

# Canada Summer Jobs

an initiative of the Youth Employment and Skills Strategy

## CANADA SUMMER JOBS 2020

*Providing Youth with Quality Work Experiences*

Applicant Guide



Employment and  
Social Development Canada

Emploi et  
Développement social Canada

Canada 

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# 1. Overview

This Applicant Guide provides information to help you complete your Canada Summer Jobs application.

Read the following Guide and the [Articles of Agreement](#) in their entirety before you start your application for funding, as they contain important details on the information and supporting documentation that Service Canada requires to assess your application.

## Objectives of the Canada Summer Jobs Program

Canada Summer Jobs is an initiative of the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to support all young Canadians develop the skills and gain paid work experience to successfully transition in the labour market.

The Canada Summer Jobs program objectives align with the redesigned Youth Employment and Skills Strategy and are as follows:

- Provide quality work experiences for youth;
- Respond to national and local priorities to improve access to the labour market for youth who face unique barriers; and,
- Provide opportunities for youth to develop and improve their skills.

The program provides wage subsidies to employers from not-for-profit organizations, the public-sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years. As in 2019, funded employers are no longer restricted to hiring students—all youth aged 15 to 30 years may be eligible participants.

Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial minimum hourly wage.

## Canada Summer Jobs 2020

In delivering on the program objectives, the Government of Canada aims to ensure that youth job opportunities funded by the program take place in safe, inclusive, and healthy work environments free from harassment and discrimination. To support Service Canada in screening and assessing the eligibility and quality of each project, the Application Form collects information from you such as your organization's health and safety practices, work environment policies, supervision and mentoring plans, skills development plan, and other details related to both your organization and the proposed job(s).

The Application Form and the Applicant Guide have been updated to support you in submitting a complete application. For more details on the information collected through the application process, consult [Section 5 – Apply](#). Please review the

updated guidance prior to completing your Application and [contact Service Canada](#) if you have any questions.

In 2020, [Job Bank](#) will be the primary source for information for youth on the availability of positions funded through the program. All Canada Summer Jobs-funded positions will automatically be posted on Job Bank to help youth find, and employers to fill those jobs. Youth will be actively encouraged to search Canada Summer Jobs-funded positions on Job Bank while they are advertised.

Employers and youth participants will once again be asked to complete questionnaires to provide Service Canada with feedback on their Canada Summer Jobs experience. The employer questionnaire is mandatory and must be completed prior to submitting a payment claim. It is also mandatory for employers to provide the youth participant questionnaire to youth employees funded by Canada Summer Jobs, although completion of the youth questionnaire remains voluntary. Both questionnaires will be provided to funded employers during the notification phase.

## **How to submit your application**

Applications may be submitted in several ways:

1. Using an [online fillable application](#);
2. Using [Grants and Contributions Online Services](#) (GCOS);
3. In person; and,
4. By mail

Please review [Section 5 – Apply](#) for more detail on each of these application methods.

## **Application deadlines**

Please note the following key dates:

- Applications are due by February 24, 2020.
- The earliest job start date is May 11, 2020.
- The latest job start date is Monday, July 20, 2020.
- The latest job end date is Friday, August 28, 2020.
- The latest date to submit a payment claim is 30 days following the completion of the Canada Summer Jobs-funded work placement.

Please note that activities cannot begin before your project is approved and an agreement has been signed by both the recipient and Service Canada. The receipt of an application does not in itself constitute a commitment on the part of Service Canada. You should not assume any commitment on the part of Service Canada until funding has been approved and a formal agreement has been signed by a

representative of Service Canada. Service Canada will notify you in writing of the outcome of your application.

### **Notification of results**

Each year, applications for funding exceed the available funding. In 2019, for example, requests for funding totalled more than three times the program budget. Due to the oversubscription, not all eligible projects will receive funding. Furthermore, those organizations that receive funding may not have received the level of funding requested, the amount of funding received in previous years, or the number of weeks requested. Note that in 2019, the average funded job duration was 8 weeks and 35 hours per week.

Funds are distributed among the applicant organizations based on the results obtained during Service Canada's assessment of applications for quality of the job placement and from feedback provided by Members of Parliament during their review of the list of projects eligible for funding in each constituency.

Service Canada will inform you of the status of your application starting in May 2020. All eligibility and funding decisions will be confirmed in writing. You can also check the status of your application through GCOS if you applied via GCOS.

## 2. Quality Job Placements

### What is a quality job placement

Through the Canada Summer Jobs program, the Government of Canada provides employers wage subsidies to create quality job placements for youth in safe, inclusive and healthy work environments free from harassment and discrimination.

Your application should demonstrate the quality of your proposed job placement(s) in a number of ways:

- For example, your job placement may invest in youth by **paying above the minimum wage** in your province or territory, or by **committing to retain the youth** as an employee beyond the period of the Canada Summer Jobs Agreement.
- Through your **supervision plan**, you should demonstrate how you will support the youth during their work placement through observing, evaluating, and providing feedback on job performance.
- Through your **mentoring plan**, you should demonstrate how you will support the youth by providing guidance related to professional and career-development.
- Through providing an opportunity for youth to **develop the skills** needed for employment.
- Through your **health and safety practices**, you should demonstrate that you have implemented measures to ensure that your work environment is safe.
- Through your **work environment policies and practices**, you should demonstrate that you have implemented appropriate measures to provide a work environment free from harassment and discrimination, including non-discriminatory hiring practices.

The following are examples of projects that meet the objectives of the program to provide quality work placements to youth, to provide youth with the opportunity to develop and improve their skills, and to support local and national priorities to improve access to the labour market for youth who face unique barriers.

### Examples of quality projects

#### Example #1 (Church Daycare)

A local church plans to hire four recent immigrant youth to work in the church daycare centre over the summer months to care for children.

The church serves all regardless of faith and a large proportion of the children are newcomers to Canada.

The youth will be tasked with planning, organizing and delivering a special summer-long project for the children. The youth will lead both a recreational and an

educational piece that are not part of the normal day-to-day operation of the church. The recreational aspect will include an introduction to various summer sports and a competition over the course of several weeks.

The youth workers will help the children learn more about Canada, their own countries of heritage, and the countries of the others.

Outcomes for the youth will be learning how to care for children, how to plan and develop a project and to provide recreational and educational activities for participants. Those youth who had a successful experience, and are thinking of pursuing a career as an Early Childhood Educator, could be retained by the employer at the conclusion of the summer placement.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. [See Section 4 Assessment Criteria](#) for more information.

### **Example #2 (Youth with Disabilities)**

A not-for-profit organization that runs a summer camp for disabled youth is looking to hire camp counselors.

The counselors will plan and lead daily activities for campers and provide various supports to campers based on the individual needs of the youth. The counselors will be under the direct supervision of senior camp leaders on a daily basis. Supervision will include comprehensive health and safety training in advance of the camp session, as well as regular daily meetings to discuss concerns or issues. Each youth hired will also receive one-on-one mentoring throughout the summer.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. [See Section 4 Assessment Criteria](#) for more information.

**Example #3 (Official Language Minority Community)** A francophone organization seeks to hire three francophone youth to provide guide services to tourists in the city's French quarter. The community is predominately English speaking. These services will support a number of francophone non-for-profit museums and historical sites.

