

The Canada-Saskatchewan Job Grant (CSJG)

Employer Application

All details and information contained in this application are collected, used, and disclosed in the evaluation, approval and administration of the program. Review the CSJG Applicant Guide for more information on the grant. Please complete all fields prior to applying. Incomplete applications will not be assessed for funding.

Applicant Information (The Employer is referred to as the Applicant)

Full Legal or Incorporated Name				
Operating Name (if different than above)				
ISC Sask Corporate Registry Number (if applicable)				
Not sure if your business has registered with ISC? Visit their website for further information.				
Mailing Address				
City/Town		Province	Postal Code	
Website				

Legal Authorized Representative of the Applicant (Person who has legal authority to enter into an agreement on behalf of the organization such as officers of the organization):

Name of Legal Authorized Representative		Title		
Email		Phone	Ext	

Is the Legal Authorized Representative the person who should be contacted for questions about the application, business, training progress or trainees? If not, complete the section below to also provide an Applicant Contact.

Name of Applicant Contact		Title		
Email		Phone	Ext	

Applicant Type

- | | |
|---|---|
| <input type="checkbox"/> For-profit business | <input type="checkbox"/> Farmers as defined in <i>The Fuel Tax Regulations, 2000</i> |
| <input type="checkbox"/> Entities registered pursuant to <i>The Non-Profit Corporations Act, 1995</i> | <input type="checkbox"/> Banks registered pursuant to the <i>Bank of Canada Act</i> |
| <input type="checkbox"/> Commercial cooperatives | <input type="checkbox"/> Credit Unions registered pursuant to <i>The Credit Union Act, 1998</i> |
| <input type="checkbox"/> Labour organizations as defined in <i>The Saskatchewan Employment Act, 2012</i> ; and self-governing professional organizations, societies or a member of that, that is regulated by an Act | <input type="checkbox"/> Private Training Institutions |
| <input type="checkbox"/> A federally approved Crown Corporation or Indigenous Government training for jobs located in small or remote communities (i.e. with a population of 100,000 or less) where the Crown Corporation or the Indigenous Government: | <input type="checkbox"/> Trade Unions |
| (a) Is a major employer; and (b) has demonstrated training needs. | |

Business Activity

- | | | |
|--|--|---|
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Health Care and Social Assistance | <input type="checkbox"/> Public Administration |
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Information and Cultural Industries | <input type="checkbox"/> Real Estate, Rental and Leasing |
| <input type="checkbox"/> Agriculture, Forestry, Fishing and Hunting | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Arts, Entertainment and Recreation | <input type="checkbox"/> Management of Companies and Enterprises | <input type="checkbox"/> Transportation and Warehousing |
| <input type="checkbox"/> Finance and Insurance | <input type="checkbox"/> Mining and Quarrying | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Oil and Gas Extraction | <input type="checkbox"/> Waste Management and Remediation |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Professional, Scientific and Technical Services | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> Other Services (except Public Administration) | | |

Number of Employees ☐ 1-50 ☐ 51-500 ☐ 501 or more

Is this an Indigenous owned business? ☐ Yes ☐ No

At least 51 per cent of the company is Indigenous owned and operated, including community, individual and tribal-owned organizations.

Insurance and Liability

Are you registered with and covered by the Saskatchewan Workers' Compensation Board for your participants attending the training?

☐ Yes ☐ No

If your trainees will not be covered by WCB or your industry or occupations are exempt under *The Workers' Compensation Act, 2013* (the Act), answer the following question.

Do you have general liability insurance covering premises and operations liability, non-owned automobile, elevators (if applicable) to cover the applicant's liability to employees and their legal representatives for personal injury and death occasioned by trainees while receiving training from the applicant (minimum \$2 million coverage)?

☐ Yes ☐ No

If yes, answer the following question.

Should this application be approved, I understand and agree, as a condition of contracting, that the Minister will be added as an Additional Insured to the applicant's general liability insurance (as described above) in the amount of \$2M.

