

# Canada-Saskatchewan Job Grant

## Applicant Guide

This document is used for the Canada-Saskatchewan Job Grant (CSJG) program.

### Program Overview

The Canada-Saskatchewan Job Grant (CSJG) is an employer-driven program that provides eligible employers with financial support to train new or existing employees for available jobs. Training can help support a new hire to the organization, result in a new or better job for an existing employee or reduce skills gaps of an employee. The CSJG provides opportunities for unemployed and underemployed workers to train for jobs.

The employer contributes one-third of the costs to train the employee, while the federal and provincial governments contribute the remaining two-thirds.

Before making an application, thoroughly review this document and the program information provided here: [saskatchewan.ca/job-grant](https://saskatchewan.ca/job-grant)

**Still have questions? Contact your local [Canada-Saskatchewan Job Grant Office](#):**

**Ministry of Immigration and Career Training**

Canada-Saskatchewan Job Grant (CSJG) Unit

Email: [cansaskjobgrant@gov.sk.ca](mailto:cansaskjobgrant@gov.sk.ca)

Saskatoon and Area call: (306) 964-1005

Regina and Area call: (306) 787-4677

### Application Steps

Visit [saskatchewan.ca/job-grant](https://saskatchewan.ca/job-grant) for program information and to apply. The application requires attachments and supporting documents from the business to be submitted as part of the application. Before starting an application review the **Before You Apply** checklist and below to make sure you have all your required business and training information ready to apply.

Before starting an application, the following information and forms will be needed:

- The ISC Sask Corporate Registry Number for the business. You'll need an active number for your application. Not sure if your business has registered with ISC? Visit their website for further information, [www.isc.ca](http://www.isc.ca).
- A completed **Direct Deposit Payment Request** for the business. If not approved for funding, this information will not be held on file and will be destroyed.
- The trainees, training provider and program has been chosen, including dates of training and costs.
- For customized training, the **Training Course Outline** has been completed by the training provider and is ready to be attached to the application.

Visit [saskatchewan.ca/job-grant](https://saskatchewan.ca/job-grant) for application information and the forms required to apply.

Complete the application form at [saskatchewan.ca/job-grant](https://saskatchewan.ca/job-grant):

- Complete all required application fields;
- Declare you understand the content of the Application;
- Attest to the information provided being true and accurate;
- Consent to the ministry collecting information to verify details contained in the application;
- Complete any applicable attachments; and
- Email the completed application submission to [cansaskjobgrant@gov.sk.ca](mailto:cansaskjobgrant@gov.sk.ca).

**You will be contacted within three (3) business days to confirm receipt of the application and start the eligibility assessment. If you are not contacted or do not hear from the ministry within the time frame, please contact us immediately at [cansaskjobgrant@gov.sk.ca](mailto:cansaskjobgrant@gov.sk.ca).**

Applications submitted less than ten (10) business days prior to the start date of training may not be approved. If you have questions about the status of your application, please contact us.

**A completed application or meeting eligibility criteria is not a guarantee of funding.** Training requests must be approved and a contract negotiated between the employer and the Government of Saskatchewan prior to the start date of training to be eligible for program funding.

Only fully completed applications will be accepted for assessment. Applications will be accepted, assessed and approved based on available funding. Completed applications with all required information will be given priority.

Approval of an application does not constitute an endorsement of any training provider, training course or program. Previous approval of training activities does not guarantee approval in the future.

All applications are assessed based on the information provided at the time of application. All decisions regarding the eligibility of employers, trainees, training providers, training programs and reimbursable costs will be made by the ministry at its sole discretion.

The ministry reserves the right to contact employers, trainees, training providers or any other person to substantiate reimbursement claims, training activities, records and other related matters.

Applications may be audited for program compliance after a payment is provided. Payments that are deemed to be ineligible will be considered a debt owing to the Government of Saskatchewan and subject to collection activities outlined in *The Financial Administration Act*.

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## Eligibility Information

Applications and contract activities are assessed using the following eligibility criteria. Employers choose the training and mode of delivery that will meet their needs within the following requirements. Training must be relevant to the operational needs of the applicant. The ministry reserves the right to determine ineligible training.

Eligibility Criteria	Definition
<b>Eligible Employers</b>	
<p>Employers must have a Saskatchewan job for the trainee at the end of training.</p>	<p>Employers must intend to hire or continue to employ trainees upon completion of the training.</p>
<p>Eligible employers must be:</p> <ul style="list-style-type: none"> <li>• A business registered in Saskatchewan pursuant to <i>The Business Corporations Act</i>;</li> <li>• Incorporated by, or registered under, an act of the legislature of a province, or the Parliament of Canada; or</li> <li>• A business that conducts operations in Saskatchewan; and</li> <li>• A business that is in good standing with the province, including but not limited to: <ul style="list-style-type: none"> <li>▪ in compliance with <i>The Saskatchewan Employment Act</i> or regulations there under, such as employment standards or occupational health and safety requirements.</li> <li>▪ compliance with any legislation, acts or regulations governing the Applicant or any legislation governing the rights of the trainee participants;</li> <li>▪ have met or currently meet all obligations to the province or other government entities, such as programs, projects or services from the province or federal government.</li> </ul> </li> </ul>	<p>All Saskatchewan businesses that are required to register their business names with Information Services Corporation (ISC) must do so to be eligible for funding.</p> <p>If the business did not originate in Saskatchewan but has a Saskatchewan-based place of business, it may not have registered with ISC. In that case, the employer is required to produce other proof of eligibility that it has met the criteria.</p> <p>Public sector employers are <b>not eligible</b>. This may include:</p> <ul style="list-style-type: none"> <li>• Crown corporations not previously agreed to by the Governments of Saskatchewan and Canada;</li> <li>• Indigenous governments not previously agreed to by the Governments of Saskatchewan and Canada;</li> <li>• Regional and urban park authorities;</li> <li>• Boards of education, school divisions;</li> <li>• Health regions or authorities;</li> <li>• Post-secondary training institutions;</li> <li>• Public libraries;</li> <li>• Urban, rural and northern municipalities;</li> <li>• Departments/ministries or agencies of the Governments of Canada or Saskatchewan;</li> <li>• Employers not in current good standing with a program, project or service offered by the province or other government entity, including but not limited to circumstances where the employer has been issued a notice of overpayment or contractual obligations are outstanding; and</li> </ul>

