



Ministry of
Social Development
and Social Innovation

MINISTRY OF SOCIAL DEVELOPMENT AND SOCIAL INNOVATION

EMPLOYMENT PROGRAM OF
BRITISH COLUMBIA

Job Creation Partnership

Applicant Guide

Employment and Labour Market Services

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Job Creation Partnership

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For more information about Job Creation Partnerships, please visit the WorkBC website:

<http://www.workbc.ca/Job-Seekers/Employment-Services/Community-Employer-Partnerships.aspx>

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 – How to complete the Application for Funding
- Appendix 2 – JCP Proposal Description
- Appendix 3 – JCP Budget Guidelines
- Appendix 4 - Example of JCP Objectives, Activities and Results

Note: A letter of intent (LOI) is required to be submitted to the Employment and Labour Market Services Division as a first step and prior to completing a proposal template. Once your LOI is received, a Ministry representative will contact you to discuss your project idea in more detail. If your LOI is approved to proceed, you will be invited to submit a proposal at that time.

If you have not submitted an LOI, please refer to the WorkBC site to complete and submit the LOI template.

Program Overview

What is the Job Creation Partnership (JCP) component of the Partnership and Innovation Fund of the Employment Program of British Columbia?

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 are:

- Non-Profit Organizations
- Municipal Governments
- Band/Tribal Councils
- Public Health and Educational Institutions
- Businesses*

*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:

- Negotiating, writing and managing JCP agreements with eligible Applicants;
- Carrying out project monitoring to ensure the activities of the project are being undertaken and that costs are claimed in accordance with the organization’s JCP funding agreement with the Ministry;
- Reviewing, reconciling, and entering claims for payment into the Contract and Financial Management System (CFMS);
- Documenting and evaluating project results; and
- Ensuring workplace safety due diligence, in the Ministry’s role as provider of WorkSafeBC coverage for JCP Clients.
- Notifying the EPBC Service Provider when a new JCP project is planned in the EPBC Service Provider’s Catchment Area;
- 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;

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- Approving active EI Clients to participate under Section 25 of the *EI Act* and continue receiving their EI Part I benefits;
- Inputting Section 25 into LMDA Access for Clients with an active EI claim; and
- Ensuring that worksites for JCP Work Experience Clients meet the minimum workplace safety requirements as stipulated in the *Workers Compensation Act*.

JCP Project Agreement Holder

The JCP Project Agreement Holder is responsible for the following activities related to the **Ministry**;

- Managing the agreement as set out in the JCP Agreement;
- Carrying out the agreed to activities and the budget management of the project with due diligence;
- Participating in monitoring activities and providing-project progress and financial reports as required;
- Informing the Ministry contract manager of any contract issues.

The JCP Project Agreement Holder is responsible for the following activities related to **EPBC Service Providers**:

- Advising the EPBC Service Provider within their Catchment Area of project activity details, the skill enhancement the Clients will receive, the necessary Client supports required (e.g. work clothes, boots, equipment) within five days of the Project Agreement Holder Agreement being approved by the Ministry. Details include:
 - The roles and duties of project Clients; and
 - Any skill and experience requirements in order to facilitate the referral of eligible Clients who are appropriate for the work experience opportunity.

The JCP Project Agreement Holder is responsible for the following activities related to **Clients**:

- Identifying suitable Clients for JCP project participation from eligible Clients referred by the EPBC Service Provider;
- Informing the EPBC Service Provider of the Client's name, Social Insurance Number (SIN), start date and end date of the project, the living supports rate approved by the Ministry for the project, and any supports the Client will receive from the Project Agreement Holder to participate on the 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;

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- Ensuring the work experience is meaningful and beneficial to Clients and is consistent with what it is described in the Project Agreement Holder agreement;
- 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, that are aligned with the Ministry Policy on Interruptions;
- 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 EPBC Service Provider;
- Advising the EPBC Service Provider and the Ministry if the Client is dismissed, or abandons the project and providing an explanation for their departure within one business day;
- Ensuring Clients have an exit interview or an opportunity to provide feedback to the JCP Project Agreement Holder;
- Providing the EPBC Service Provider with a monthly report on the progress of Clients;
- Informing the Ministry and the EPBC Service Provider on the day of the incident if a Client is injured on the work site and ensuring a WorkSafeBC (Form 7) is provided to the Ministry representative responsible for managing the Project Agreement Holder agreement within one business day of the incident; and
- Informing the EPBC Service Provider of any JCP Client issues they cannot resolve and collaborating with both the EPBC Service Provider and the Client to resolve issues.