☐ Yes ☐ No

Proposed Training Activities

- Per trainee, training must be at least 24 hours in length and cannot exceed 52 weeks. Training must start within 4 months of the application submission date.
- Travel, meals and accommodation costs are not eligible for reimbursement.
- Training must be provided by an external, third-party training agency.
- Training dates must be confirmed as approved applications will be contracted for these dates. Training taken outside the proposed dates may not be eligible for reimbursement.
- Training included in this application must not be part of regular hiring/onboarding training for new employees.

Note: Applications from First Nation Bands must include a copy of a Band Council Resolution. Non-Profit Corporations cannot recover GST costs.

Training Provider Business Name

Mailing Address

City/Town Province Postal Code

Name of Training Contact

Email Phone Ext

Training Provider Type

- ☐ Federated or Affiliated College ☐ Private Training Agency ☐ Regional College ☐ Union
☐ Saskatchewan Polytechnic ☐ Private Vocational School ☐ University ☐ Other

Name of Training Program

Training Provider/Training Program Website

Is this training a customized program based on unique training needs? ☐ Yes ☐ No

If yes, a Training Course Outline completed by the Training Provider must be attached to describe the training activities.

☐ Attached

Training Start Date (DD-MMM-YYYY) Training End Date (DD-MMM-YYYY)

Program Length (number of training hours per trainee) Location of Training

Credential

- ☐ Certificate ☐ Diploma ☐ Bachelor's Degree ☐ Certificate of Completion ☐ Certificate of Participation ☐ Safety Certificate
☐ Course Credit ☐ License ☐ Master's Degree ☐ Pre-Professional Program ☐ Professional Designation ☐ Other

Eligible Training Costs (including GST and PST) (cost per trainee/participant) Non-Profit Corporations cannot recover GST costs.

Tuition Fees or Fees charged by a training provider Other Training Costs

Textbooks, software, and other required materials

Mandatory student fees

Examination fees Total Number of Trainees

Total Eligible Training Costs Total Funding Request

Trainee/Participant Information and Criteria

Are all trainee(s) 18 years of age or older as of the application date? ☐ Yes, 18 years of age or older ☐ No, they are not

☐ I understand and agree that trainees will be Canadian Citizens, Permanent Residents, a temporary resident with authorization for emergency travel from the Government of Canada holding a valid Canadian work permit, or Protected Persons as defined by the Immigration and Refugee Protection Act (Canada).

☐ I understand Temporary foreign workers, temporary residents without authorization for emergency travel and a valid work permit, volunteers, or sub-contracted employees are **not** eligible for funded training.

☐ Social Insurance Numbers, work permits (if applicable), consent to collect their personal information and two of the most recent payroll records are required from all trainees for the final reporting on approved training agreements.

☐ I understand and agree that employees undertaking training are or will be employed with the applicant business, as per the CRA definition, and, if requested, payroll records or statement of earnings verifying this employment relationship can be provided. Acceptable documentation will meet the requirements defined by Saskatchewan's Employment Standards.

CSJG Eligibility Definitions

The Canada-Saskatchewan Job Grant is an employer-driven program that trains new or existing employees for available jobs. Will this training help:

- ☐ Support a new hire to the organization;
- ☐ Result in a new or better job for the trainee (existing employee); or,
- ☐ Reduce skills gaps of the trainee (existing employee).

Based on your choice above, please explain how the training you have chosen will benefit the trainee and business. Review the eligibility descriptions and guide for more information on these parameters.

Receiving Payment

As part of your completed application, business banking information must be complete and attached. This includes the [Direct Deposit Payment Request Form](#) with a current Void cheque attached that includes your business name, address and information on your account (bank, branch/transit number and account information).

The name, address and other information on this form must match exactly to the void cheque or direct deposit request.

- ☐ Attached

If your application is not approved, this information will be destroyed.

Completion of training, reporting, eligible training cost receipts and supporting documents, as well as trainee documentation are required prior to receiving full reimbursement.