Eligibility Criteria	Definition
<p><b>Eligible Employers Continued</b></p>	<ul style="list-style-type: none"> <li>any provision of <i>The Saskatchewan Employment Act</i> or regulations there under, including but not limited to employers with outstanding employment standards or occupational health and safety issues; or</li> <li>employers who fail to comply with any legislation, acts or regulations governing the Applicant or any legislation governing the rights of the trainee participants.</li> </ul>
<p>Individual employers may include:</p> <ul style="list-style-type: none"> <li>Private, for-profit businesses;</li> <li>Commercial cooperatives;</li> <li>Entities registered pursuant to <i>The Non-profit Corporations Act, 1995</i>;</li> <li>Banks registered pursuant to the <i>Bank Act of Canada, 1991</i>;</li> <li>Credit unions registered pursuant to <i>The Credit Union Act, 1998</i>;</li> <li>Private training institutions;</li> <li>Farmers as defined in <i>The Fuel Tax Regulations, 2000</i>;</li> <li>Labour organizations as defined in <i>The Saskatchewan Employment Act, 2013</i>;</li> <li>Self-governing professional organizations, societies or a member of, that is regulated pursuant to an Act;</li> <li>Crown corporations when training is for jobs located in small or remote communities; and</li> <li>Indigenous governments including First Nation bands, tribal councils, the Federation of Sovereign Indigenous Nations.</li> </ul>	<p>Crown corporations are eligible when:</p> <ul style="list-style-type: none"> <li>The proposed training is for jobs located in small or remote communities with a population of 100,000 or less;</li> <li>Crown corporation is a major employer;</li> <li>There is a demonstrated need; and,</li> <li>The Government of Canada has confirmed that the Crown corporation is eligible.</li> </ul> <p>Indigenous governments are eligible when:</p> <ul style="list-style-type: none"> <li>The proposed training is for jobs located in small or remote communities with a population of 100,000 or less;</li> <li>The Indigenous government is a major employer;</li> <li>There is a demonstrated need; and</li> <li>The Government of Canada has confirmed that the Indigenous government is eligible.</li> </ul> <p>A Band Council Resolution (BCR) is required before proceeding with an application. A BCR is not required when working with a First Nation business entity that is separate from the First Nation itself.</p> <p>Administrative or business entities, separate from the Indigenous government itself, such as the Metis Nation – Saskatchewan (MN-S) do not need to meet these additional eligibility requirements.</p>

Eligibility Criteria	Definition
<p><b>Eligible Trainees</b></p> <p>At the point of application, eligible trainees must be:</p> <ul style="list-style-type: none"> <li>• A Canadian citizen;</li> <li>• Permanent Resident of Canada;</li> <li>• Protected person within the meaning of the Immigration and Refugee Protection Act (Canada); or</li> <li>• Temporary resident with authorization for emergency travel from the Government of Canada holding a valid Canadian work permit; and</li> <li>• Able to provide a valid Social Insurance Number (SIN);</li> <li>• Selected by an eligible employer.</li> </ul> <p>Trainees must be employees or prospective employees of the employer applying for CSJG funding and meet program requirements. An employer-employee relationship must meet the definition as set by the Canada Revenue Agency (CRA), that is to say, they must be on payroll as an existing employee(s) of the company as per Canada Revenue Agency (CRA) employee definition.</p> <p>Employers who are unsure if a prospective trainee is an employer or employee should <a href="#">consult with the CRA</a> to get a ruling on the relationship.</p> <p>CRA website: <a href="http://www.canada.ca/en/revenue-agency.html">www.canada.ca/en/revenue-agency.html</a></p>	<p>To be eligible for reimbursement approved employers are required to obtain consent from participating trainees who must also provide personal, demographic and employment information for program reporting, including providing a Social Insurance Number. Incomplete, missing or invalid reporting information may result in payment being withheld or the agreement being terminated.</p> <p>Ineligible trainees include:</p> <ul style="list-style-type: none"> <li>• An employer/owner that is applying for CSJG funding;</li> <li>• Temporary foreign workers, or temporary residents without authorization for emergency travel and a valid Canadian work permit;</li> <li>• Volunteers, or sub-contracted employees;</li> <li>• Professionals seeking training to maintain their professional designation; and</li> <li>• Any person who will not be employed by the employer once the training is complete.</li> </ul> <p>Funding may be withheld in the event reporting does not demonstrate eligibility, includes missing or incomplete information, or fails to support the approved application/contract information.</p> <p>Employers are ineligible to participate as trainees in CSJG training projects. Trainees must be employees or prospective employees of the applying business.</p> <p>If an employer must send a different trainee to attend training after the application has been submitted or the contract has been approved, the substituted trainee must meet all eligibility and program requirements. Employers must immediately advise their Ministry contact of this change.</p>
<p>Eligible trainees must be:</p> <ul style="list-style-type: none"> <li>• Unemployed trainees designated as new hires if the employer intends to employ them for a minimum of 600 hours post-training. In addition, the new hire is defined as <b>either</b>: <ul style="list-style-type: none"> <li>▪ One who is not yet employed by the organization (where training is scheduled to occur prior to employment); <b>or</b>,</li> <li>▪ One who has been employed with the organization for 12 months or less from the date of the application for training.</li> </ul> </li> </ul>	<p>Employers applying to train new hires do not have to apply for incremental training in order to be eligible for funding. See the program requirements outlined under <b>Eligible Training</b>.</p>

Eligibility Criteria	Definition
<b>Eligible Trainees continued</b>	
<ul style="list-style-type: none"> <li>Employed trainees, individuals who currently hold an employer-employee relationship with the employer applying for CSJG funding.</li> </ul>	
<p>Trainee eligibility is confirmed upon assessment, consent and reporting on approved training activities.</p> <p>To confirm existing employee status, the ministry may request submission of statement of earnings/pay stubs for the employee. The submitted statements must meet the standards as mandated by <a href="#">Employment Standards</a>.</p>	<p>Employment Standards requires the following information be included:</p> <ul style="list-style-type: none"> <li>the name of the employee;</li> <li>the start and end dates of the period for which the payment is made;</li> <li>regular, overtime, and public holiday hours worked;</li> <li>the rate of pay;</li> <li>the amount paid for each of wages, overtime and public holiday pay and work on a public holiday, vacation pay, and pay instead of notice;</li> <li>the employment category of employment for which payment of wages is being made;</li> <li>the amount of total wages or earnings;</li> <li>an itemized list of any deductions made from wages;</li> <li>total earnings; and</li> <li>the actual amount of the payment being made; and,</li> <li>Ideally, the statement of earnings should also have the name and address of the employer.</li> </ul>
<p>New hires as defined above do <b>not</b> need to meet the incremental training requirement.</p>	<p>To demonstrate a commitment to hire the trainee in a Saskatchewan job, the Employer must submit one of the following:</p> <ul style="list-style-type: none"> <li>Conditional offer of employment; and,</li> <li>Letter of employment.</li> </ul>
<p>Employers with employed and/or unemployed trainees receiving Employment Insurance (EI) benefits must immediately advise their Ministry contact to ensure their benefits are not impacted.</p>	<p>Failure to properly declare EI claim information may result in forfeiture of trainee EI benefits.</p>
<p>Employers and temporary residents with authorization for emergency travel holding a valid work permit should ensure the trainee's status is not impacted by taking training longer than six (6) months, which may require a study permit.</p>	<p>Failure to receive the correct permit may impact an individual's status in Canada. Contact Immigration, Refugees and Citizenship Canada (IRCC) to discuss status requirements.</p>

