



Ministry of
Housing and
Social Development

Employment & Labour Market Services Division

Job Creation Partnerships

An Application Guide

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Purpose

This guide is designed to help applicants prepare proposals and facilitate the Employment and Labour Market Services Division (ELMSD) assessment and funding decision by:

Section A

- Describing the intent of Job Creation Partnerships (JCP) so that proposals will meet program terms and conditions; and
- Defining what ELMSD needs to consider in a complete proposal.

Section B

- Describing how to complete the HSD5209 “Application for Funding” form; and
- Specifying the information needed in relation to the proposed budget.

Section A: Program Intent and Proposal Considerations

What is the JCP program?

JCP is an employment program that works with community organizations to deliver job specific projects that create workplace-based work experience and skills enhancement for eligible individuals. Projects should benefit the participant, community and the local economy; however, the primary focus must be on helping the participant.

Who is eligible to participate in a JCP project?

Eligible participants are **unemployed** individuals:

- who have established a claim for Employment Insurance (EI) benefits, *or*
- whose established EI claim ended within the last three years, *or*
- who established a benefit period and were paid maternity or parental benefits within the past five years and are re-entering the Labour Force after having left it to care for newborn or newly adopted children, *and*
- who have developed a Return-to-Work Action (RTWAP) Plan.

What is a RTWAP?

- This is a plan developed by the participant with a case manager’s assistance that identifies steps to help the participant become re-employed. For JCP participants, the RTWAP would indicate that the client’s barrier to employment could be assisted through participation on the project such as: a lack of work experience, new to community and requires networking opportunities or required skills enhancement through practice of a skill.
- JCP work experience should relate to the participant’s RTWAP.

How are participants recruited?

- To find unemployed and eligible persons with the skills needed by the project, you would contact the local case manager/ Employment Assistance organization (ask the local ELMSD for this information) for referrals of participants.
- If you are aware of eligible potential participants who would benefit from your JCP project but who may not yet have developed a RTWAP, you should encourage them to contact the local case manager/ Employment Assistance organization for assistance.

- Participants must have their eligibility confirmed through the local ELMSD office and individual contracts for client support are provided directly by ELMSD.
- **Important:** Each potential participant's action plan must be in place prior to starting work on a JCP project and each participant must have a completed, signed contract in place with ELMSD before starting work on the project.

Who is eligible to apply for a JCP project?

Eligible applicants are:

- Businesses
- Non-Profit Organizations
- Municipal Governments
- Band/Tribal Councils
- Public Health and Educational Institutions

What are the key elements of a JCP project?

JCP projects must focus on the following areas:

- participants must gain meaningful work experiences to increase their chances of finding employment;
- the project activities must benefit the community or the local economy;
- project activities must be *incremental*, (in addition to the day-to-day activities of an organization's operation);
- activities must be *finite* in nature (project must have a start and completion date for activities);
- projects are supported in partnership with other agencies, organizations and contributors; and
- the emphasis of any JCP project must be on **a quality work experience for the participant(s).**

JCP cannot be used to:

- provide or supplement an organization's core funding;
- replace an organization's staff and/or volunteers; or
- create a funding dependency – normally, JCP activities can be supported only once.

How long can a JCP project operate?

The duration is based on both participant needs and a realistic timeline for project activities to be completed successfully, however, the maximum duration for any JCP project is 52 weeks. The duration of the contract will be negotiated between the organization and ELMSD.

What costs are eligible under the JCP program?

- Eligible costs for reimbursement by ELMSD include support to participants and may also cover those overhead costs that relate directly to the activities of the participants. Example: Participant labour costs to develop a community park would be covered – costs for park benches within that park may not be covered.
- Eligible costs may include administrative wages (project staff), capital costs (must be cost-shared) and project overhead (activity) costs. However, it is generally expected that the applicant or other partners will cover these costs or contribute substantially.

- Participant income support is based on the prevailing wage rate for positions being approved up to the maximum EI benefit rate per week (May 2009 rate = \$447/wk).
- When the prevailing wage rate for the work being performed exceeds the maximum EI rate, as the applicant, you are encouraged to pay the top-up to the prevailing wage rate as well as all mandatory employment related costs.
- If you are planning to pay a top-up to the participants, please discuss this with your Program Officer because there are tax and Canada Pension Plan implications for the participants.
- Costs related to orienting the participants to the organization, to the project activities and to workplace safety are eligible. Examples of such orientation are First Aid, Superhost, specialized equipment operation or other types of orientation. JCP is intended to provide work experience leading to employment, not training.