Applicant Declarations, Consents and Attestation –

must be completed by the Legal Authorized Representative of the Applicant

I hereby declare the following:

- I have legal authority to apply for, and enter into, an application and agreement with the Ministry of Immigration and Career Training (the "ministry").
- I understand this application information will be used to assess eligibility and I may be contacted for further information to assess this application.
- I understand any costs incurred prior to application approval are not eligible for reimbursement.
- Trainees(s) participating under this program shall not be held personally responsible for eligible training costs incurred during the training period, such as tuition fees, mandatory student fees, or textbooks.
- Trainees will be Canadian Citizens, Permanent Residents of Canada, Protected Persons within the meaning of The Immigration and Refugee Protection Act (Canada), or a temporary resident with authorization for emergency travel from the Government of Canada holding a valid Canadian work permit. I understand temporary foreign workers and temporary residents without authorization for emergency travel and a valid work permit, volunteers, or sub-contracted employees are not eligible for funded training.
- Trainees will be current or future employees of the company in Saskatchewan. Trainees that cannot be verified as applicant employees will not be eligible for reimbursement.
- I understand the minimum amount of financial assistance is \$1,000. The maximum amount is \$10,000 per trainee, per training program for each employer applicant.
- I understand that if this application is approved, I will be required to enter into an agreement with the ministry to receive financial assistance. Completion of training, reporting, eligible training cost receipts and supporting documents, and trainee documentation are required prior to receiving reimbursement.
- The applicant is in good standing with the provisions of The Saskatchewan Employment Act, 2013 and regulations.

I attest that I have answered all questions on this application for which assistance is requested according to the instructions and my answers and documents I have provided, or will provide in the future, in support of this application, are to the best of my information and belief, true in every respect. I make these declarations knowing it is an offence under Criminal Code of Canada, to knowingly make any false statement or representation in an application and each subsequent application or other document or to furnish any false or misleading information or documentation.

You are responsible for retaining all documentation to support your claim. All applications and agreements are subject to audit. Consequences for providing false or misleading information include, but are not limited to, withholding of funds, repayment, or penalty.

I consent to the ministry to collect from other government programs any information or documents, including personal information as defined in *The Freedom of Information and Protection of Privacy Act*, for the purpose of verifying the information contained in this application.

I consent to and authorize the ministry to collect, use, disclose and release to any person, individual, corporation, agency, organization, government or government agency of any information or documents, including my personal information as defined in *The Freedom of Information and Protection of Privacy Act* for any purpose respecting the administration of the program. In addition, I understand that the ministry may use my information for the purposes of program evaluation and reporting. I understand that ministry partners include, but are not limited to, the following organizations:

- Contracted research agencies providing ministry program evaluation services;
- Training providers involved in my training; or
- The Government of Canada, including Employment and Social Development Canada (ESDC) and Service Canada to support funding and delivery of career and employment services, and the administration of Employment Insurance-related benefits.

Legal Authorized Representative, name on behalf of the Applicant		Date	
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Signature on behalf of the Applicant	
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If signing documents using an electronic signature, only signatures with a digital certificate and/or an audit trail verifying the individuals named signed the documents, as stated, will be accepted. Wet (manual) signatures are also acceptable.

Important Application Information:

Please email your completed application package to cansaskjobgrant@gov.sk.ca.

The ministry will email you to confirm this application has been received and assess eligibility. If you are not contacted or do not hear from the ministry within three (3) business days regarding your application, please contact us immediately.

A completed application is not a guarantee of funding. Training started prior to an approved contract is not eligible. If any of the information contained in this application, or a subsequent contract, changes (e.g. dates of training, trainees participating in training, costs, etc.) please contact the ministry immediately to discuss this change in information.

Questions? You can also contact your nearest Canada-Saskatchewan Job Grant (CSJG) office:

Saskatoon and Area

Mailing Address:

225 - 1st Avenue North

Saskatoon, SK S7K 1X2

Telephone: (306) 964-1005

Email: cansaskjobgrant@gov.sk.ca

Regina and Area

Mailing Address

1000, 2103 - 11th Avenue

Regina, SK S4P 3Z8

Telephone: (306) 787-4677

Email: cansaskjobgrant@gov.sk.ca