Eligibility Criteria	Definition
<b>Incremental Training and Trainee Categories</b>	
<p>Training funded by the CSJG is intended to increase employer investments in training and not replace an employer’s pre-existing training investments. Put another way, the CSJG is intended to support incremental training activity and, specifically, training that would not take place without the grant. Employers training new hires do not need to meet this CSJG requirement.</p> <p>Employers must declare they understand funding is to support training that shall not replace existing employer investments.</p> <p>New hires <b>do not</b> need to meet the incremental training requirement.</p> <p>Ineligible training includes apprenticeship training pursuant to the <i>Apprenticeship and Trade Certification Act, 1999</i> and training required to maintain an existing professional licence.</p> <p>The Ministry reserves the right to determine ineligible training.</p>	<p>To help determine if the training requested is considered incremental or is existing, mandatory (core) training required by the employer, answer the following questions:</p> <ol style="list-style-type: none"> <li>1) Will this training take place without CSJG? (examples include orientation/onboarding training or any training the employer would normally provide)</li> <li>2) Has this training already started or will start prior to receiving an application decision?</li> </ol> <p>If the answer is “yes” to either question, the training is considered existing, mandatory training, and is not incremental. The training is not eligible for CSJG funding.</p>
<p>Training is intended to address an employer’s skills deficit of existing staff or new employees, and must fit under one of the following three categories:</p> <ol style="list-style-type: none"> <li>1) Support a new hire to the organization, as defined under <b>Eligible Trainees</b>. A new hire to an organization is one the employer intends to employ for a minimum of 600 hours within 52 weeks post- training. In addition, the new hire is defined as either: <ul style="list-style-type: none"> <li>• One not yet employed by the employer (where the training is scheduled to occur prior to employment); or,</li> <li>• One who has been employed with the organization for 12 months or less from the date of the program application submission.</li> </ul> </li> <li>2) Result in a new or better job for the existing employee. A new or better job is defined as one or more of the following: <ul style="list-style-type: none"> <li>• An increase in pay;</li> <li>• An increase in hours; and,</li> <li>• A promotion/advancement to another position.</li> </ul> </li> </ol>	<p>Ineligible training includes:</p> <ul style="list-style-type: none"> <li>• Apprenticeship training pursuant to the <i>Apprenticeship and Trade Certification Act, 1999</i>;</li> <li>• Training to maintain an existing professional licence; or</li> <li>• Training that is for personal interest.</li> </ul> <p>A portion of conference costs may be eligible where there is specific skills training offered that meets the CSJG eligibility requirements. Fees identified under the CSJG application must be specifically tied to the training program offered only, to be eligible for funding consideration.</p> <p><b>Example of a new hire to the organization:</b> Jane is currently looking for work in her community. An employer has an opening for a Heavy Equipment Operator. The employer is willing to hire Jane upon completion of the Heavy Equipment Operator training program they’ve chosen. The employer meets the eligibility requirements for job grant and provides a Conditional Offer of Employment for Jane.</p>

Eligibility Criteria	Definition
<b>Incremental Training and Trainee Categories continued...</b>	
<p>The change for the employee must either:</p> <ul style="list-style-type: none"> <li>• Occur within six months of the end of training</li> </ul> <p><b>or;</b></p> <ul style="list-style-type: none"> <li>• Have occurred six months or less from the date of the CSJG application.</li> </ul> <p>3) Reduce the skills gap of the existing employee. Skills gaps of an existing employee must be the result of employer-driven change in the workplace. The employer must:</p> <ul style="list-style-type: none"> <li>• Identify the employer-driven change that impacts the current skill level of the employee; <b>and</b></li> <li>• Articulate how the employee’s function changes as a result of the training.</li> </ul> <p>The employer must intend the change to:</p> <ul style="list-style-type: none"> <li>• Be introduced to the workplace within six months of training; <b>or,</b></li> <li>• Have been introduced to the workplace six months or less from the date of the CSJG application.</li> </ul> <p>Training must be relevant to the operational needs of the employer, result in trainee skills development and be directly connected to employment in the available job.</p>	<p>An unemployed individual develops in-demand skills and successfully gets a job upon completion of the training.</p> <p><b>Example of a new or better job for an existing employee:</b></p> <p>Joe has worked as a waiter with his employer in the restaurant industry for several years. The employer is looking for a new Restaurant Manager and they’ve agreed that Joe is the right candidate for the job but needs additional skills to move into the new position. The employer has found a Professional Management Certificate course that would give Joe the skills needed to succeed in this new role. At the end of training and completion of the certificate, Joe will move into the new position and will receive a pay increase.</p> <p>The employer meets the eligibility requirements for job grant and offers a new or better job for the existing employee. An employed individual successfully expands his/her skill set and advances into a new job while the employer fills a vacancy with a qualified employee.</p> <p><b>Example of reducing the skills gap of an existing employee:</b></p> <p>Bill has worked in manufacturing for many years but has recently been advised that the component he has been responsible for assembling will be automated through a new piece of machinery. The employer has been automating processes which will be fully transitioned into the workplace within a year. The employer will need someone to maintain the new machine and perform additional duties that are being transitioned into a new role within the business.</p> <p>The employer wants Bill to take on this lateral position instead of being laid off. He will require training on the new machine functions, and the employer has found a training provider to deliver the required skills.</p> <p>The employer meets the eligibility requirements for job grant and mitigates the skill gap of an existing employee. An employed individual successfully expands his/her skill set and retains employment while the employer secures a qualified employee.</p>