What is considered when assessing JCP application/proposals?

When a proposal is assessed, the following questions are asked:

Project Activities and Work Experience

- How do the activities in the proposal relate to the needs and skills of the participants?
- Does it provide a quality work experience for participants?
- How will the project help benefit the community?
- Can activities be completed during the duration of the project?
- Are the activities leading to dependency on ELMSD funding?
- Will appropriate orientation and supervision be provided for the participant?
- Will the participants be given time and encouragement to search for actual employment during the project operation? (JCP work experience is not insurable employment, so participants are not eligible to collect Employment Insurance upon completion of the project. Participants must be provided with sufficient time to job search during the period of the project.)
- Will the project replace any volunteers, or existing or laid-off employees?
- Will project activities duplicate, compete with or provide unfair competitive advantage with already existing community services or business enterprises?
- Do the combination of ELMSD payments to participants and the top-up income from the employer reflect the going rate for similar occupations in the community?
- Is there confidence in the project management, including the assurance of sufficient financial and administrative controls?

Partnership:

- As the program name implies, this program requires participation (cash or in-kind) from the applicant or other agencies, organizations, other governments or other sources. Stakeholder partnerships are strongly encouraged for community benefit projects. The extent of partnership is an important consideration in assessment.

Community Support:

- JCP projects require support from the community. Evidence of this will be used to assess your proposal. As part of the assessment process, ELMSD must be provided with evidence that the community has been consulted to determine support for the project with the local case manager/ Employment Assistance organization to confirm client availability.

Additional points to consider:

- While eligible participants must be referred to the applicant by a case manager/Employment Assistance organization, the hiring decision is made by the applicant.
- JCP work experience is not insurable, however, the work experience models the work environment and the applicant is responsible for recruitment and selection, working conditions, safety, attendance, discipline, termination, etc.
- If the applicant chooses to top-up the participant supports to the prevailing wage rate, the difference between the allowance provided by ELMSD and the wage is considered insurable earnings. In these cases the mandatory employment related costs must also be provided by the applicant.
- The applicant must ensure that the work activities satisfy all applicable federal, provincial and municipal legislation and by-laws (licensing, etc.).
- If the applicant has a unionized worksite, the union must concur with the proposed activity and a letter of support from the union must accompany the application.

What are a few examples of potential JCP project activities?

- The local Chamber of Commerce and a community service group work together to undertake a project to build a campground and increase tourism in the area.
- A non-profit organization is celebrating its 75th anniversary; it needs three participants to organize a special celebratory event and develop a brochure and a video about the organization's history.
- A housing developer teams with residents and the neighbourhood association to build playground equipment and safe play areas in an empty park.
- A community experiencing economic downturn undertakes a community infrastructure project, providing work experience for laid off apprentices from the construction industry that enables them to earn recognized apprentice hours.

For more information about Job Creation Partnerships, please visit the Provincial Employment and Labour Market Services Division site at:
http://www.labourmarketservices.gov.bc.ca/community_organizations/job_creation_partnerships.html

Section B: How to complete the “Application for Funding” (Form HSD5209)

If applying for more than one project, separate applications are required for each project (not each participant or each activity).

Name of Applicant

This is the name by which the applicant/organization is generally known in the community. Include any other names by which the organization is known, or under which the organization has received funding.

Legal Name of Applicant

Provide your organization's legally registered name. You may indicate “same as above” if appropriate

Location of Activity (if different from mailing address of applicant)

Provide the street address or physical description of the location where the work experience activity will occur. If the work site location varies, provide the street address or physical description of the office of the Contact Person.

Major Product/Service

Check one block only - indicate if the applicant is a business (usually for-profit), an organization (usually not-for-profit), or an ad-hoc group (a group formed for a single purpose or a particular occasion).

Number of Employees

Indicate the total number of employees that normally work for your organization.

Business Number

Include your organization's Canada Revenue Agency (CRA) number.

Accounting Practices

Please specify if there are different accounting practices for general and payroll accounts.

Insurance Coverage

"Firm Number" refers to the number for the insurance company or agent or broker that holds the policy. "Account Number" refers to the insurance policy number for the applicant or the project. Include information on all relevant policies.

Union Concurrence

This information is mandatory for JCP agreements. When a collective agreement is in effect in the workplace, there must be a letter indicating union consent for JCP positions and activities.

Proposal Description

Refer to attached document entitled JCP Proposal Description (Appendix 1).