The various sites will be able to continue operating and offer guided tours throughout the day to tourists and school field trips. This will enable the community to maintain its linguistic French vitality. Outcomes for the youth will include the ability to work in their French language and to support their francophone community.

A project like this would receive additional assessment points as it responds to one of the program's national priorities.

For information on determining whether you are an Official Language Minority Community, see [Section 4 Assessment Criteria](#). A [list of communities](#) is available online.

#### **Example #4 (Environmental Conservation)**

An organization that develops clean air technology seeks to hire a youth to support ongoing research and development activities.

The organization intends to hire a youth studying environmental engineering to work as an assistant to an experienced engineer. The youth will support research and testing activities, and the experienced engineer will provide mentoring to support the youth's career and skills development.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See [Section 4 Assessment Criteria](#) for more information.

#### **Example #5 (Small Business)**

A small, private tech company seeks to hire a female youth to help develop new, innovative apps in their research and development section.

The youth will work among a team of professionals in the technology sector. Outcomes for the youth will be to gain experience in a professional office setting and to work as part of a team in developing innovative technology tools. This career-related experience may lead the youth to pursue an education in this field.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. [See Section 4 Assessment Criteria](#) for more information.



### 3. Screening for Eligibility

Your application will be reviewed in two steps:

1. Screened for eligibility against the 15 mandatory eligibility requirements listed below; and
2. Assessed for quality in relation to the program objectives:
  - Provide quality work experiences for youth;
  - Provide opportunities for youth to develop and improve their skills; and,
  - Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

It is important to submit a complete application. Your project will be assessed **only if all of the Eligibility Requirements have been met**. The Department may review results from previous funding agreements with the Department and information in the public domain, including but not limited to materials on your website and media articles, when determining the eligibility of your application.

#### Member of Parliament Review

In addition, after Service Canada officials have assessed and ranked all eligible applications, Members of Parliament are provided with a list of eligible projects for their constituencies and are offered the opportunity to provide feedback based on their local knowledge.

#### List of 15 eligibility requirements

You must meet the following **15 Eligibility Requirements** for your project to be considered eligible for funding. If the project as outlined in your application does not meet all 15 eligibility requirements, it will not proceed for assessment described in [Section 4](#).

1. **Application was received by the deadline.**
2. **Attestation is checked.**
3. **Application is complete.**
4. **Eligibility of employer.**
5. **Eligibility of project.**
6. **Job duration:** Between 6 and 16 consecutive weeks.
7. **Job hours:** Must be full-time (30 to 40 hours per week).
8. **Other sources of funding:** You must declare whether you will receive funding from other sources for the job placement.
9. **Salary:** The salary must respect minimum wage requirements in your Province or Territory.

10. **Money owing to the Government of Canada:** Your organization must declare any money owing to the Government of Canada.
11. **Health and safety:** You must demonstrate that you have implemented measures to ensure youth awareness of health and safety practices in the work environment. Safety measures must relate to the type of work environment and specific job type and activities.
12. **Hiring practices and work environment:** You must demonstrate that you have implemented measures to ensure hiring practices and a work environment free of harassment and discrimination.
13. **Supervision:** You must describe the supervision plan for the youth and proposed job activities.
14. **Mentoring:** You must describe the mentoring plan for the youth and proposed job activities.
15. **Past results:** The Department will review all files associated with your organization to verify if there is documented evidence from previous agreements with the Department that would render your application ineligible (including but not limited to financial irregularities, health and safety concerns, or past project results). The Department may also consult with the Canada Revenue Agency (CRA) on past financial irregularities.

If your application is missing mandatory information, or if the information provided on the application is unclear, Service Canada will contact you to request the necessary information or clarification prior to determining the eligibility of your application. In the event you receive such a letter, you must respond within five business days of the date on which the letter was sent. If you fail to respond within the specified timeframe, the assessment of the eligibility of your application will proceed with the information on file.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a decision of ineligibility of your new application as set out under paragraph 24.1 (6) of the [Articles of Agreement](#).

Please review “How to Write Your Application” In [Section 5 – Apply](#) for information on the mandatory requirements for each of these items.

## Eligibility information

### Who can apply

#### Not-for-profit employers

Entities under the “not-for-profit” category are established for purposes other than financial gain for their members. This category includes:

- Community, charitable or voluntary organizations, including faith-based organizations (for example, churches, synagogues, temples, mosques);

- Associations of workers or employers as well as professional and industrial organizations;
- Indigenous not-for-profit organizations;
- Non-governmental organizations;
- Unions;
- Sector councils; and,
- Not-for-profit Band Councils.

### **Public sector employers**

Public sector employers include public health and public educational institutions and municipal governments. This category includes:

- Public community colleges and vocational schools;
- Public health, including public hospitals, nursing homes, senior citizen homes, rehabilitation homes;
- Public degree-granting universities and colleges;
- Municipal governments and agencies, including regional legislative bodies and departments;
- School boards and elementary and secondary institutions; and,
- Territorial governments.

### **Private sector employers**

Private sector entities are established in order to generate a profit or to provide an economic advantage to their proprietors, members or shareholders. Private sector employers must have 50 or fewer full-time employees across Canada to be eligible for Canada Summer Jobs funding. Full-time employees are those working 30 hours or more per week.

This category includes:

- Bodies, incorporated or unincorporated, including partnerships and sole proprietorships;
- Financial Institutions;
- Business, incorporated or unincorporated bodies, which include:
  - federal Crown corporations operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes as indicated in Schedule III, Part II of the *Financial Administration Act*;
  - provincial and territorial Crown corporations recognized as operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes;

- private health and educational institutions; and,
- independent owners of franchises (franchise operators are eligible if there are 50 or fewer full-time employees working full-time in the franchise owner's operations across Canada, regardless of the number of business numbers involved);
- Indian Band corporations;
- Private Band Councils; and,
- Private universities or colleges.

### **Ineligible employers**

- Members of the House of Commons and the Senate;
- Federal Government Departments and Agencies;
- Provincial Departments and Agencies; and,
- Organizations that engage in partisan political activities.

### **What projects are eligible**

Funded projects must meet program eligibility and comply with the terms and conditions of the Articles of Agreement entered into between the Department and the organization. Organizations that fail to do so will not be reimbursed for the youth's salary. The provision of false and misleading information would affect eligibility and funding may be revoked.

### **Eligible projects**

- Provide full-time work experience from May to August in Canada for a minimum of six weeks;
- Provide a work experience in an inclusive non-discriminatory work environment that respects the rights of all Canadians; and,
- Support skills acquisition and development.

### **Ineligible projects and job activities:**

- Projects consisting of activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant; or
- Projects or job activities that:
  - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited

grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;

- advocate intolerance, discrimination and/or prejudice; or
- actively work to undermine or restrict a woman's access to sexual and reproductive health services.