Eligibility Criteria	Definition
<b>Eligible Training Providers</b>	
<p>Third-party training providers must:</p> <ul style="list-style-type: none"> <li>• be separate and distinct from the employer; and</li> <li>• provide training as the main business activity.</li> </ul> <p>Eligible types of training providers include:</p> <ul style="list-style-type: none"> <li>• Post-secondary education institutions;</li> <li>• Private vocational schools; or</li> <li>• Private industry trainers.</li> </ul> <p>Training must be the main business activity of the training provider and includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Qualified instructors should have relevant education and experience directly related to the type of training.</li> <li>• Training rates and course descriptions must be posted (i.e. online) and remain stable. Anomalies will be reviewed on a case-by-case basis.</li> <li>• A satisfactory Course Outline must be accessible online. Anomalies will be reviewed on a case-by-case basis.</li> </ul>	<p>Training must be provided by a third-party training provider selected by the employer.</p> <p>An employer cannot deliver the training.</p> <p>Franchisers and training providers exclusive to one employer are not eligible.</p>
<b>Eligible Training</b>	
<p>Training rates and course descriptions must remain stable and be publicly posted (i.e. online) to ensure costs are competitive.</p>	<p>Training that does not have publicly posted information or has limited information publicly available may also be required to provide a completed Training Course Outline from the training provider and additional information to assess eligibility.</p>
<p><b>Length of training</b></p> <p>Training must be a minimum of 24 hours in length, per trainee, by the same training provider and completed within 52 weeks.</p> <p>Eligible Training must start within four (4) months of the application submission date (i.e. the date the application is received by the Ministry).</p>	<p>Training that is less than 24 hours in length, per trainee, per training provider or exceeds 52 weeks in length per trainee, per training provider is ineligible.</p> <p>Customized programs where the training provider has combined multiple individual courses, that are each less than 24 hours, into a single credentialled program are eligible.</p>
<p><b>Credential</b></p> <p>Training must result in the awarding of a credential such as a record of completion, certificate, diploma, degree, mark or industry-recognized credential.</p>	<p>Exams required as part of the training program curriculum, and stated as such, may be considered eligible.</p> <p>Exams offered separately by a training provider or granting institution, but not required to complete the program, are ineligible.</p>

Eligibility Criteria	Definition
<p><b>Eligible Training continued</b></p>	<p>Exams mandated by a differing governing body (e.g. a professional organization), but not required to complete the program, are ineligible.</p> <p>Ineligible training includes:</p> <ul style="list-style-type: none"> <li>• Training started prior to application approval and an approved contract;</li> <li>• Business consulting;</li> <li>• Training required to maintain an existing professional designation or license;</li> <li>• Apprenticeship training pursuant to the <i>Apprenticeship and Trade Certification Act, 1999</i>.</li> </ul>
<p><b>Training Format</b> Training can be delivered in any setting such as a classroom, lab, workplace, or online.</p>	<p>Ineligible training includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• multiple stand-alone training programs on a single application (bundled training) that have not been packaged into a single program credential such as a certificate of completion;</li> <li>• self-study for an exam;</li> <li>• audio books; and</li> <li>• instructional DVDs.</li> </ul>
<p><b>Training Location</b> Third-party training providers and the training location can be in Saskatchewan or out of province.</p> <p>If the employer is requesting out of province training, the employer must indicate this under the training provider section of the application and provide an explanation as to why this request is necessary in the Training Quote Program Description.</p>	<p>Employers are encouraged to use Saskatchewan based trainers when possible.</p> <p>Please note that transportation and accommodation costs are not eligible for reimbursement as eligible CSJG training costs.</p>
<p><b>Start Date</b> Eligible training must start within four (4) months of the application submission date (i.e. the date the application is received by the ministry).</p> <p>Training cannot start prior to the application approval date.</p> <p>Applications submitted with a training start date prior to application approval are not eligible for CSJG funding.</p>	<p>Decisions on <b>completed</b> applications will be provided within 20 business days. Please ensure your application is submitted well in advance of the training start date to allow adequate time for assessment and a decision to be provided.</p> <p>Applications submitted less than 10 business days prior to the start date of training may not be assessed or approved.</p>

Eligibility Criteria	Definition
<b>Eligible Training continued</b>	
<p><b>Customized Training</b> Training that has been customized to meet unique training needs, must provide additional information to determine eligibility.</p> <p>A completed Training Course Outline, prepared by the training provider may be requested. Supporting document(s) may also be requested or accompany the Training Course Outline.</p>	<p>Training course outlines should include a breakdown of the following:</p> <ul style="list-style-type: none"> <li>• A description of the training program and learning objectives;</li> <li>• Program structure including: <ul style="list-style-type: none"> <li>▪ Description of each component (module or course) of the program with instructional hours and intended learning outcomes.</li> <li>▪ Description as to how trainee(s) will receive instruction (e.g. online, etc.) for each component of the program.</li> <li>▪ Description of how the trainee’s learning will be assessed/evaluated by the training provider;</li> <li>▪ Dates of training;</li> <li>▪ Training hours per component and in total;</li> <li>▪ Cost of the program components and in total;</li> <li>▪ Breakdown of training costs per training component and in total; and</li> <li>▪ Cost per participant and program capacity (number of participants), if applicable.</li> </ul> </li> </ul> <p>Group/daily/session rates will be considered on a case-by-case basis.</p>
<b>Eligible Training Costs</b>	
<p>Eligible training costs must be required by the training provider to participate in the training and obtain the credential, including:</p> <ul style="list-style-type: none"> <li>• tuition fees or instructional fees charged by the training provider;</li> <li>• mandatory student fees;</li> <li>• textbooks or software;</li> <li>• examinations fees;</li> <li>• learning material fees;</li> <li>• other required training materials necessary to complete the training; and</li> <li>• provincial Sales Tax (PST) and Goods and Services Tax (GST) incurred by the applicant on any of the eligible training costs identified above. GST costs for Non-profit Corporations are not eligible.</li> </ul> <p>The ministry must be satisfied that the costs of training are reasonable.</p> <p>Employers must pay for all training costs up front.</p>	<p>Ineligible training costs include:</p> <ul style="list-style-type: none"> <li>• travel, transportation, accommodations or meal costs;</li> <li>• curriculum development costs or fees;</li> <li>• fees charged by training coordinators;</li> <li>• exams offered separately by a training provider or granting institution, but not required to complete the program;</li> <li>• training that is self-study, where materials are purchased but not training program occurs;</li> <li>• GST Costs for Non-profit Corporations;</li> <li>• trainee wages and employee benefits where the employer is not a small employer with 50 or fewer employees; and,</li> <li>• any costs incurred but not agreed to within an approved training agreement.</li> </ul> <p>Business consulting is not considered eligible training.</p>