Budget

Complete the Budget section of the Application for Funding form (HSD5209). In addition, the Budget Template for Contribution Project Proposal Form (HSD5386) must be completed as well as the Budget Template Supporting Details form (HSD5612). Refer to JCP Budget Guidelines (Appendix 2).

Declaration – Amounts Owing in Default to the Government of British Columbia or Canada

Provide information on debts owed to either level of government and what repayment arrangements are in place. If the applicant is an organization or a business, provide information on the amounts owed by the organization or the business, not on personal amounts owed by directors, business owners etc. If the applicant is a sole proprietorship, personal debts to the Government of BC or Canada must be included.

Note to Applicant regarding lobbyists

This section provides information for the applicant. It is not necessary to submit any information at the time of application. However, the signatories to the agreement will be required to attest to compliance at time of contract signing.

Signatures

The application may be signed by anyone who has the legal authority to make application on behalf of the organization.

Submission of the Application

Completed application packages should include the HSD5209 application form, the HRD 5386 and HSD5612 budget forms and an electronic copy of your proposal sent by email or provided on a CD. The package should be submitted to your local Employment and Labour Market Services Division office. To locate an office nearest you, please contact Enquiry BC at:

http://www.labourmarketservices.gov.bc.ca/contact_us.html

Included is:

- Appendix 1 - JCP Proposal Description
- Appendix 2 - JCP Budget Guidelines
- Appendix 3 - Sample JCP

APPENDIX 1 – JCP Proposal Description

(Page 3 of the HSD5209 Application for Funding)

A. Project Objectives

- In one or two sentences, describe the objectives of the *project* (not the objectives of your organization). What is the main purpose of this JCP project?

For example: *“The objective is to provide work experience to unemployed, Employment Insurance eligible participants to help them find employment.”* It is also appropriate to include a sub-objective regarding the benefit to the community or local economy.

For example: *“The sub-objective of this project is to assist this organization to develop, publish and distribute a community resource directory.”*

B. Proposed Activities and Timelines

- Describe all activities participants will be involved in during the project. The activities should be listed in a logical sequence.
- Describe the timelines or duration of each activity.

An example of timelines or duration would be:

- By the end of Month 3, participants will have completed the design of the survey on community services and will be responding to customer enquiries.

C. Targeted Participants or Beneficiaries

- Participants are selected after the project is approved and you may submit your proposal before you have participants in mind.

Note: You must be able to demonstrate that there are participants available for your project. To find information on the availability of eligible participants, contact the local Case Manager/ Employment Assistance organization (ask your local ELMSD for this information) and add this participant information to your proposal. If you have already identified a potential participant for the project, please ensure the participant has a Case Manager and has completed a Return-to-Work Action Plan.

D. Rationale

- Explain how the experience will benefit unemployed participants and why the project is needed by your organization and/ or community.
- Include any supporting documentation such as consultation reports, research reports, a list of sources of labour market information, etc.

E. Partner Organizations

- Any cash or in-kind contribution your organization is providing towards the project delivery needs to be identified.
- Provide a list of all partner organizations who will contribute in cash or in-kind to the project, identify each partner’s roles and responsibilities in project delivery and state the amount or type of contribution provided.
- Contact names and telephone numbers or letters confirming funds from other sources must be attached to the proposal.

F. Expected Results

- Explain how gaining the work experience provided to participants will assist them in finding ongoing employment after the project has ended.

G. Success and Progress

- Describe how you will evaluate the progress of the participants. For example, will you conduct performance reviews at regular intervals? Will these be oral or written or both? Will you obtain feedback from the participants, other staff, supervisors and customers?

H. Applicant's Background, Mandate and Expertise

- Explain the mandate of your organization.
- Provide a brief history of your organization, including the length of time it has been active, the financial stability of your organization, the qualifications and experience of the individual(s) or company performing payroll and bookkeeping for the agreement.
- Provide a brief job description for the person(s) who will be supervising the participants.
- Please include responses to these questions in your proposal:
 - Do you currently have any employees on lay-off and/or waiting for recall?
 - Is there a labour stoppage or labour management dispute in progress?
 - Will the proposed activities result in the displacement of existing employees or volunteers?

I. Past Projects with ELMSD, HRSDC (Service Canada) and Other Organizations

- Indicate whether or not you have had previous JCP contracts and, if so, list them. (Contract/ agreement numbers and outcomes achieved).
- Include similar information on past projects funded by other organizations.

J. Evidence of Community Support

- Provide a description of the support this *project* (not your organization) has in the community. Of particular importance is the support for the project from other related programs and services in the community. Please attach relevant letters of support or contact names and telephone numbers.