Please note the following definitions:

- As per section 2.1 of the Canada Summer Jobs [Articles of Agreement](#), "project" means the hiring, administration of, job activities, and organization's activities as described in the Application Agreement.
- To "advocate" means to promote, foster, or actively support intolerance, discrimination, and/or prejudice.
- To "undermine or restrict" means to weaken or limit a woman's ability to access sexual and reproductive health services. The Government of Canada defines sexual and reproductive health services as including comprehensive sexuality education, family planning, prevention and response to sexual and gender-based violence, safe and legal abortion, and post-abortion care.

### **What youth participants are eligible**

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment\*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

## **Other Conditions of Youth Eligibility:**

As per section 13.1(a) of the [Articles of Agreement](#), youth hired for a Canada Summer Jobs-funded job cannot displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on maternity or parental leave.

As per section 19.1 of the [Articles of Agreement](#), no cost incurred by the Employer in relation to a Participant who is a member of the Immediate Family of the Employer or who is a member of the Immediate Family of an officer or director of the Employer, is eligible for reimbursement under the Agreement. If Canada is satisfied, and agrees in writing before the commencement of the Job, that the hiring of the Participant was not the result of favouritism by reason of membership in the Immediate Family of the Employer, officer or director, as the case may be, the costs may be eligible for reimbursement.

Program funding cannot be used for self-employment, and the employer must establish an employer-employee relationship with the youth participant.

If you have questions about youth eligibility, [contact Service Canada](#) for more information.

## **What costs are eligible**

### **Wage contribution**

Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial minimum hourly wage. Your Canada Summer Jobs funding request may be for less than the minimum wage as long as Provincial or Territorial legislation permits you to do so.

To improve the quality of the work placement, you are encouraged to pay more than the minimum wage and offer a paid position that is longer than the duration of the Agreement; however, the percentage reimbursed will apply only up to the applicable provincial or territorial adult minimum hourly wage in effect at the time of employment. For example, if a private sector employer pays a youth \$12.00 per hour in a province where the minimum hourly wage is \$10.50, the contribution provided will be 50% of the minimum wage of \$10.50 (\$5.25).

The following table provides the known minimum hourly wage for each province and territory at the time of publication of this Applicant Guide. It is your responsibility to confirm the minimum wage at the time of employment. If the minimum wage increases during employment, each week will be reimbursed based on the applicable minimum wage for that week.

Table 1: Minimum Wage in Canada

<b>Province or Territory</b>	<b>Minimum Hourly Wage*</b>
Alberta	\$15.00 (as of October 1, 2018). Note that Alberta has a separate minimum hourly wage for students under 18 (\$13.00). Please consult the Province of Alberta for more details.
British Columbia	\$13.85 (as of June 1, 2019) and \$14.60 (as of June 1, 2020)
Manitoba	\$11.65 (as of October 1, 2019)
New Brunswick	\$11.50 (as of April 1, 2019)
Newfoundland and Labrador	\$11.40 (as of April 1, 2019)
Northwest Territories	\$13.46 (as of April 1, 2018)
Nova Scotia	\$11.55 for experienced employees, and \$11.05 for inexperienced employees (as of April 1, 2019). Please consult the Province of Nova Scotia for more details.
Nunavut	\$13.00 (as of April 1, 2016)
Ontario	\$14.00 (as of January 1, 2018)
Prince Edward Island	\$12.25 (as of April 1, 2019)
Quebec	\$13.10 (as of May 1, 2020)
Saskatchewan	\$11.32 (as of October 1, 2019)
Yukon	\$12.71 (as of April 1, 2019)

\*Minimum hourly wage given as of the time of publication of this Applicant Guide.

### **Mandatory Employment Related Costs (MERCs)**

Employers are required by law to pay:

- Employment Insurance premiums, Canada or Quebec Pension Plan contributions;
- Vacation pay;

- Workers' Compensation premiums or equivalent liability insurance (if applicable);
- Health Services Fund, Quebec parental insurance premiums, and Commission des normes, de l'équité, de la santé et de la sécurité du travail in Quebec;
- Health and Post-Secondary Education Tax in Newfoundland and Labrador;
- Health and Post-Secondary Education Tax Levy in Manitoba; and,
- Employer Health Tax in British Columbia and where applicable.

Payroll deductions tables can be found on the [CRA](#) website. Check with the appropriate provincial or territorial authorities to ensure that you have the most updated rate information.

If you are a not-for-profit employer, you are eligible for the reimbursement of MERCs for up to 100% of the minimum hourly wage in the province or territory where the activities will take place. If you are a public or private sector employer, you are not eligible for reimbursement of MERCs.

**Workers' Compensation Benefits:** Note that the youth must be covered by Workers' Compensation or equivalent liability insurance as per Section 29 of the [Articles of Agreement](#). It is your responsibility to verify with your insurer whether your existing equivalent liability insurance (and automobile insurance, if applicable) applies to all the activities to be undertaken by the youth and applies to all the locations where these activities will take place (for example, personal premises). In all provinces and territories, not-for-profit employers are eligible to be reimbursed for Workers' Compensation or Liability Insurance costs as part of their final claim.

### **Overhead costs - Youth with disabilities**

Service Canada recognizes that persons with disabilities face additional barriers to entering the workforce. To help persons with disabilities obtain employment, and to encourage employers to hire persons with disabilities under this program, you may be eligible for additional funding to accommodate the youth within the work environment.

Eligible overhead costs will be assessed on a case-by-case basis. Personal tools and adaptations and professional support services (for example, visual language interpreters) that the youth requires to accomplish tasks covered under the agreement may be considered eligible. Please review Section 23.0 of the [Articles of Agreement](#) (Disposition of Assets) for further details, and [contact Service Canada](#) for more information.

### **Duration and hours of work**

The duration of the job must be between six and sixteen weeks. Normally, these weeks are consecutive.



You are expected to provide employment for the number of weeks approved. If employment is less than the minimum six weeks' duration, the employment may be deemed ineligible and costs may not be reimbursed.

Jobs must be full-time from a minimum of 30 to a maximum of 40 hours per week. Any weeks during which you provide fewer than the minimum 30 hours of work may be deemed ineligible for reimbursement.

Depending on the number of applications and available funding, the agreement may be for fewer jobs, weeks and hours per week than requested in the application.

Youth with disabilities or with other barriers to full-time employment may be eligible to work part-time. Please discuss with Service Canada once your application has been approved and the youth has been selected.

## 4. Assessment Criteria

The **Assessment Criteria** are used to evaluate the quality of your application compared to other projects submitted in this competitive process. Depending on the number of applications and available funding, funded agreements may be for fewer jobs, weeks or hours per week than requested in the application. Note that assessment is carried out on a constituency-by-constituency basis.

Applications will be assessed for quality against the following criteria, using information contained in your application:

1. Provide quality work experiences for youth;
2. Provide youth with opportunity to develop and improve their skills; and,
3. Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

### **Objective 1: Provide quality work experiences for youth (30 points)**

The quality of the work experience will be assessed against the following criteria:

1. The job(s) provides a salary above the provincial or territorial minimum wage. (10 points)

Please refer to [Section 3 – Screening for Eligibility](#) for additional information on the minimum wage. Note that you will be required to report on the salary paid to the youth as part of the mandatory reporting process.