Eligibility Criteria	Definition														
<b>Eligible Training Costs</b>															
<p>Reimbursement for actual eligible costs is issued upon completion of training and final reporting requirements being met.</p> <p>Trainees must not bear any of the employer training costs incurred upon completion of the training.</p>	<p>See <b>Reimbursement</b> for details.</p>														
<b>Eligible Funding</b>															
<p>Employers must contribute a minimum of one third of the actual eligible training costs.</p> <p>Large employers (more than 50 employees) are required to make a minimum financial contribution of one third of the eligible training costs for each CSJG.</p> <p>Small employers (up to 50 employees) can:</p> <ul style="list-style-type: none"> <li>• Make a minimum financial contribution of one third of the eligible training costs for each CSJG; or</li> <li>• Make a minimum financial contribution of one third of the eligible training costs for each CSJG with up to half of the contribution made in wages.</li> </ul>	<p><b>Contribution example for employers with more than 50 employees:</b></p> <table data-bbox="852 611 1487 709"> <tr> <td>Program Total</td> <td>\$3,000</td> </tr> <tr> <td>Canada-Saskatchewan Job Grant (2/3)</td> <td>\$2,000</td> </tr> <tr> <td>Employer Contribution (1/3)</td> <td>\$1,000</td> </tr> </table> <p>The employer will be contracted to receive \$2,000 in government funding for this training.</p> <p><b>Contribution example for employers with 50 or fewer employees contributing wages towards their 1/3:</b></p> <table data-bbox="852 953 1487 1081"> <tr> <td>Program Total</td> <td>\$3,000</td> </tr> <tr> <td>Canada-Saskatchewan Job Grant (2/3)</td> <td>\$2,000</td> </tr> <tr> <td>Employer Wage Contribution (half of 1/3)</td> <td>\$500</td> </tr> <tr> <td>Employer Contribution (remaining 1/3)</td> <td>\$500</td> </tr> </table> <p>The employer will be contracted to receive \$2,500 in government funding for this training.</p> <p>Proof of wages (pay stub) will be required to demonstrate wage contributions upon submission of final reporting.</p>	Program Total	\$3,000	Canada-Saskatchewan Job Grant (2/3)	\$2,000	Employer Contribution (1/3)	\$1,000	Program Total	\$3,000	Canada-Saskatchewan Job Grant (2/3)	\$2,000	Employer Wage Contribution (half of 1/3)	\$500	Employer Contribution (remaining 1/3)	\$500
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Employer Contribution (remaining 1/3)	\$500														
<p><b>Funding Maximums</b></p> <p>For each approved CSJG, the Ministry will contribute up to two thirds of eligible training costs subject to a \$10,000 maximum per trainee, per contract.</p> <p>Eligible small employers may contribute up to \$2,500 in wages towards their employer contribution per trainee, per contract. Small employers can access \$10,000 in job grant funding and an additional \$2,500 in wage reimbursement for a maximum of \$12,500 in funding per trainee, per contract.</p> <p>Individual employers are subject to a maximum of \$100,000 in approved government contributions per fiscal year (April 1 – March 31).</p>	<p><b>Example of \$10,000 funding maximum:</b></p> <table data-bbox="852 1367 1487 1528"> <tr> <td>Actual Program Total for One Trainee</td> <td>\$17,000</td> </tr> <tr> <td>Eligible CSJG Program Total for One Trainee</td> <td>\$15,000</td> </tr> <tr> <td>Canada-Saskatchewan Job Grant (2/3)</td> <td>\$10,000</td> </tr> <tr> <td>Employer Contribution (1/3)</td> <td>\$5,000</td> </tr> </table> <p>The employer will be contracted to receive \$10,000 in government funding for this training.</p> <p>\$2,000 of the costs incurred are ineligible for CSJG reimbursement. The employer must bear these costs as they are over the maximum program funding per trainee, per contract.</p>	Actual Program Total for One Trainee	\$17,000	Eligible CSJG Program Total for One Trainee	\$15,000	Canada-Saskatchewan Job Grant (2/3)	\$10,000	Employer Contribution (1/3)	\$5,000						
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Employer Contribution (1/3)	\$5,000														

Eligibility Criteria	Definition
<b>Eligible Funding</b>	
<p><b>Funding Minimum</b> The minimum amount of funding that can be applied for on each application is \$1,000.</p>	<p>The minimum amount of funding that an employer Applicant may apply for on a single application is \$1,000 for eligible training costs. This could be for one or multiple trainees.</p> <p>Applicants in need of training below this threshold are encouraged to work with training providers to develop customized credential training programs that meet their needs.</p>
<b>Applications</b>	
<p>Applicants may make multiple applications for funding.</p> <p>For each approved training program application, the Ministry will set up a training contract which will require separate reporting, reimbursement, and auditing on the activity.</p> <p>Training started prior to an approved contract is not eligible for funding.</p> <p>Multiple trainees taking the same training from a single training provider, on the same training dates, may be submitted on the same application.</p>	<p><b>Example:</b> Two trainees are taking a project management course from the same training provider on the same dates.</p> <ul style="list-style-type: none"> <li>The employer can complete one application and training quote that identifies two trainees taking the program.</li> </ul>
<p>If courses, dates, training provider or training programs differ between trainees, separate application forms are required for each training provider and their corresponding training course, and/or each training date.</p>	<p><b>Example:</b> Two trainees are taking a project management course with training provider A on two different dates; one trainee starts in July and the other in November. The employer also has three trainees taking an accounting program from training provider B over the same dates in October.</p> <ul style="list-style-type: none"> <li>Three separate applications are required. Two applications for the different project management trainee dates from training provider A. The accounting program trainees from training provider B can be submitted under a third application as they are all taking the same training, at the same time, with the same training provider.</li> </ul>

