

## Canada – Ontario Job Grant Summary

[Canada-Ontario Job Grant \(gov.on.ca\)](http://gov.on.ca)

### Description

The Canada - Ontario Job Grant (COJG) provides direct financial support for employers who wish to purchase training for their workforce. The cost of training is a shared investment between employers and the government.

### Who is Eligible?

Employers that wish to access the grant are responsible for identifying the particular skills gaps they wish to address, the types of training that would address those gaps, and the specific individuals they would like to see trained.

Employers must provide a cash contribution towards the cost of training. Some additional flexibility is available for small employers.

Employers are solely responsible to cover the cost of training that falls under the employer financial contribution. Employers are not to recover these costs at the expense of their employees/training participants, at any given time.

Employers accessing the grant must also commit to having a job for the individual upon training completion. For exceptional circumstances, this may involve entering into a job placement agreement with an unemployed individual that would commence during or after training.

Majority shareholders are not eligible to participate in training funded through COJG.

### Client Eligibility

All people who are residents of Ontario and either a Canadian citizen, permanent resident or protected person and meet the eligibility requirements below are eligible to participate in training funded through the COJG.

Employed individuals must be identified by their employer. Unemployed individuals must also be sponsored by an employer, demonstrated through a permanent or conditional offer of employment.

An individual must not be participating in full-time training or education or any other government training intervention that offers funding support for same tuition, books or other training related costs.

## How to Qualify

Employers must be a:

- For-profit business,
- Non-profit organization,
- Employer consortium; or
- First Nations band council.

Individual employers and organizations acting on behalf of employers (i.e. industry associations, training coordinators, employer consortia, union halls) in the private and not-for-profit sectors are eligible to apply for the Canada-Ontario Job Grant.

An employer must:

- Contribute a minimum of half of eligible training costs in cash (unless they are a small employer with fewer than 100 employees).
- Employ the individual selected for training.
- Be licensed to operate in Ontario.
- Be applying for training that is delivered in Ontario and is related to a job that is also located in Ontario.
- Comply with the Occupational Health and Safety Act and the Employment Standards Act.
- Maintain appropriate Workplace Safety and Insurance Board or private workplace safety insurance coverage.
- Have adequate third-party general liability insurance as advised by its insurance broker.
- Comply with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards.

## Application Process

The following should be included in the application:

- Duration of unemployment, or have been working a temporary job, and looking for work.
- Duration of the job-hunting process, places applied to, and positions applied for (for example cover letters, CV/resume and responses from potential employers)
- The highest level of education obtained.
- Previous employment, length of time worked there, and skills that were required.

- Skills and knowledge required and where to obtain training in them.
- The school which provides training.
- Submit any supporting documents for needs assessment such as:
  - the fees associated with schooling.
  - gross household income.

## Financial Supports

Small employers (less than 100 employees) are required to make minimum one-sixth cash contributions towards eligible training costs. Large employers (100 or more employees) are required to make minimum one-half cash contribution towards eligible training costs. Where an employer makes the minimum contribution of the eligible training costs, the grant will pay remaining eligible training costs, up to a maximum of \$10,000 per individual.

Small employers (less than 100 employees) who are training and hiring unemployed individuals may be eligible for 100% funding and up to \$15,000 per trainee. The application will be automatically assessed for 100% funding.

A minimum one-sixth (one-half for large employers) contribution must be made for each participating individual (i.e., an employer cannot contribute more than one-sixth for some individuals and less than one-third for others).

As COJG is an employer-driven training program, employers are solely responsible for making the employer contribution payments to their selected training providers. Employers must not request that training participants pay for the cost of training (full or employer's contribution) or attempt to recoup training costs following the completion of training.

## Service Provider

The Service Provider is responsible for program administration. The program is delivered through a network of third-party service providers who review and assess training requests for up to 25 participants.

Service Providers have been contracted program to employers on behalf of the Ministry.