

Canada-Ontario Job Grant

COJG Program Description

The Grant provides direct financial support to individual employers who wish to purchase training for their workforce.

- **Employers** choose the individuals they would like to have trained, and the training that meets their workforce development needs

It is delivered through **cost-sharing agreements** between individual employers and government:

- Large employers (100 or more employees) pay at least 1/2 of direct training costs. Note that there is additional flexibility for small employers (fewer than 100 employees) to contribute 1/6 of eligible training costs.
- For large employers, Government covers 1/2 of direct training costs, up to \$10,000 per trainee. Small employers who are training and hiring unemployed individuals may be eligible for 100% funding and up to \$15,000 per trainee. The applications with "New Hire" trainees will be automatically assessed for 100% funding.
- The maximum support for textbooks, software and other training materials are \$500 for each trainee.
- The maximum allowable support for travel costs is \$500 per trainee and is only supported when the distance travelled is greater than 24 km each way.
- If the employer has a travel costs policy, travel costs will be supported according to the employer's policy up to the maximum \$500 per trainee.

Note: Employers are solely responsible to cover the cost of training that falls under the employer financial contribution. Employers must not ask their trainees to cover any of the training costs

Program Eligibility: Employers 1/2

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.

Program Eligibility: Employers 2/2

An employer must not:

- Be a federal, provincial or municipal government and/or agency;
- Be a broader public sector organization, as defined by the [Broader Public Sector Accountability Act](#);
- Be a Canada-Ontario Job Grant Service Provider;
- Be currently in receipt of other government funds related to the same skills training for the same individual (e.g., Employment Service or Youth Job Connection Job Placements or other training interventions such as Second Career);
- Use training participants to displace existing staff or replace staff who are on lay-off;
- Apply for funding for training that has already started.
- Compel individual participants to pay any part of the employers COJG contribution related to training, either directly or indirectly. The employer's contribution is the employers alone.

Employers meeting basic eligibility requirements outlined above are not guaranteed funding. The Ministry and/or service provider will apply value for money and tier assessment criteria in the ranking and approval of employer applications according to budget availability and the program's strategic priorities.

Employer Eligibility for Future Applications

An employer's previous completion success with COJG program will be taken into consideration when reviewing future applications. Employers may be deemed ineligible for future funding due to the following reasons:

- The employer did not follow through on anticipated action post-training as outlined in the application such as increasing trainee wages or hiring an unemployed new hire - except under exceptional circumstances (e.g., the participant completed the training, but did not pass the exam which is a requirement of the job).
- The employer did not submit required documentation that is required by the Ministry.
- The participant did not complete the training and the employer failed to inform the service provider or Ministry. As a result, the Ministry was still required to pay for the training.
- The employer had been approved for multiple grants in the past but withdrew or did not follow through on training.
- The Ministry's quality assurance processes, audits, surveys and any other means of verifying information on previous applications reveal that the information provided to the Ministry is inaccurate, untrue or incorrect.
- An employer that is a corporation or other entity may be ineligible if:
 - Evidence was found of abused COJG funding in the past; or
 - The controlling parties of the corporation or entity, either as individuals or as the controlling parties of another corporation or entity, were found by the Ministry to have abused COJG funding in the past.
- The employer has funds owing to the Ministry

Program Eligibility: Individuals

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

Only employers can apply for the COJG (individual participants cannot apply)

Training Eligibility ½

Training supported through the Grant is driven by employer demand and must be directly related to the skills needs identified by the employer. Employers identify the types of training required to meet their skills needs and the individual(s) who will be trained.

The following types of training are ineligible for COJG funded training:

- The ministry will not provide COJG funding for training that the employer must provide according to the law.
- Business owners, including individuals with a controlling interest in corporations, are not eligible as trainees.
- Senior management within large organizations (over 500 employees) are ineligible for COJG funding.
- Senior management at small and medium employers (less than 500 employees) are still eligible for COJG funding.
- Senior Manager positions are defined by the 2016 National Occupational Code (NOC): the positions with NOC "00" Senior Management Occupations are ineligible.
- Other ineligible training programs are: Executive training courses (MBA, CFA), Preparatory training courses (LSAT, MCAT, GMAT), Business Consulting services and attending conferences.
- Membership fees, subscription fees, annual fees, and professional association fees are all ineligible for COJG funding

Training Eligibility 2/2

Training must **not** exceed one year in duration, occur in Ontario or delivered online and must be provided by one of the following third-party providers:

- Colleges of Applied Arts and Technology
- Publicly assisted universities
- Publicly assisted Indigenous Institutes
- School boards
- Private trainers operating in compliance with the Private Career Colleges Act, 2005
- Union-based training centres
- Product vendors* (see next section for eligible product vendor training)

Product Vendor Training

- For the purpose of the COJG, product vendor training is defined as any application where the vendor is involved in the creation/sale of the product and is also conducting the training in how to use that particular product.
- “Product” refers to business-related materials (e.g. technology/equipment, software, or proprietary process) purchased by the employer.
- Product vendors are ineligible to deliver training on how to use the product or service.
- Product vendors are only eligible to deliver training that is unrelated to the use of the product or service

Business Consulting Services

- Business consulting services are ineligible for COJG funding
- Business consulting services are defined as any situation where the proposed "training" would consist of a review of the business or organization rather than the development or improvement of skills for training participants.
- Example: If the proposed training consists of increasing an employer’s productivity and making their operations more efficient, this training would be considered business consulting and be ineligible for COJG

Attestation Process

- In cases where employers have selected a private training provider as their first choice, both parties, employers and private training providers, will be required to sign an attestation form