2. You intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement. (5 points)

Retaining the youth following the end of the Canada Summer Jobs agreement may take the form of additional weeks during the summer (in other words, weeks not funded by the Canada Summer Jobs program), or work after the summer has ended. This additional work may be full-time or part-time. Note that you will be required to report on whether you retained the youth as part of the mandatory reporting process.

3. The youth will be supervised. (15 points)

#### **Supervision plan**

The supervision plan should be task-oriented and focused on the specific job activities contained in your application.

To be eligible, you must provide each of the following mandatory pieces of information:

- Nature of Supervision (On-site, Remote, or Other);
- Title of Supervisor; and,
- Frequency of Supervision (Daily, Weekly, Other).

In the “Description of Supervision Plan” box, you may include additional details such as how the supervisor will observe work, ensure completion of tasks, evaluate and provide feedback on job performance, and ensure the health and safety of the youth. Additional points will be awarded during assessment based on the quality and detail of the supervision plan.

See [Section 5 – Apply](#) for more detail.

## **Objective 2: Provide youth with opportunity to develop and improve their skills (45 points)**

1. The youth will be mentored. (15 points)

### **Mentoring plan**

Mentoring is a relationship between an experienced employee (the mentor) and a less experienced employee (the youth). Through regular meetings, the mentor will share their professional experience with the youth and support skills development to help the youth enter the labour market.

To be eligible, you must provide each of the following mandatory pieces of information:

- Nature of Mentoring (One-on-one, Team, Job Shadowing, Other);
- Title of Mentor; and,
- Frequency of Mentoring (Weekly, Monthly, Other).

In the “Description of Mentoring Plan” box, you may include additional details such as how the youth will be matched with a mentor, how the mentoring goals will be established and achieved, and how the mentor will help the youth develop skills and/or gain experience. Additional points will be awarded during assessment based on the quality and detail of the mentoring plan.

See [Section 5 – Apply](#) for more detail.

2. You must identify the skills that will be developed and demonstrate how the youth will develop them (30 points).

The application form lists the following skills:

- **Client service:** Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.
- **Teamwork:** Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.

- **Communication:** Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.
- **Digital Skills:** Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.
- **Leadership:** Leadership refers to a number of skills, including communication, honesty, relationship building, and the ability to delegate. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.
- **Other:** You may list any additional skills that will be developed.

### **Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers (25 points)**

#### **1. National Priorities (15 points)**

National priorities are established to help the program achieve its objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market.

To obtain points in this category, you are required to indicate and include a clear description of how your project supports one or more priorities. If you do not provide an explanation of how your project supports the national priorities, you will not be awarded points for this assessment criterion. If your application demonstrates that it meets more than one national priority, you will be awarded additional points.

Canada Summer Jobs 2020 National Priorities:

#### **1. Organizations that provide services to or intend to hire youth who self-identify as being part of underrepresented groups or as having additional barriers to entering or staying in the labour market, as outlined below:**

- New immigrant / refugee youth (new is defined as having arrived in Canada in the past 5 years);
- Indigenous youth;
- Youth who have not completed high school;
- Visible minorities / racialized youth;

- LGBTQ2 youth;
- Women in science, technology, engineering and mathematics (STEM); and,
- Youth who have not previously been employed and for whom this would be their first job experience.

If your organization will make special efforts to hire a youth under this national priority, indicate your recruitment plan to hire the youth, including the sources or mechanisms for recruitment. Your recruitment plan should also detail the agencies that will be contacted who serve underrepresented youth (for example, Indigenous Friendship Centres, Service Canada offices and community youth centres). If you have already identified a youth, indicate this in your application.

You will be expected to make all reasonable recruitment efforts to hire a priority youth and to document these efforts. Should your application be approved, your recruitment and hiring plans may be monitored to determine whether they reflect what you stated in your application.

**2. Opportunities offered by organizations that provide services to persons with disabilities or intend to hire youth with disabilities;**

Additional points will be awarded to employers who offer services to youth with disabilities or who express an intention to hire youth with disabilities.

If your organization expresses the intent to hire a youth under this national priority, you will be expected to make all reasonable recruitment efforts to hire a youth with disabilities and to document these efforts. Should your application be approved, your recruitment and hiring plans may be monitored to determine whether they reflect what you stated in your application.

**3. Opportunities for youth in rural areas (RAs), remote communities, or Official Language Minority Communities (OLMCs);**

Additional points will be awarded to employers who offer jobs located in geographically disadvantaged areas, including rural and remote communities.

- **Rural and Remote Communities:** As per Statistics Canada, a rural area is a community with a population of less than 1,000 and a population density below 400 inhabitants per square mile and a remote area is located in a “no metropolitan influenced zone.” If you are uncertain if your community is rural or remote, please [contact Service Canada](#). Note that Service Canada will verify your classification during assessment.

Additional points will also be awarded to employers who commit to employ members of the OLMC in their area, or who offer services or supports to these communities.

- OLMC: An official-language minority is either a French-speaker or French-speaking population living outside of Quebec, where English is predominant, or an English-speaker or English-speaking population living in Quebec, where French is predominant. A [list of communities](#) can be found online.

**4. Opportunities offered by organizations that focus on protecting and conserving the environment.**

Additional points will be awarded to employers who offer jobs in sectors and industries that are linked to protecting and conserving the environment and helping the transition to a low carbon emission economy.

**5. Opportunities for youth to work in small businesses, in recognition of their contribution to the creation of jobs.**

Additional points will be awarded to small businesses of 50 or fewer full-time employees.

**2. Local Priorities (10 points)**

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account local labour market information, including sectors experiencing labour shortages.

To obtain points in this category, you are required to indicate and include a clear description of how your project supports the [local priorities for your constituency](#).

If you do not provide an explanation of how your project supports local priorities, you will not be awarded points for this assessment criterion.

Note that it is not mandatory for Members of Parliament to establish local priorities. You will not be penalized during assessment if your Member of Parliament has not established local priorities.

## 5. Apply

### Application process

**The application deadline is February 24, 2020, 12:00 p.m. (Noon) (Pacific Standard Time).**

Applications received or postmarked after the deadline date will not be considered.

### How to submit your application

Applications may be submitted in several ways:

1. Using an online fillable application;
2. Using Grants and Contributions Online Services;
3. In person; and,
4. By mail.

Applications received by fax or by email will not be considered.

#### 1. Online fillable application

You may submit a fillable application [online](#).

#### Important technical notes

- **The fillable form will be available for a maximum of 20 hours.** If you do not successfully complete it within this timeframe, it will expire and you will have to start over.
- Your application cannot be saved and accessed at a later time.

If you submit using the fillable form, note that you will have the option to print a copy of your application for your records prior to completing your submission.

**Note:** You must still click “submit” after the “print” screen in order to complete your application. If you do not click “submit”, your application will not be received and processed.

**Confirmation of Receipt:** Once a fillable application has been successfully submitted, a confirmation number will be immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. You will also receive a confirmation of receipt sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.

#### 2. Online services

For 2020, you can also register with ESDC’s Grants and Contributions Online Services (GCOS). Creating a GCOS account takes a few weeks but is a one-time process.

