuring that all information submitted in their Application is true and correct. The Ministry reserves the right to reject any Application due to unsatisfactory letters of support, unsatisfactory past

performance under contracts with the Ministry, or any material error, omission, or misrepresentation in the Application. If the Ministry obtains evidence of false declarations or misrepresentations with respect to any material provided as part of an Application, the Ministry also reserves the right to exclude the Lead Applicant or any proposed subcontractor or partner from participation in the Application process, or if the evidence is discovered after the Lead Applicant enters an Agreement, to exercise any rights available under the Agreement, including termination.

Appendix 1 - Examples of JCP Projects

Example #1

A community organization is celebrating its 25th anniversary. It requires participants to organize a special celebratory event and develop a video and brochure about the history of the organization.

Example #2

A non-profit conservation authority applies for CEP funding to construct a trail system, including the building of wooden shelters. Participants will gain meaningful experience in construction techniques. The project is finite, not part of the organization's day-to-day activities, and will not create ongoing dependency.

Example #3

A for-profit organization applies to construct rain shelters in a local community park situated in a low-income neighbourhood. They are contributing all construction materials. The project is finite, not part of the organization's day-to-day activities, will not create ongoing dependency, and the organization is making a partnership contribution.

Example #4

Recurring annual activity organized by a non-profit organization. A community organization puts on a film festival every year. This festival aims to raise awareness of this art form in the region. The proposed activity has a non-profit goal, but the cultural and social outcomes could eventually have economic benefits for the city.