



# Canada-Alberta Job Grant

## Introduction & Eligibility Criteria

May 2018

# Introduction

# Overview

- The Canada-Alberta Job Grant funds employer-driven training
- Employers determine:
  - what training is needed to meet business goals and objectives
  - who will be trained
- This employer-driven program ensures training reflects the skills employers are looking for

# Objective

- The Canada-Alberta Job Grant will help increase:
  1. employer investment in training
  2. productivity
  3. worker skills
  4. worker retention
  5. hiring and training unemployed Albertans

# Process at a glance

Before you apply

1. Identify training needs
2. Select a training provider

Application process

3. Submit application
4. Pay for training now or after grant approval
5. Receive decision and reference #

Training

6. Begin training

Success! You have a skilled employee

7. Employee completes training
8. Submit training completion form
9. Receive CAJG payment

**Note:** Employers will still have the option to receive two payment installments, if required. Please contact the CAJG team by emailing [jobgrant@gov.ab.ca](mailto:jobgrant@gov.ab.ca) for details on interim reimbursement.

**Contact us**

780-638-9424

1-855-638-9424 (toll free)

# Eligibility Criteria

# Eligible Employers

- Open to private and non-profit sector employers in Alberta
- First Nations and Métis Settlements
- Crown Corporations located in communities with a population of less than 100,000:
  - Agriculture Financial Services Corporation (AFSC)
  - ATB Financial
- **Sole Proprietors**

# Eligible Trainees

- Eligible trainees
  - Existing employees
  - Canadian citizens, permanent residents, Refugees
  - Employees of Sole Proprietors
  - Unemployed Albertans
    - Trainees that are currently unemployed for more than 30 consecutive days; or
    - New hires who have worked for the employer for 4 weeks or less and were previously unemployed for more than 30 consecutive days



# Ineligible trainees

- Temporary Foreign Workers, those with temporary work permits and students here on study visas
- Owners or their immediate family members
- Any person not living in Alberta

# Eligible Training Providers

- Third-party, unrelated and separate from the employer
- Cannot be the organization that will employ the trainee
- Does not include in-house training providers

# Eligible Costs

- Only direct training costs are eligible
  - Tuition fees or fees charged by training provider
  - Mandatory student fees
  - Textbooks, software and other required materials
  - Examination fees
  - Assistance with some travel costs

# Travel assistance

- Designed to provide access to training opportunities for all Alberta employers
- Travel assistance is limited to:
  - small and medium-sized organizations
  - work/train in a community outside of Calgary or Edmonton
  - travel 100 km or greater one way from workplace to a training centre in Alberta
  - one to five days training maximum

# Eligible Training

- Short-term, incremental training
  - Minimum 21 hours per trainee
  - Courses may be “bundled” to reach minimum
  - Must start within 6 months of approval, and complete within 52-weeks after the training start date
- Many training format options allowed
- Must result in a credential
- Apprenticeship training is NOT eligible

# Grant Process

# Application Forms

- Employer will have access to the new forms on the Canada-Alberta Job Grant website

[AlbertaCanada.com/jobgrant](http://AlbertaCanada.com/jobgrant)

- Forms must be completed electronically, printed, signed, and submitted by mail
- Two application forms – ensure the correct one is used

# Program Funding Model

## Employed Trainees

- CAJG covers a maximum of 2/3 of training costs. The employer will cover a minimum of 1/3.
- Maximum \$10,000 grant funding per trainee

## Unemployed Trainees

- CAJG covers 100% of training costs to employers hiring and training unemployed Albertans
- Maximum \$15,000 grant funding per trainee



# Funding Cap on Employers

- Maximum of \$10,000 per employed trainee per fiscal year
- **Maximum of \$15,000 per unemployed trainee per fiscal year**
- Individual employers will be capped at \$300,000 of grant funding per fiscal year (April-March)

# Program Funding

	Employed Trainees	Unemployed Trainees
CAJG contribution	2/3	100%
Employer contribution	1/3	0
<b>Funding cap</b>		
Per trainee per fiscal year	\$10,000	\$15,000
Per organization per fiscal year	\$300,000	\$300,000

# Training Reimbursement

- Employers pay the full cost of training
- Government refunds approved eligible training costs in **one or two** payments
- Once all training is complete, submit the training completion form with original receipts and receive one grant payment
- Employers can receive two payments of CAJG if they choose.
  - Contact the CAJG team for instructions by calling 1-855-638-9424 or 780-638-9424 or by email: [jobgrant@gov.ab.ca](mailto:jobgrant@gov.ab.ca)

Thank You!

# Help for Employers

- Applicant Guide, checklists and FAQs online at [AlbertaCanada.com/jobgrant](https://AlbertaCanada.com/jobgrant)
- Workforce Consultants are available to help employers with questions about the applying for the grant
- Email [jobgrant@gov.ab.ca](mailto:jobgrant@gov.ab.ca)
- Call 1-855-638-9424 (toll free) or 1-780-638-9424