GCOS can be used to apply for various funding opportunities with Employment and Social Development Canada in a secure web environment. GCOS allows you to submit and track your application status, sign agreements, manage active projects, submit supporting documents, and review past projects submitted through GCOS.

You can create your account ahead of time so you are ready to apply for future grants and contributions funding opportunities. You will have convenient 24/7 access to your account including on all mobile devices.

A step-by-step process to create an account is available on the [GCOS website](#).

If you have an active GCOS account and need details about completing the application online, visit [Access GCOS](#).

**Confirmation of Receipt: Once a GCOS application has been successfully submitted, a confirmation number will be immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. You will also receive a confirmation of receipt sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.**

### **3. In person:**

Your [application](#) must be received before the close of business of the Service Canada Office **on February 24, 2020**. Consult the [Service Canada](#) website for the hours of service of the Service Canada Offices. Please note additional administrative delays might apply. **Confirmation of Receipt: For employers applying in person, an acknowledgment confirming receipt will be emailed to you within 10 business days. Please retain this confirmation as you will need it for future communication with Service Canada.**

### **4. By mail:**

Your [application](#) must be postmarked **on or before February 24, 2020**. Consult the [Canada Summer Jobs](#) website for the address where to send your application. Please note additional administrative delays might apply.

**Confirmation of Receipt: For employers applying by mail, an acknowledgment confirming receipt will be emailed to you within 10 business days. Please retain this confirmation as you will need it for future communication with Service Canada.**

Please note that **only one copy of your application** should be submitted to Service Canada. Submitting multiple copies of the same application or submitting the same application by using various methods will cause longer processing times for your application.



## How to write your application

### Before you start

Please consult this section while filling in the Application for Funding as it provides important details on the information and supporting documentation that we require to assess your application. Provide your answers on the application form and attach only the documents requested. All fields are mandatory.

You must carefully read this Applicant Guide and the [Articles of Agreement](#) before completing the application form. You should also read about the assessment process detailed in this Guide in order to better understand how your application will be assessed.

Note that the order of the questions may vary slightly between the paper and online applications, however the same information is required.

To complete your application form, you will need the following information:

- Legal name of your organization;
- Common name of your organization (if different from the legal name);
- CRA business number;
- Email address of the employer representative;
- Mailing address of your organization;
- Number of full-time employees working in Canada; and,
- Date that your organization was created.

### Constituency

Complete only one application form if all the jobs requested are within the same constituency. The location of the proposed activities, not your organization's address or location, determines the constituency for which the application will be assessed. Please note that if you submit multiple applications within the same constituency, Service Canada may merge your applications into a single application.

You must submit a separate application form for each constituency if you are applying for multiple jobs based in more than one constituency. To determine the constituency in which the activities will take place, consult the [Elections Canada](#) website.

### Information to be posted publicly

As in previous years, Service Canada will post the contact information, including the email address and the contact for the organization, of employers approved for funding on the Government of Canada's Canada Summer Jobs website.

In addition, Service Canada will again automatically post all positions funded by Canada Summer Jobs online at [Job Bank](#).

The Application Form and this Applicant Guide identify which information will be posted publicly. Please pay close attention and keep this in mind when completing your application. If you have any questions about the information to be posted publicly, [contact Service Canada](#).

## **Part A – Employer information**

Please enter organizational information.

### **1. Canada Revenue Agency (CRA) Business Number**

Indicate the 15-character Business Number that the CRA assigned to your organization. Note that this should be the RP (Payroll) Business Number for your organization. An RP account with the CRA is required if your business pays employees, and you must have an RP Business Number prior to hiring youth through the Canada Summer Jobs program.

**Note:** In order to complete an online application using GCOS or the online form, you will need a business number. To obtain a business number, consult the [CRA](#) website. If you do not have a business number in time to apply, you may proceed by using the paper application form. However, you will need to obtain a CRA business number before your application can be considered for funding.

### **2. Legal Name of your Organization**

Indicate the legal name of your organization that is associated with your CRA business number. If it is an acronym, indicate the legal name in full.

If your application is approved, the signed agreement returned to you will form a legally binding agreement with the Government of Canada and any payments issued will be made out to the legal name. Please note that payments will be issued using only the first 44 characters of the legal name.

### **3. Operating (Common) Name (if different from legal name)**

Indicate the common name of your organization (it may be different than the legal name). If it is an acronym, indicate the common name in full.

This information will be posted publicly on:

- The Canada Summer Jobs website for youth to contact should they have questions regarding the job placement; and,
- Job Bank.

### **4. Telephone Number**

Indicate the telephone number of your organization.

This information will be posted publicly on:

- The Canada Summer Jobs website for youth to contact should they have questions regarding the job placement; and,
- Job Bank.

## **5. Organization Type**

Check the box that best describes your organization. In the case of a CRA-registered not-for-profit organization, the employer type is determined by the source of its operating revenues and to whom it must account for its activities. For example, a not-for-profit with the majority of its revenues from government sources may in fact be deemed “public” for the purpose of applying for Canada Summer Jobs funding (for example, a municipal library).

## **6. Organization Email Address**

Indicate the email address of your organization.

This information will be posted publicly on:

- The Canada Summer Jobs website for youth to contact should they have questions regarding the job placement; and,
- Job Bank.

## **7. (a) Name of Employer Representative and Title**

The employer representative must be a person with whom Service Canada can communicate regarding your application or any consequent agreement throughout the duration of the summer and regarding questions related to payment claims. This individual must be fully informed on both the application and the proposed activities.

## **7. (b) Telephone Number of Employer Representative**

Indicate the telephone number of your employer representative.

## **8. Email Address of Employer Representative**

The inbox for this email address should be monitored regularly since this email address will be used to send you information regarding Canada Summer Jobs and your application including the outcome of the assessment of your application.

**Note: This email address will receive mandatory reporting documents from Service Canada during and after the agreement.**

## **9. Preferred Language of Communication**

Indicate the official language in which you wish to communicate and in which you wish to receive correspondence.

## **10. Year the Organization was Established**

Enter the year, month and day that your organization began operations.

## **11. Describe your organization’s activities**

Provide a summary of your organization’s activities.

## **12. Number of Full-Time Employees Working in Canada**

Indicate the total number of full-time employees working for your organization across the country (not only those working in your branch). Full-time employees are those who work 30 hours or more per week.

If there are only part-time employees working for your organization, enter “0”.

## **13. Mailing Address of Organization**

Indicate your organization’s mailing address to which all correspondence will be sent, including any payments.

This information will be posted publicly on:

- Job Bank.

## **14. Address of the Location of the Proposed Activities. If different from mailing address, please explain why.**

Indicate the main address where the youth will be working if this address is different from the mailing address. This address cannot be a post office box (PO Box); it must be a civic address. If the mailing address of the organization and the address of the location of the proposed activities are different, please provide an explanation.

This information will be posted publicly on:

- Job Bank.

**Important:** The employer must offer the job within the constituency for which the application is submitted. This includes cases where the youth will work remotely, at a personal premises (for example, employer’s home), or away from the supervisor’s location, or from somewhere else outside of a traditional work environment.

If the location of the proposed activities changes after you submit your application or after you are approved for funding (for example, once the youth is recruited and the work location can be confirmed), you must inform Service Canada. If the change occurs after you are approved for funding, Service Canada and the employer must both agree to the change, otherwise the job may be considered ineligible for funding.