APPENDIX 2 – JCP Budget Guidelines

General Guidelines

- Complete all applicable blocks of the Budget Section of the Application for Funding (HSD5209).
- Two additional budget documents must be completed. These are the websites for the Budget Template for Contribution Project Proposal (HSD5386) and the Budget Template Supporting Details form (HSD5612):
http://www.labourmarketservices.gov.bc.ca/2006_templates/documents/e-forms/english/HSD5386E.pdf
http://www.labourmarketservices.gov.bc.ca/2006_templates/documents/e-forms/english/Budget_Template_Supporting_Details.pdf
- The Budget Template for Contribution Project Proposal (HSD5386) is a generic document which, in addition to asking three budget-related questions, helps applicants by adding budget items automatically. It includes a question regarding organizational infrastructure costs. Since organizational infrastructure costs are not eligible in JCP, this question is not applicable.
- The payment methodology question offers options for payment to applicants. Flat rate options are not applicable to JCP so contracts will be reimbursed based on actual costs. By ticking off actual costs when you complete this form, the figures you subsequently enter on this form will be added automatically.
- Beginning on page 2 of Contribution Project Proposal (HSD5386), enter totals for each budget category you are requesting in the blue shaded boxes. Once all amounts are entered, move on to the Supporting Details document (HSD5612).
- The Supporting Details document (HSD5612) should provide an explanation/ rationale for each category of your budget.

Examples of budget rationale statements:

- Materials - \$600. This includes the purchase of four pairs of safety boots @ \$100, four sets of rain gear @\$40, and four sets of safety goggles @\$10. All materials are required to complete the project.
- Utilities - Hydro--\$200/mo x eight months = \$1600. Utilities are required for additional room being rented for this project.
- Include in-kind contributions to the project from the applicant or partner organizations in the appropriate budget line. In-kind contributions are non-cash contributions such as space or equipment dedicated specifically to the project. In the “**Supporting Details**” document, explain how the dollar value of the in-kind contribution was determined.
- If you anticipate a cash contribution from an organization other than your own, please include a letter from the donor confirming the contribution.
- If this project shares costs (such as rent, utilities, staff) with other projects or other activities of your organization, explain clearly how this project’s share of the expense was calculated. (Example: 50% of total rental space is devoted to this project. Therefore, project rent cost is 50% of total lease cost.)
- Remember to pro-rate costs as appropriate. For example, if new annual insurance is purchased for the room being rented for an eight month agreement, only eight months of this cost would be eligible to be charged to this project.

Provide an explanation of how costs are pro-rated for each applicable line of the budget.

Project Overhead (Activity) Costs

While overhead is an eligible expense, wherever possible, applicants are encouraged to cover overhead costs as evidence of partnership.

Activity-related Direct Project Costs

WAGES - Project Staff

- This category includes *the additional* wage costs for your current staff incurred because of the project. For example, increased supervision for project participants.
- State the number of hours per week for each staff position.
- Provide work descriptions and required qualifications (not individual resumes) for each position specifically related to the project.
- Generally, contributions for the cost of replacement staff for vacation or illness are not supported, unless such staff is critical to the operation and success of the project. If you anticipate such costs, indicate what the additional cost may be and provide a strong rationale for these costs.

BENEFITS

- On the budget form, show the percentage rate used for the calculation of CPP, EI and Vacation Pay. Indicate if benefits are different for the various positions.
- Include Vacation Pay in this category only if it is paid out with each pay, or at the end of a period. If staff receive regular pay at the time they take their annual vacation, these costs should be reflected in the wage category above.
- Include the WCB percentage rate and calculate WCB only on the wages and MERCs (Mandatory Employment Related Costs) portion to be paid due to project operation.
- Include any additional employee benefit costs in this category (even though the HSD5209 refers to this item as “Mandatory Employment Related Costs”).
- Provide an explanation and detailed breakdown of other benefit costs. Attach a copy of relevant Employee Benefit Agreements.
- Note: The Project Staff Wages and MERCs can be considered as part of the applicant’s in-kind or other partners’ contributions.

PROFESSIONAL FEES

- This category refers to fees paid to professionals who provide service to the project for the benefit of the participants. A breakdown of expected fees is required.
- If these costs exceed \$25,000, please contact an ELMSD program officer prior to submitting your proposal.

TRAVEL

- Participant travel on the job may include costs such as bus tickets or gas vouchers. Eligible staff / management / volunteer travel costs are usually limited to mileage and off-site parking as required.
- Project travel rates must be consistent with general travel rates in your organization.
- If applicable, please provide a breakdown of travel according to user.