Employers must attest to:	Training Providers must attest to:
<ul style="list-style-type: none"> Eligibility of training provider No conflict of interest between employer and training provider Any conflict of interest must be disclosed Selected training is not product vendor training Selected training is not part of business consulting Receipt and understanding of the COJG – Employer and Training Provider Information Sheet 	<ul style="list-style-type: none"> Meeting educational and experience requirements Length of time providing training No conflict of interest between employer and training provider Any conflict of interest must be disclosed Not being an ineligible product vendor Not offering business consulting as part of training Receipt and understanding of the COJG – Employer and Training Provider Information Sheet

- The attestation form will be accompanied by the Canada- Ontario Job Grant – Employer and Training Provider Information Sheet that will outline the details of the requirements that employers and training providers are being requested to attest to in their respective attestation forms.
- Employers and/or training providers that refuse to sign the attestation form, or have been found to have provided false or misleading information, will not be granted COJG funding

Employer Financial Contribution

Government covers ½ of direct training costs for large employers and 5/6 for small employers

- Up to \$10,000 per trainee
- May qualify for 100% funding and up to \$15,000 per trainee if small employer (fewer than 100 employees) is hiring and training unemployed individuals (will be automatically assessed)

Large employers (100 or more employees) covers a minimum of ½ of direct training costs in cash.

Small employers (fewer than 100 employees) covers 1/6 of direct training costs in cash.

Program Implementation

The program is delivered through three streams:

- Training requests for up to 25 participants (also called “25 and under”)
- Training requests for more than 25 participants (also called “over 25”)
- Training requests for a group of two or more employers (also called “Consortium”)

Program activities for each stream are the same, but the manner in which they are delivered is different.

- For the “25 and under” stream the ministry will contract with service providers to deliver the program to employers.
- For the “over 25” stream and the Consortium stream, the ministry will deliver the program directly to employers, and contract with specific service providers to carry out administrative case management tasks.

Employer Consortia

- The Consortium Stream allows employers to pool their resources together in the pursuit of training solutions that address common workforce skills needs
- For the purposes of the COJG, an employer consortium is a specific group of two or more employers. Each employer within the consortium must be eligible for COJG funding.
- An intermediary organization will serve as the “lead” applicant on behalf of the employers. If approved, the intermediary would be the holder of the legal agreement with the ministry and would be accountable for all activities and outcomes.
- Most organizations acting as an intermediary are eligible for administrative funding equal to 15% of the government contribution.
- Training providers may serve in the role of an intermediary in instances where they may also be developing and/or delivering training. However, due to risks associated with real or perceived conflicts of interest, training providers are not eligible for the 15% administrative funding

Employer Application Form

- Employers view, complete and submit the application form online. Applications are reviewed on a continual basis.
- For training requests involving 25 or less training participants, employers submit the form to a COJG service provider (self-selected).
- For training requests involving more than 25 training participants and applications submitted by consortia, forms are submitted to Ministry regional offices based on the location of the training.
- Employers/Consortia requesting training for over 25 participants must also complete an Electronic Funds Transfer form.
- Employers must submit their application prior to the start of training
- Employers should allow a minimum of 12 business days for their application to be processed

Application Assessment Criteria

- Each application received for funding under the Canada-Ontario Job Grant is assessed to determine eligibility. Each application **must** meet all the eligibility requirements to be considered for funding.
- **It is important to note that meeting all eligibility requirements does not necessarily guarantee funding of the application.**
- COJG applications are assessed by ministry staff and service providers, to ensure:
 - validity of applications and training
 - funding decisions provide value for money and are in line with ministry priorities

COJG Assessment Tool – Tiers

- The COJG applications are sorted into tiers to ensure that funded applications are in line with ministry strategic priorities.
- Tier 1 is defined as any training which will result in a new or better job (includes retaining employees who have received a formal notice of layoff) and is the first approved application for the employer in the last 6 months.
- Tier 2 is defined as any training that will lead to a new or better job but the employer has had an approved COJG application in the past 6 months or the incumbent employee will not receive an increase in wage or change in position. Tier 2 applications will only be funded if there is funding remaining after Tier 1 applications are funded.
- Tier 3 is defined as an application that supports incumbent employees with the training cost per trainee below \$500 and under 1 week in duration or the employee is required to have the training due to legislation, regulation or policy
- For applicants in Tier 3, consideration will be only given if there are no pending applications in Tier 1 & 2, and availability of COJG budget

Next Steps for Employers

- Employers need to ensure that all forms are filled out correctly including and submitted to the appropriate office:
 - Employer Application form
 - Employer Attestation form
 - Training Provider Attestation form
 - Participant Registration form
 - Employer Registration form (for Consortia applications)
 - Electronic Funds Transfer form (for Over 25/ Consortia applications)
- Employers are responsible to pay the training provider the full amount of the training and will be reimbursed by the service provider or Ministry.
- Employers receive up to 70% reimbursement of funding upon presentation of the proof of payment to the training provider.
- Employers receive the remaining reimbursement following the completion of the training, and the submission of the completed Training Outcome Report

Employer Inquiries

For further information and details on COJG please see the [Questions and Answers](#).

General public inquiries will be directed to the EO Contact Centre:

- 416-326-5656
- Call toll- free: 1-800-387-5656
- TTY number: 1-866-533-6339
- [Employment Ontario live chat Ontario.ca site](#)
- Hours are **8:30 a.m. to 5 p.m., Monday to Friday ET** (closed weekends and statutory holidays).

Detailed COJG inquiries (e.g. assistance with the employer application form and status of employer application assessment) will be re-directed:

Requests involving 25 and under training participants

- COJG Service Provider

Requests involving more than 25 training participants or a Consortium

- MTCU Regional Offices

Feel free to email us with any of your questions at: training@teampowersolutions.ca