Eligibility Criteria	Definition
<b>Reimbursement</b>	
<p><b>Training Reimbursement</b> Employers must pay 100 per cent of training costs upfront.</p> <p>Approved employers will receive reimbursement after entering into a training contract and completion of all final reporting including verification of actual expenditures and trainee details.</p> <p>Final reporting must be submitted within 30 days of the training end date. Incomplete or delayed reporting may impact reimbursement.</p> <p>Trainees that are not available to complete reporting as they have quit or terminated employment, or provide incomplete or missing information on mandatory sections, are not eligible for reimbursement.</p> <p><b>Failure to report within contract timelines may result in termination of funding.</b></p> <p>Payment will be issued once all contractual obligations have been met.</p>	<p>Reporting documents required include:</p> <ol style="list-style-type: none"> <li>1. Signed copy of contract and any subsequent amendments;</li> <li>2. Direct deposit or banking information;</li> <li>3. Trainee consent and registration(s);</li> <li>4. Final reporting (including the following): <ul style="list-style-type: none"> <li>• a final financial report;</li> <li>• receipts and payment documentation showing the named applicant has paid for the contracted training program with the training provider stated in the contract;</li> <li>• consent, registration and reporting for each trainee is complete;</li> <li>• payroll records or statement of earnings verifying an employment relationship have been provided, such as two pay stubs or statements of earnings, consistent with <a href="#">Employment Standards</a> requirements for the application and contracted period (if requested).</li> </ul> </li> <li>5. Any other documents or information required in discussion with the ministry.</li> </ol> <p>Reimbursement cannot exceed the amount of funding or the number of trainees that were approved.</p>
<p><b>Training Changes</b> Applicants must immediately advise the ministry of any changes occurring to applications or approved training. Failure to notify the ministry may impact funding.</p>	<p>The employer must immediately notify their Ministry contact of any changes to the contract or application information, including but not limited to training dates, participants, costs, selected training provider or training program.</p> <p>Failure to provide notice could result in termination of funding.</p>
<p><b>Incomplete Training</b> The employer will be reimbursed for eligible training costs where the training course(s) has started but has not been completed by the trainee, provided the reason for non-completion is beyond the employer's control.</p>	<p>The employer must notify their Ministry contact of any changes to the contract.</p> <p><b>The employer will not be reimbursed for training that the trainee(s) did not attend.</b></p>
<p><b>Tuition Refunds</b> The employer must immediately (within 30 days of the refund date) advise their Ministry contact of this change.</p>	<p>If a tuition refund is issued, tuition refunds will be applied to actual eligible training costs to recalculate reimbursement amounts.</p>

Eligibility Criteria	Definition
<b>Reimbursement</b>	
<p><b>Trainee Reimbursement</b></p> <p>In the event the trainee has paid the costs of CSJG approved training, the applicant must submit final reporting, training receipts and supporting materials demonstrating that the trainee has been reimbursed for contracted eligible training costs.</p>	<p>Trainees must not bear any of the employer training costs incurred upon completion of training.</p> <p>Proof of trainee reimbursement may include:</p> <ul style="list-style-type: none"> <li>• Copies of deposited cheques;</li> <li>• Expense reports; and</li> <li>• Payroll information and/or paystubs.</li> </ul>
<p><b>Direct Deposit Information</b></p> <p>The preferred method of reimbursement is through direct deposit. To receive direct deposit, the employer must submit a direct deposit payment request form along with a void cheque.</p>	<p>If banking information has already been provided with a previous contract, this information is not required unless the banking information has changed.</p> <p>Bank direct deposit forms/letters are not sufficient. A Government of Saskatchewan Direct Deposit Payment Request Form must be completed.</p> <p>If no direct deposit information is provided, or it is incomplete/incorrect, a cheque will be issued.</p>
<b>Service Standards</b>	
<p>Ensure your application is submitted well in advance of the training start date to allow adequate time for assessment and a decision to be provided.</p> <ul style="list-style-type: none"> <li>• <b>Three (3) business days:</b> In this time, Ministry staff will contact the applicant to confirm receipt of an application.</li> <li>• <b>Ten (10) business days:</b> Applications submitted less than ten business days prior to the start date of training may not be assessed or approved.</li> <li>• <b>Twenty (20) business days:</b> Once a fully completed application and assessment is received, Ministry staff will evaluate and communicate a decision. If approved, the Ministry will also prepare a contract for signing during this timeframe.</li> <li>• <b>Forty (40) business days</b> from the training end-date: The approved CSJG payment will be issued to the employer in this time period, once the final reporting and supporting documentation has been received.</li> </ul> <p>Once training has ended the applicant must submit reporting and supporting documentation within fifteen (15) calendar days. All applicant final reporting must be complete within 30 days of the training end date.</p>	
<b>Reporting</b>	
<p><b>Federal Communication and Reporting Requirements</b></p> <p>As part of federal funding agreements, the Government of Canada may require the Government of Saskatchewan to collect certain information from program participants and activity.</p> <p>Employers must comply with relevant privacy legislation and inform trainees of the disclosure of their personal information.</p>	

Failure to accurately complete reporting or provide incomplete reporting may impact reimbursement. To receive reimbursement of training costs, employers are required to obtain trainee consent to provide personal information including personal and demographic information, as outlined in the trainee consent and registration form, and the final reporting documents.

### Public Reporting

The Government of Saskatchewan is committed to maintaining an accountable, open and transparent environment to the public. In accordance with this commitment, information on awarded contracts may be publicly disclosed.

## Application Guide

The application fields and explanations below describe the information gathered in the application. All fields and required attachments are required to assess eligibility for funding.

**The ministry will email you within three (3) business days to confirm an application has been received and assess eligibility. Contact the ministry immediately if you are not contacted within this time frame.**

**A completed application is not a guarantee of funding.** Training requests must be approved and a contract negotiated between the employer and the Government of Saskatchewan prior to the start date of training to be eligible for program funding.

## Detailed Application Fields and Descriptions

The application must be completed by the Legal Authorized Representative of the applying business.

The following information and documents must be completed and ready to attach to the application, prior to submission:

- The ISC Corporate Registry number for the business.
- A completed **Direct Deposit Payment Request** form for the business.
- The name of the training provider and program, including dates of training and costs.
- The **Training Course Outline** completed by the training provider for customized training.

Visit [saskatchewan.ca/job-grant](https://saskatchewan.ca/job-grant) for application information and the forms required to apply.

Applicant Information	Explanation
<b>Full Legal or Incorporated Name</b>	This is the legal name of your business entity. This should be the organization that currently employs the training participants or will employ them post-training.
<b>Operating Name</b>	This may be the trade name or operational name for the business, if applicable.
<b>ISC Saskatchewan Corporate Registry Number</b>	Not sure if your business has registered with ISC? Visit their <a href="#">website</a> for further information.
<b>Mailing Address</b>	The valid mailing address where correspondence for the named legal organization may be received.
<b>Website</b>	The website for the applying business. If not applicable, enter N/A.
<b>Legal Authorized Representative of the applicant and contact information</b> <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> </ul>	This is the person who has legal authority to enter into an agreement on behalf of the organization, typically this could include officers or directors of the business.