EPBC Service Provider

The EPBC Service Provider is responsible for the following activities related to **Clients**:

- Assessing eligible Clients through the Formal Needs Assessment process to confirm the need for Case Management and work experience through JCP as an appropriate means to support the Client in achieving Employment Objectives;
- Matching Case Managed Clients identified as needing paid work experience to specific project work requirements and ensuring that:
 - A referral to JCP is appropriate for the Client (the Client's Action plan must identify a need for current work experience); and
 - Eligible and suitable Clients are referred to the JCP Project Agreement Holder for consideration. The decision about acceptance for JCP project participation is that of the JCP Project Agreement Holder;
- Completing Client consent for collection and disclosure of information between the EPBC Service Provider and the JCP Project Agreement Holder to support the Client's participation in the JCP project;
- Reconfirming EI Client eligibility, per Ministry Policy, after having the Client provide proof of EI Status prior to, or as part of, a Formal Needs Assessment;

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- Providing an overview of the JCP Work Experience Placement expectations (e.g. performance, attendance and participation);
- Assessing Client financial needs;
- Having Clients complete an application for any needed Financial Supports;
- Confirming Financial Supports and entering into a Financial Agreement with the Client to outline terms and conditions related to participation and any agreed to Financial Supports;
- Paying Financial Supports directly to Case Managed Clients, based on Ministry established rates and Ministry Policy;
- Submitting requests to the Ministry to reconfirm EI Client Status and to request approval of Section 25 Referrals for Active EI Claimants
- Liaising with the Ministry and JCP Project Agreement Holder to resolve issues as required;
- Supporting and monitoring Client progress;
- Advising the Ministry within one business day of notification by the Client or JCP Project Agreement Holder if a Client quits or is terminated from his/her JCP Work Experience Placement;
- Informing Clients that their participation in the JCP Work Experience Placement is not considered Insurable Employment;
- Informing Clients that Financial Supports received while participating in a JCP Work Experience Placement are considered taxable income by Canada Revenue Agency;
- 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 placement issues such as performance, attendance or participation; and
- Informing Clients that Financial Supports received while participating in a JCP work placement are taxable and that they will receive statements for income tax purposes for any Financial Supports they receive.

The EPBC Service Provider is responsible for the following activities related to **projects**:

- Confirming with the Ministry that sufficient budget is available for Client living supports within two days of a request for this information; and
- Advising the Ministry immediately of any concerns regarding potentially unsafe work sites or practices.

Client

The Client is responsible for:

- Having their employment needs assessed by an EPBC Service Provider and being determined to need and be suitable for a JCP Work Experience Placement as identified in the Client's Action Plan;

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- Agreeing that a JCP Work Experience Placement is a necessary and effective means to assist them in achieving Employment Objectives;
- Meeting the definition of Unemployed under the Program;
- Providing proof of EI Client eligibility, by providing a print out of their EI Status from their My Service Canada Account or by providing proof that they have an active EI claim;
- Participating fully and diligently if accepted for participation in a JCP project;
- 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 of any Financial Agreements entered into with the EPBC Service Provider to enable their participation in a JCP project;
- Arranging for reasonable time to job search with the JCP Project Agreement Holder while participating in the JCP, as JCP is not Insurable Employment;
- Being in receipt of EI Regular Benefits, if receiving EI Part I benefits; and
- Reporting to Service Canada as required by the *EI Act*, if receiving EI Part I benefits.

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*
- Whose established EI claim ended within the last three years, *or*
- Who established a benefit period and were paid maternity or parental benefits within the past five years and are re-entering the labour force after having left it to care for newborn or newly adopted children, and;
- Who have an Action Plan (AP) that identifies JCP work experience 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 EPBC Service Provider 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 EPBC Service Provider for referrals of Clients.

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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 EPBC Service Provider for assistance in the creation of an AP.

Clients must have their eligibility confirmed through the local EPBC Service Provider. Individual contracts for Client living support are provided by the EPBC Service Provider.

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 EPBC Service Provider **before** starting on the JCP project.

What is the Client's living supports rate?

The EPBC Service Provider 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 EPBC Service Provider 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 EPBC Service Provider 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.

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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.**

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?

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- Do the combination of EPBC Service Provider 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.

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.

Are there any other considerations?

While eligible Clients may be referred to the applicant by the case manager/ EPBC Service Provider, 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 EPBC Service Provider 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 75th anniversary and needs to organize a special celebratory event and develop a brochure and a video about the organization's history.
- 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: How to complete the “Partnership and Innovation Fund Application for Funding”. The Application for Funding form (HR3486) can be found on the WorkBC website <http://www.workbc.ca/Workplace-Resources/Community-Employer-Partnerships/Pages/Community-Employer-Partnerships.aspx>

If applying for more than one project, separate applications are required for each project (not each participant or each activity).

Name of Applicant

This is the name by which the applicant/organization is generally known in the community. Include any other names by which the organization is known, or under which the organization has received funding.

Legal Name of Applicant

Provide your organization’s legally registered name. You may indicate “same as above” if appropriate.

Location of Activity (if different from mailing address of applicant)

Provide the street address or physical description of the location where the work experience activity will occur. If the work site location varies, provide the street address or physical description of the office of the Contact Person.