If the work will be performed remotely, at a personal premises (for example, employer’s home), or away from the supervisor’s location, or from somewhere else outside of a traditional work environment, you are responsible for ensuring that the location respects provincial laws and municipal by-laws in regards to work being performed in a non-commercial building or area (for example, maximum number of employees).

## **15. If the proposed activities will take place in multiple locations, will they be held within the same constituency?**

If the proposed activities will take place in multiple locations, you must ensure that these locations are in the same constituency. To determine the constituency,

consult the [Elections Canada](#) website. Indicate all the other addresses where the youth will be working. These addresses cannot be post office boxes (PO Box); they must be civic addresses.

If the locations of the proposed activities are in multiple constituencies, a separate application must be submitted for each constituency. To determine the constituency in which the activities will take place, consult the [Elections Canada](#) website.

**16. Have you applied or will you apply for other sources of funding for the job requested?**

Please refer to Section 13.1(c) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answered “yes” and if the Canada Summer Jobs funding that is requested is in excess of \$100,000, you must complete Section 8.1 of the Canada Summer Jobs [Articles of Agreement](#) and attach it to your paper application.

**17. Does your organization owe any amount to the Government of Canada?**

Please refer to Section 13.1(e) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answered “yes”, you must indicate the amount owing, the nature of the debt and the department or the agency to which the amount is owed.

Service Canada will verify whether your organization owes any amounts in the Departmental Accounts Receivable System (DARS). Owing money to the Government of Canada does not render your organization ineligible to receive funding. However, any amount your organization owes to the government may be deducted from the contributions that would otherwise be received, should your application be approved.

**18. Is a payment plan in place?**

If your organization does owe any amount to the Government of Canada, indicate if an arrangement was made for repayment (for each amount owing).

**19. Please identify the health and safety practices you have implemented and describe how these practices relate to the work environment and the proposed job activities.**

It is mandatory to have implemented practices to ensure that your work environment is safe.

Indicate how you will ensure that the youth is aware of health and safety practices in the work environment by selecting the appropriate boxes and describing the practices you have implemented. Your organization’s health and safety measures will be evaluated in relation to the work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.

Health and safety practices may include:

- **providing information on the Workplace Hazardous Materials Information System (WHMIS):** WHMIS is Canada's national hazard communication standard. All of the provincial, territorial and federal agencies responsible for occupational safety and health have established WHMIS employer requirements within their respective jurisdictions. Employer requirements ensure that hazardous products used, stored, handled or disposed of in the work environment are properly labelled, that Safety Data Sheets are made available to workers, and that workers receive education and training to ensure the safe storage, handling, use and disposal of controlled products in the work environment.
- **listing work environment hazards:** Hazards may include chemical, ergonomic, physical, and psychosocial, all of which can cause harm or adverse effects in the work environment.
- **providing necessary certifications:** When the proposed job activities require safety certifications, you are responsible for providing the youth with the necessary training and certification.
- **demonstrating work environment safety:** As part of training and supervision, you must demonstrate safe work environment practices, including an appropriate understanding of overall work safety procedures, knowledge of the safe use of work environment tools and equipment, and awareness of known and foreseeable work environment hazards.
- **other:** Please describe any additional health and safety practices you have implemented.

As per section 9.1(c)(d) of the [Articles of Agreement](#), you are responsible for ensuring the job is carried out in a safe environment and for providing the youth with all information concerning health and safety, including for a remote work location (for example, personal premises or somewhere outside of a traditional work environment).

As per Section 31.1 of the [Articles of Agreement](#), the Employer shall carry out the project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; any accessibility legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the project.

**20. Please identify and describe the work environment policies and practices you have implemented.**

It is mandatory to provide a work environment with non-discriminatory hiring practices that is inclusive and free of harassment and discrimination. Please identify and describe the policies and practices you have implemented.

- Hiring policies / practices

- Harassment policies / practices
- Conflict Resolution policies / practices
- Employee and/or Management Training
- Other: Please describe any additional practices you have implemented that demonstrate concrete efforts to create an inclusive work environment free of harassment and discrimination.

As per section 15.1 of the [Articles of Agreement](#), the project will not consist of projects or activities that:

- restrict access to programs or, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
- advocate intolerance, discrimination and/or prejudice; or
- actively work to undermine or restrict a woman's access to sexual and reproductive health services.

## **Part B – Job details**

In this section, you must describe, **in order of priority**, the jobs you are requesting and you must provide separate information for each job title. If you intend to hire more than one youth for the same job title, describe it only once.

If you are applying for more than one job title and you are applying using a paper application, you must copy an entire Job Details page for each additional job title and attach it to your application when submitting it. If there is not enough space to appropriately answer a question, you may answer it on a separate sheet and attach it to your application when submitting it.

Each youth hired using Canada Summer Jobs funding must be assigned to one of the jobs approved by Service Canada. The details of the job (for example, job title, hourly wage and tasks and responsibilities, etc.) must be the same as the job details specified in your application. **If you want to change a job detail, you must [contact Service Canada](#) to obtain approval for the changes prior to instituting these changes.**

### **21. Job Information**

A job is considered different when at least one of the following details varies: job title, tasks and responsibilities, hourly wage, number of weeks, number of hours per week or preferred level of education of the youth. Salaried jobs need to be calculated as an hourly wage rate. If your application is approved, it may not be for all the jobs requested.

## **Job Title**

Indicate the job title and hourly wage of each job for which you are requesting funding.

If you are applying using the Fillable Form or Grants and Contributions Online Services, the form will use “predictive text” to help you complete the job title. Begin typing your job title and select the most appropriate option.

If you are applying using the paper form, please select your job title from one of the options listed on the form.

This information will be posted publicly on:

- Job Bank.

## **Hourly Wage Rate**

You must pay at least the adult minimum wage in effect at the time of the employment based on provincial and territorial regulations.

**Note:** Some Provinces and Territories have multiple minimum wages depending on the age and experience of the employee. It is your responsibility to confirm the minimum wage at the time of employment.

See [Section 3 – Screening for Eligibility](#) for more details.

This information will be posted publicly on:

- Job Bank.

## **Tasks and Responsibilities**

Indicate the tasks and responsibilities of the youth. If the tasks and responsibilities of the job change after you submit your application or after you are approved for funding, you must inform Service Canada. If the change occurs after you are approved for funding, Service Canada must approve of the change, as per section 24.1(1)(f) of the [Articles of Agreement](#), otherwise the job may be considered ineligible for funding.

The job activities must be eligible. See [Section 3 – Screening for Eligibility](#) for more details.

## **Language required for job**

Select English, French, or Other. If Other, please indicate the required language.

This information will be posted publicly on:

- Job Bank.

## **National Occupational Classification Code**

The National Occupational Classification is the national reference on occupations in Canada. It comprises more than 30,000 occupational titles organized according to skill levels and skill types.



If you are applying using the Fillable Form or Grants and Contributions Online Services, the form will automatically select the correct code based on your job title.