<ul style="list-style-type: none"> <li>• Job Title</li> <li>• Email Address</li> <li>• Phone Number and Extension</li> </ul>	
<p><b>Is the Legal Authorized Representative also the applicant contact for questions concerning the application, business, training progress or trainees?</b></p>	<p>If the Legal Authorized Representative isn't the best person to speak to about the day-to-day running of the training and trainees participating in the activity, an applicant contact can be added to the application.</p>
<p><b>Name of Applicant Contact and their contact information</b></p> <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Job Title</li> <li>• Email Address</li> <li>• Phone Number and Extension</li> </ul>	<p>This is the person who understands and can speak to the day-to-day running of the training and trainees participating in the activity. They may be the legal authority as well, or an alternate person within the business.</p>
<p><b>Applicant Type</b></p>	<p><b>Explanation</b></p>
<p><b>Applicant type</b></p>	<p>Used to assess eligibility, the applicant type describes possible business types that may apply for funding.</p> <p>Choose one option which best reflects your business type.</p> <ul style="list-style-type: none"> <li>• Private, for-profit businesses;</li> <li>• Entities registered pursuant to <i>The Non-profit Corporations Act, 1995</i>;</li> <li>• Commercial cooperatives;</li> <li>• Labour organizations as defined in <i>The Saskatchewan Employment Act, 2013</i>;</li> <li>• Farmers as defined in <i>The Fuel Tax Regulations, 2000</i>;</li> <li>• Banks registered pursuant to the <i>Bank Act of Canada, 1991</i>;</li> <li>• Credit unions registered pursuant to <i>The Credit Union Act, 1998</i>;</li> <li>• Private training institutions;</li> <li>• Trade Unions; or</li> <li>• 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: <ul style="list-style-type: none"> <li>(a) Is a major employer; and (b) has demonstrated training needs.</li> </ul> </li> </ul>
<p><b>Business Activity</b></p>	<p><b>Explanation</b></p>
<p><b>Primary Business Activities</b></p>	<p>The main North American Industry Classification System (NAIC) code for the business, identifying the main sector which describes the business activities. Visit <a href="#">Statistics Canada</a> to see the full list of NAIC codes and their descriptions.</p>

	This information is used to understand the sectors requesting and being supported by funding.
<b>Number of Employees</b>	This information is used to understand the size profile of employers requesting and being supported by funding, assess eligibility for funding. <ul style="list-style-type: none"> <li>• 1-50</li> <li>• 51-500</li> <li>• 501 or more</li> </ul>
<b>Is this an Indigenous-owned business?</b>	If yes, at least 51 per cent of the company is Indigenous owned and operated, including community, individual and tribal-owned organizations.  This information is used to understand the types of businesses requesting and being supported by funding. Eligibility is not determined based on this factor.
<b>Insurance and Liability</b>	<b>Explanation</b>
<p><b>Are you registered with and covered by the Saskatchewan Workers' Compensation (WCB) Board for your participants attending the training?</b></p> <p>If trainees will not be covered by WCB or the industry of occupation are exempt under <i>The Workers' Compensation Act, 2013</i>, the following questions must be answered:</p> <p><b>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)?</b></p> <p><b>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.</b></p>	<p>Businesses participating in funded training must have Workers' Compensation Board (WCB) or private liability insurance coverage in the amount of \$2 million (M), if WCB is not applicable.</p> <p>This requirement ensures trainees, the business, the ministry, and any associated individuals have appropriate coverage.</p> <p>In the event that a business does not agree to have coverage in place or cannot demonstrate that appropriate coverage will be in place during the contracted activities, the activities may be declined for funding.</p> <p>The Minister referenced is the Minister of Immigration and Career Training, the ministry delivering the CSJG program.</p>
<b>Proposed Training Activities</b>	<b>Explanation</b>
<b>Training Provider Business Name</b>	This is the training provider business name that will be providing the training and receiving payment for the training program.
<b>Training Provider Mailing Address</b>	The valid mailing address where correspondence for the named training provider may be received.
<b>Training Contact</b> <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Email Address</li> <li>• Phone Number and Extension</li> </ul>	A contact person at the named training provider who may be able to answer questions about the training provider and program.

<b>Training Provider Type</b>	Describe what type of training provider is providing the training. Options include: <ul style="list-style-type: none"> <li>• Federated or Affiliated College</li> <li>• Private Training Agency</li> <li>• Private Vocational School</li> <li>• Regional College</li> <li>• Saskatchewan Polytechnic</li> <li>• Union</li> <li>• University</li> <li>• Other</li> </ul>
<b>Name of Training Program</b>	The formal name of the training program that trainees will be participating in.
<b>Training Provider/Training Program Website URL</b>	Provide the public website for the training program being taken, or the training provider website if a program specific page does not exist. If not applicable, enter N/A.
<b>Is this training a customized program based on unique training needs?</b>  If yes, a Training Course Outline must be completed by the training provider to describe the training and the completed form must be submitted with the application.	Customized training is training that the applicant has worked with the training provider to develop. It may be a unique training program that addresses the specific needs of an employer.  If the training isn't customized, but there is limited information publicly available, the ministry may request a Training Course Outline be completed to determine eligibility for funding.
<b>Training Start and End Date</b>  Training dates must be confirmed as approved applications will be contracted for these dates. Training taken outside the proposed dates may affect reimbursement.	The first possible day of training and the last day training will occur.
<b>Program Length</b> <b>Number of Training Hours (per trainee)</b>  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.	The total number of training hours each trainee that are required to complete the training program.
<b>Location of Training</b>	Where the training will occur, this could be the city/town of the training provider's office, employer location or if being delivered remotely, online.
<b>Credential</b>	<b>Explanation</b>
<b>Training Credential</b>	Eligible training programs must result in a credential, such as a record of completion, certificate, diploma, degree or industry-recognized credential.
<b>Eligible Training Costs</b>	<b>Explanation</b>
<b>Eligible Training Costs (per trainee)</b> <ul style="list-style-type: none"> <li>• Tuition Fees or Fees Charged by Training Provider</li> <li>• Textbooks, Software and Other Required Materials</li> <li>• Mandatory Student Fees</li> </ul>	Costs must be captured on a per-trainee basis. The costs identified must be supported by publicly posted information or the Training Course Outline provided by the training provider. If there are no costs to report input a zero value.