Major Product/Service

Check one block only indicate if the applicant is a business (usually for profit), an organization (usually not-for-profit), or an adhoc group (a group formed for a single purpose or a particular occasion).

Number of Employees

Indicate the total number of employees that normally work for your organization.

Business Number

Include your organization’s Canada Revenue Agency (CRA) number.

Accounting Practices

Please specify if there are different accounting practices for general and payroll accounts.

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Indicate if your accounting system is internal or external, the name and contact information for the bookkeeper and whether your accounting system is manual or computerized.

Legal Signing Officers

Indicate who your legal signing officers are for agreement purposes, cheque signature purposes and payment claims and other reports.

Indicate your organization's requirement for legal signing officers as indicated in the categories above.

Insurance Coverage

"Firm Number" refers to the number and name of the insurance company or agent or broker that holds the policy. "Account Number" refers to the insurance policy number for the applicant or the project. Include information on all relevant policies.

Union Concurrence

This information is mandatory for JCP agreements. When a collective agreement is in effect in the workplace, there must be a letter indicating union consent for JCP positions and activities.

Proposal Description

Refer to attached document entitled JCP Proposal Description (Appendix 2).

Budget

Complete the P & I Budget Template & Negotiation Summary.
Refer to Appendix 3, JCP Budget Guidelines for detailed instructions.

Declaration – Amounts Owing in Default to the Government of British Columbia or Canada

Provide information on debts owed to either level of government and what repayment arrangements are in place. If the applicant is an organization or a business, provide information on the amounts owed by the organization or the business, not on personal amounts owed by directors, business owners etc. If the applicant is a sole proprietorship, personal debts to the Government of BC or Canada must be included.

Note to Applicant regarding lobbyists

This section provides information for the applicant. It is not necessary to submit any information at the time of application. However, the signatories to the agreement will be required to attest to compliance at time of contract signing.

Signatures

The application may be signed by the person(s) who have legal authority to make application on behalf of the organization.

Submission of the Application

Completed application packages must include:

- the completed JCP Proposal Template
- the HR3486 Partnership and Innovation Fund Application for Funding
- the P&I Budget Template & Negotiation Summary.

Please send your completed package via email to the regional contact email, listed below.

Enquiries can also be sent via the regional contact email.

Region 1 – (Vancouver Island) ELMSD.PIFundR1@gov.bc.ca

Region 2 – (Vancouver Coastal) ELMSD.PIFUNDR2@gov.bc.ca

Region 3 – (Burnaby to Boston Bar) ELMSD.PIFundR3@gov.bc.ca

Region 4 – (Kamloops, Cariboo, Okanagan, Shuswap and Kootenay)
ELMSD.PIFUNDR4@gov.bc.ca

Region 5 – (Northern BC – Haida Gwaii to the Alberta border and Prince George north to the Yukon border) ELMSD.PIFUNDR5@gov.bc.ca

APPENDIX 2 – JCP Proposal Description

Proposal Description

You must attach the proposal template when you submit your Application for Funding. Your proposal template must include the following information:

Section 1

Project Title

The title of the project should be clearly stated on both the application and the proposal. It should also be included in any correspondence that your organization may send to the Ministry.

Section 2

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;

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- 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

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 proposal template 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

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(EPBC Service Provider) and add this information to your proposal template. 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.

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 proposal template:

- 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.

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- 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

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.

List all partner organizations and identify their roles and responsibilities with respect to the project implementation. 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 3 – JCP Budget Guidelines

General Guidelines

Complete the Budget section of the Application for Funding form and the Budget Template & Negotiation Summary Form if you are requesting funding for project costs.

- 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 an EPBC 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.
- If you are requesting support for project costs, you must complete The P&I Budget Template & Negotiation Summary. The template can be found on the WorkBC website <http://www.workbc.ca/Workplace-Resources/Community-Employer-Partnerships/Pages/Community-Employer-Partnerships.aspx>

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 P&I Budget Template & Negotiation Summary.
- In-kind contributions are noncash contributions such as space or equipment dedicated specifically to the project. In the P & I Budget Template & Negotiation Summary, 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.

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The P&I Budget Template & Negotiation Summary must be completed in full with a detailed rationale and submitted with the Application for Funding and Proposal Template.

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 P&I Budget Summary and Negotiation 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.

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 kilometres estimated and the requested kilometre 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 Employment Program of BC (EPBC) 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 EPBC Service Provider.

Adaptive-technology:

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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.

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:

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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.

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.

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

Advertising:

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-imbusement 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;

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- Unreasonable gifts or unreasonable payments for recognition, and;
- Other costs ineligible as per program terms and conditions

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.

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.

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APPENDIX 4 – 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 ESC.
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.

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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

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developed the volunteer management structure to provide for ongoing delivery of the new materials and programs, and will have developed a year round Go Green model to make the (Applicant's name) operations more environmentally sustainable.