If you are applying using the paper form, you do not need to identify a National Occupation Classification Code if you select one of the job titles listed. If you select “Other”, please determine the [National Occupational Classification Code](#) for the proposed job activities. To find the correct code, type the proposed job title in the Quick Search box located at the top of the page to generate a list of possible occupations. When reviewing the potential occupations, the accompanying education, main duties and employment requirements should correspond to the job performed.

An [FAQ](#) is available. For more information, [contact Service Canada](#).

This information will be posted publicly on:

- Job Bank.

### **Supervision Plan**

It is mandatory that your application describe your supervision plan. Indicate the elements of the supervision plan by selecting all applicable boxes and describe additional details.

The supervision plan should be task-oriented and focused on the specific job activities contained in your application.

To be eligible, you must provide each of the following mandatory pieces of information:

- Nature of Supervision (On-site, Remote, or Other);
- Title of Supervisor; and,
- Frequency of Supervision (Daily, Weekly, Other).

In the “Description of Supervision Plan” text box, you may include additional details such as how the supervisor will observe work, ensure completion of tasks, evaluate and provide feedback on job performance, and ensure the health and safety of the youth. Additional points will be awarded during assessment based on the quality and detail of the supervision plan.

**Note:** The supervisor and mentor are not required to be the same person.

### **Remote Supervision:**

If the youth will be working remotely, at a personal premises (for example, employer’s home), or away from the supervisor’s location, or from somewhere else outside of a traditional work environment, you must ensure that there is sufficient training and supervision to support the youth in obtaining a meaningful work experience. You must also ensure that the youth can still benefit from the experience of working with others, building interpersonal skills, and learning work environment protocols.

Your supervision plan should detail how this remote support will be provided and how the youth will attain these benefits. This could entail, for example, a minimum of one contact per day from the supervisor (by phone, chat or video-conference), having someone available at all times during the youth's work hours whom they can contact for help or direction, or involving the youth in team meetings with others. For remote work, Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.

### **Mentoring Plan**

It is mandatory that your application describe your mentoring plan. Indicate the elements of the mentoring plan by selecting all applicable boxes and describe additional details.

Mentoring is a relationship between an experienced employee (the mentor) and a less experienced employee (the youth). Through regular meetings, the mentor will share their professional experience with the youth and support skills development to help the youth enter the labour market.

To be eligible, you must provide each of the following mandatory pieces of information:

- Nature of Mentoring (One-on-one, Team, Job Shadowing, Other);
- Title of Mentor; and,
- Frequency of Mentoring (Weekly, Monthly, Other).

In the "Description of Mentoring Plan" text box, you may include additional details such as how the youth will be matched with a mentor, how the mentoring goals will be established and achieved, and how the mentor will help the youth develop skills and/or gain experience. Additional points will be awarded during assessment based on the quality and detail of the mentoring plan.

**Note:** The supervisor and mentor are not required to be the same person.

### **What skills will the youth develop during this placement?**

Indicate all skills that the youth will develop during the placement. You must describe the steps you will take to assist the youth to develop the skills you have selected, demonstrating how the work experience will build both job specific skills (for example, client service, digital skills) and transferable skills (for example, teamwork, leadership, communication). You may also select "Other" to include additional skills.

See [Section 4 – Assessment Criteria](#) for more details.

### **Will this job be a career-related work experience?**

The term "career-related" means the job provides a youth with work experience related to his/her current or future field of studies.

If Yes, indicate one or more fields of academic studies related to the job for which you intend to hire a youth, and demonstrate how the job is related to the current or future field of academic studies.

If your organization intends to hire youth that would like to explore particular fields as a career, you are encouraged to explain how you will ensure that the work placement will provide the youth with the skills and experience to assist them in their chosen career path (in other words, through career-related training or on-the-job exposure to practical applications of their discipline).

**Does your organization intend to keep the youth on staff beyond the duration funded under Canada Summer Jobs?**

Indicate Yes or No.

See [Section 4 – Assessment Criteria](#) for details.

**Preferred Level of Education of the Youth**

Check the applicable box.

Note: The preferred level of education of the youth is not a factor in assessment. The Canada Summer Jobs program is open to all youth ages 15-30 regardless of level of education or student status.

This information is being collected for reporting and monitoring purposes.

This information will be posted publicly on:

- Job Bank.

**Does this job support a national priority?**

If you answer yes, indicate one or more national priorities supported by the job and describe how the job supports the priority or priorities. You will not receive assessment points if you do not describe how the job supports the priority.

See [Section 4 – Assessment Criteria](#) for details.

**Does this job support a local priority?**

If you answer yes, describe which local priorities are supported by the job and describe how the job supports the priority or priorities. The local priorities that have been established for the constituency in which the proposed activities will take place can be found on the [Canada Summer Jobs](#) website.

**Note:** It is not mandatory for Members of Parliament to establish local priorities. If your Member of Parliament has not established local priorities, select “No.” You will not be penalized during assessment if your Member of Parliament has not established local priorities.

See [Section 4 – Assessment Criteria](#) for details.

**Part C – Funding requested**

**22. Calculation of Employer’s Total Cost Including Contribution Requested**

**Note:** The paper application form only provides space for information on five different job titles. If you are applying for more than five different job titles using a paper application, you must make a copy of the Calculation of Employer’s Total Cost Including Contribution Requested page, complete the copy with information

for each additional job title, and submit the copy with your application. Once you have entered all the information for all the job titles, indicate the total of the columns in the “Total” line at the bottom. This issue can be avoided by registering for a GCOS account and submitting your application electronically as it allows for an unlimited number of job titles.

#### **22(a). Job Title**

Indicate the job title for each job for which you are requesting funding. The job titles should be listed in the same order as in the Job Details section.

#### **22(b). Number of Participants Requested**

Indicate the number of youth you are requesting for each job title.

#### **22(c). Anticipated Start Date**

Indicate the date that you want the youth to begin employment. The earliest start date is May 11, 2020. Please note that the job’s latest end date is August 28, 2020.

**You cannot hire the youth before receiving the approval by Service Canada and the youth cannot start the employment before the start date approved by Service Canada.** If a youth is hired prior to the approval by Service Canada, this indicates that you would have hired the youth without the Canada Summer Jobs contribution. This makes the costs associated with the youth ineligible for reimbursement as per the Attestation and section 12.1 of the [Articles of Agreement](#): “the Job(s) would not be created without the financial assistance provided under this Agreement.”

This information will be posted publicly on:

- Job Bank.

#### **22(d). Number of Weeks Requested**

Indicate the number of weeks for which you are requesting funding; it must be between six and sixteen weeks. You are encouraged to employ the youth longer than the requested number of weeks.

#### **22(e). Number of Hours per Week Requested**

Indicate the number of hours per week that the youth will be required to work; it must be between 30 and 40 hours per week.

#### **22(f). Hourly Wage to be Paid to the Participant**

Indicate the hourly wage including the contribution from Service Canada and other sources to be paid to the youth.

This information will be posted publicly on:

- Job Bank.

See [Section 3 – Screening for Eligibility](#) for details.

**Important:** You are responsible to ensure that the youth is paid and for making the necessary pay-related remittances to the CRA, in accordance with labour

regulations in the province or territory where the employment is located, and as per section 31 in the [Articles of Agreement](#).