<ul style="list-style-type: none"> <li>• <b>Examination Fees</b></li> <li>• <b>Total Eligible Training Costs</b></li> </ul> <p>Travel, meals and accommodation costs are not eligible for reimbursement.</p> <p>Include GST and PST in your totals if applicable. Non-Profit Corporations cannot recover costs associated with GST.</p>	
<p><b>Other Training Costs</b></p>	<p>Identify any costs not reported above that may need to be considered. These amounts will be assessed for any eligibility consideration.</p> <p>There is a 500-character limit for this response.</p>
<p><b>Total Number of Trainees</b></p>	<p>The number of trainees that will be participating in training and funding is being requested for.</p>
<p><b>Total Funding Request</b></p>	<p>Based on the Total Eligible Training Costs identified per trainee multiplied by the number of trainees, the amount of funding requested.</p>
<p><b>Trainee/Participant Information and Criteria</b></p>	<p><b>Explanation</b></p>
<p><b>Are all trainee(s) 18 years of age or older as of the application date?</b></p>	<p>Trainees who are not 18 years of age or older may be required to obtain parental or guardian consent to participate in CSJG funded training.</p>
<p><b>I understand and agree that trainees will be:</b></p> <ul style="list-style-type: none"> <li>• <b>Canadian Citizens,</b></li> <li>• <b>Permanent Residents,</b></li> <li>• <b>a temporary resident with authorization for emergency travel from the Government of Canada holding a valid Canadian work permit, or</b></li> <li>• <b>Protected Persons as defined by the Immigration and Refugee Protection Act (Canada).</b></li> </ul>	<p>Funding may be terminated if trainees are found to not meet this eligibility criteria upon reporting.</p>
<p><b>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.</b></p>	<p>To ensure applicants are aware that funding may be terminated if trainees do not meet this eligibility criteria, they are asked to confirm this understanding.</p>
<p><b>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.</b></p>	<p>Trainees must provide Social Insurance Numbers, consent to collect their personal information for reporting on approved training agreements. This reporting must support the approved training activities and demonstrate eligibility for funded activities.</p> <p>Funding may be withheld in the event that reporting does not demonstrate eligibility, includes missing or incomplete information, or fails to support the approved application/contract information.</p>

<p><b>I understand and agree that employees undertaking training are currently employed with the applicant business, as per the CRA definition, and, if approved, payroll records or statement of earnings verifying this employment relationship will be provided. Acceptable documentation will meet the requirements defined by Saskatchewan’s Employment Standards.</b></p>	<p>Trainees must be current or future employees of the business. On approved contracts this requirement may be validated through final reporting by requiring the two most recent paystubs or statements of earnings on the trainee. Supporting information must align with <a href="#">Employment Standards</a>.</p>
<p><b>CSJG Eligibility Definition</b></p>	<p><b>Explanation</b></p>
<p><b>Will this training help:</b></p> <ul style="list-style-type: none"> <li>• <b>Support a new hire to the organization;</b></li> <li>• <b>Result in a new or better job for the trainee (existing employee); or</b></li> <li>• <b>Reduce skills gaps of the trainee (existing employee).</b></li> </ul>	<p>To be eligible for CSJG funding the training must support new hires, new or better jobs for existing employees or reduce a skills gap for the trainee and clearly meet the definitions described under <i>Incremental Training and Trainee Categories</i>.</p>
<p><b>Receiving Payment</b></p>	<p><b>Explanation</b></p>
<p>As part of your completed application, business banking information must be completed and attached to the application. 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).</p> <p><b>The name, address and other information on this application form must match exactly to the void cheque or direct deposit request.</b> If your application is not approved, this information will be destroyed.</p> <p>Completion of training, reporting, eligible training cost receipts and supporting documents, as well as trainee documentation are required prior to receiving full reimbursement.</p>	<p>Direct deposit information is required for each application submission to ensure the correct entity is applying for funding, contracted with for training, and employing the training participants.</p> <p>If not approved for funding, this information will be immediately destroyed.</p>
<p><b>Applicant Declarations, Consents and Attestations</b></p>	<p><b>Explanation</b></p>
<p>This must be completed by the Legal Authorized Representative of the applicant.</p> <p>I hereby declare the following:</p> <ul style="list-style-type: none"> <li>• I have legal authority to apply for, and enter into, an application and agreement with the Ministry of Immigration and Career Training (the "ministry").</li> <li>• I understand this application information will be used to assess eligibility and I may be contacted for further information to assess this application.</li> <li>• I understand any costs incurred prior to application approval are not eligible for reimbursement.</li> </ul>	<p>The applicant’s Legal Authorized Representative must agree to be considered for funding. This will be confirmed when the submitted application is assessed for eligibility.</p> <p>Read through the Declarations, Consents and Attestations thoroughly.</p> <p>The Legal Authorized Representative will have the opportunity to ask any additional questions at this time.</p>

- 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 will not be eligible for reimbursement.
- I understand the minimum amount of financial assistance is \$1,000 and 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.

<p><b>I consent to</b> the ministry to collect from other government programs any information or documents, including personal information as defined in <i>The Freedom of Information and Protection of Privacy Act</i>, for the purpose of verifying the information contained in this application.</p> <p><b>I consent to and authorize</b> 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 <i>The Freedom of Information and Protection of Privacy Act</i> 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:</p> <ul style="list-style-type: none"> <li>• Contracted research agencies providing ministry program evaluation services;</li> <li>• Training providers involved in my training; or</li> <li>• 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.</li> </ul>	
<p><b>Legal Authorized Representative Signature</b></p>	<p>The legal representative who can enter contracts on behalf of the applicant must sign the application submission.</p> <p>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.</p>
<p>Please email your completed application package to <a href="mailto:cansaskjobgrant@gov.sk.ca">cansaskjobgrant@gov.sk.ca</a>. The ministry will email you to confirm this application has been received and assess eligibility. If you are not contacted by ministry within three (3) business days regarding your application, contact us immediately.</p> <p>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.</p>	

**Still have questions? Contact us.**

**Ministry of Immigration and Career Training, Canada-Saskatchewan Job Grant (CSJG) Unit**

Email: [cansaskjobgrant@gov.sk.ca](mailto:cansaskjobgrant@gov.sk.ca)

Saskatoon and Area call: (306) 964-1005

Regina and Area call: (306) 787-4677