**22(g). Hourly Wage Requested**

Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial adult minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial adult minimum hourly wage. For more information, please refer to “What Costs Are Eligible” in the Screening for Eligibility section of this Guide.

**22(h). Mandatory Employment Related Costs (MERCs) Requested (if applicable)**

Not-for-profit employers are eligible for reimbursement of MERCs for up to 100% of the adult minimum hourly wage in the province or territory where the activities will take place. All other employers are not eligible for funding to cover MERCs, in whole or in part.

If you are a private or public sector employer, indicate “0.”

See [Section 3 – Screening for Eligibility](#) for details.

**22(i). Total Contribution Requested**

Indicate the total contribution requested by using this formula:

$$\begin{aligned} & (\text{Column B} \times \text{Column D} \times \text{Column E} \times \text{Column G}) + \text{Column H} \\ & (\text{Number of Participants Requested} \times \text{Number of Weeks Requested} \times \\ & \text{Numbers of Hours per Week Requested} \times \text{Hourly Wage Requested}) + \\ & \text{MERCs Requested.} \end{aligned}$$

If you are applying online, this total will be calculated automatically.

**22 (j). Total Employer Contribution**

Indicate the total amount of the contribution you will pay towards hiring a youth by using this formula:

$$\begin{aligned} & ((\text{Column D} \times \text{Column E}) \times \text{Column F}) - \text{Column I} \\ & ((\text{Number of Weeks Requested} \times \text{Number of Hours per Week Requested}) \times \\ & \text{Hourly Wage to be Paid to the Youth}) - \text{Total Contribution Requested} \end{aligned}$$

If you are applying online, this total will be calculated automatically.

**If you are a not-for-profit employer, will you require an advance payment to pay the youth?**

If you are a not-for-profit sector employer, check the box. Private and public sector employers are not eligible to receive an advance to pay the youth.

The conditions under which advances may be provided are outlined as per section 6 of the Canada Summer Jobs [Articles of Agreement](#). The maximum advance that may be obtained is 75% of the total value of the agreement.

**Important:** If your application is approved, you must submit the Employer and Employee Declaration form for each youth before Service Canada can issue an advance payment. This form must be completed on the first day of work and must be returned to Service Canada within seven days of the youth beginning employment.

Service Canada will also validate your CRA business number, postal address, and primary contact information prior to issuing a payment.

### **Attestation and Signature of Employer**

Once completed and submitted, this Canada Summer Jobs application, if approved by Service Canada, will form part of the agreement between the Government of Canada and you. The organization will then be subject to the Canada Summer Jobs [Articles of Agreement](#). The organization agrees under this agreement to provide the job at the hourly wage, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document. This document will be included in the approval package. The submission of an application does not constitute an agreement. An official agreement between the organization and the Government of Canada exists only once an **application is approved and an agreement is signed by Service Canada. It is important that you read the Applicant Guide and Articles of Agreement in their entirety before you sign the application.**

Therefore, it is important that an authorized person signs the application or submits the online application. Please read Section 34 of the [Articles of Agreement](#) prior to signature: “The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require.”

**When submitting your application, you are asked to check the box “I attest” to confirm that:**

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. The job would not be created without the financial assistance provided under a potential contribution agreement; and,
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

To “undermine or restrict” means to weaken or limit the ability to exercise rights legally protected in Canada.

**Note:** The Attestation is required for the application (submitted on a paper form or online) to be considered complete. If you are submitting your application online, you must check this box in order to proceed, otherwise the system will not allow

you to continue. If you are submitting a paper application you must check this box in order for your application to be assessed.

Should an application or a project not be compliant with program eligibility and/or the Articles of Agreement, your project may not be funded.

The provision of false and misleading information will affect eligibility and funding may be revoked.

## 6. Follow Up

### What happens after I submit my application?

All assessed applications within a constituency will be ranked according to their assessment score, and a list of recommended projects will be established. Each Member of Parliament will receive the list of eligible projects for their constituency. Based on their knowledge of local priorities and circumstances, MPs have the opportunity to review the list of assessed projects for their constituencies and to provide feedback to help ensure local priorities are met.

Service Canada will inform you of the status of your application starting in May 2020. All eligibility and funding decisions will be confirmed in writing. You can also check the status of your application through GCOS if you applied via GCOS.

### Application/Agreement

If your application is approved, the “Calculation of Approved Canada Summer Jobs Contribution Amount” document signed by an appropriate delegated authority for Canada will be returned to you, along with other appropriate forms.

Please note that activities cannot begin before your project is approved and an agreement has been signed by both the recipient and Service Canada. The receipt of an application does not in itself constitute a commitment on the part of Service Canada. You should not assume any commitment on the part of Service Canada until funding has been approved and a formal agreement has been signed by a representative of Service Canada. Service Canada will notify you in writing of the outcome of the review of your application.

In the event that financial irregularities are discovered, Service Canada may verify information with the Canada Revenue Agency.

If you submit your application through the online process, a signature may be required at a later date.

Decisions regarding the assessment of applications are final; there is no recourse. However, Service Canada will provide you with the name of a contact person to address any questions you may have regarding your application. Please note that successful employers may be randomly selected for inspections and audits as per section 20.2 of the [Articles of Agreement](#).

### Privacy notice statement

The information you provide is administered under the authority of the *Department of Employment and Social Development Act* (DESDA). This information may be used to determine your eligibility for Canada Summer Jobs, its administration and for accountability purposes. Refusal to provide information may result in your Canada Summer Jobs application not being considered for funding.



As well, this information may be used to support the administration or enforcement of other programs of Employment and Social Development Canada (“the Department” or ESDC), including Service Canada.

The information you provide may also be used for policy analysis, evaluation, and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked. However, these additional uses and/or disclosures of your personal information will not result in an administrative decision being made about you.

The Department may review results from previous Canada Summer Jobs funding agreements when determining the eligibility of your application. The Department may also review information in the public domain, including but not limited to materials on your website and media articles, when determining the eligibility of your application.

Should your application be deemed eligible, the information you provide will be shared in accordance with the law with your respective Member of Parliament to ensure local priorities are considered. It may also be used by the Member of Parliament to notify employers whose Canada Summer Jobs funding applications have been approved. The Department and your Member of Parliament may also use the information to help promote the program.

Funded employers will be listed on the Canada Summer Jobs website and funded positions will be posted on [Job Bank](#).

In the event of an Access to Information request regarding the approved funding application or any relevant information about the organization in the Department’s possession, the information provided to the Department will be disclosed, subject to applicable exemptions under the *Access to Information Act*, such as the exemption for personal information.

You have the right to the protection of, and access to, your personal information. It will be retained in [Personal Information Bank ESDC PPU 706](#). Instructions in obtaining this information are outlined in the government publication available online, entitled [Info Source](#). Info Source may also be accessed in person at any Service Canada Centre. You have the right to [file a complaint](#) with the [Privacy Commissioner of Canada](#) regarding ESDC’s handling of your personal information.

## **Contact us**

For more information, call 1-800-935-5555 (TTY: 1-800-926-9105) or visit a Service Canada Office.