CAPITAL COSTS

- Capital costs must be essential to the achievement of the objectives of the project and directly related to participant activities. All assistance provided for capital costs must be on a cost-shared basis.
- A capital asset is defined as any single item with a purchase value of more than \$1,000 (before taxes) that will not be physically incorporated into another product and remains functional at the end of the project. For example, four \$200 chairs are not capital assets because each chair is functional on its own and its value less than \$1,000. A table exceeding \$1,000 is a capital asset. Transferable software of \$1,000 or more is considered a capital asset. Capital costs must be paid for by the applicant or other contributor or cost-shared between the applicant and ELMSD.
- Disposition of any purchased capital assets at the end of the project will be negotiated and documented in the agreement.
- Equipment which costs \$1,000 or more and which is purchased by the project to assist one or more persons with disabilities, is a capital asset and would be included in this section.

AUDIT COSTS

- Audit costs are not eligible under JCP.

Other Activity-related Direct Project Costs

Equipment/Furniture under \$1,000

- This would include those items essential to the project and for the benefit of the participants and costing less than \$1,000. If the cost of the equipment exceeds \$1,000, it would be shown under Capital Assets.

Rent

- Please include cost per square foot, and comparison to other facilities in the area.
- Provide a copy of the lease agreement, if applicable.
- Remember to show clearly how the costs of shared space were determined.

Utilities

- Rationale should indicate recent actual amounts.

Participant-related Direct Project Costs

Participant Wages

- **Not eligible under JCP.**

- Through EI benefits, ELMSD can support the maximum weekly benefit rate (May 2009=\$447/wk) to participants. Where possible, applicants are encouraged to top up participant income to the prevailing wage rate for the work performed and are responsible for all mandatory employment related costs on this top up amount.
- Please provide a rationale to support your requested participant payment rate and request information about current rates from your local ELMSD.
- Note: ELMSD provides WCB coverage through a blanket policy in BC for JCP participants injured on the job.

Other Direct Project Costs

Standard, regular day-to-day operational, recurring costs related to:

Basic telephone and fax charges

- Describe costs per month per line plus amounts estimated for long distance charges per month. Provide rationale for number of lines, long distance costs etc.

Materials and Supplies

- Please ensure all materials and supplies to be used on the project are included and related to the participant activities. Costs could include: supplies and materials required to implement the project, bank charges, licenses, permits, leasing of equipment, evaluations and assessments, bank interest and Insurance.

Organizational Infrastructure Costs

- **Not eligible under JCP.**

Ineligible Costs

- Costs associated with fundraising activities;
- Canada Revenue Agency or payroll penalties;
- Parking tickets;
- Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity;
- Membership fees for private clubs, etc. (golf clubs, gyms, etc.) unless part of existing (non-monetary) employment benefits package;
- Staff salary bonuses if not originally negotiated into agreement;
- Purchase of alcoholic beverages;
- Purchase of any illegal substances;
- Unreasonable gifts or unreasonable payments for recognition; and
- Other costs ineligible as per program terms and conditions;

APPENDIX 3 – Examples of JCP Objectives, Activities and Results

Sample #1

OBJECTIVES, ACTIVITIES & EXPECTED RESULTS FOR JOB CREATION PARTNERSHIPS

OBJECTIVES

During the period of June 1, 2009 to January 29, 2010, the (name of Applicant) will provide a minimum of three (3) unemployed eligible participants with 33 weeks of work experience and skill enhancement in the areas of research and development of agricultural related educational materials, basic computer skills, public speaking, report writing and community networking in the Nanaimo area in order to maintain and enhance their skills to secure ongoing employment.

SUB-OBJECTIVE

Develop programs to educate local children about agriculture; promote public awareness of the importance of agriculture and environmentally sustainable practices; design a volunteer management structure to provide ongoing delivery of these programs; create a year-round “**Go Green**” model to help make the Applicant’s operations more environmentally sustainable.

ACTIVITIES

1. Provide participants with an orientation on safety and similar agricultural organizations
2. Review sustainability models for the Go Green project
3. Develop a Go Green database and a Go Green showcase and “How To Manual” for the 2009 fair
4. Develop an eight week Adopt-an-Animal program and deliver it to between 40 & 80 children
5. Deliver 10 “Farmer-For-a-Day” events
6. Develop three community surveys addressing the project elements of Agricultural Awareness, Sustainability and Agriculture in the Classroom, and administer the survey to a minimum of 250 people
7. Attend Toastmasters meetings

EXPECTED RESULTS

By January 29, 2010, the (Applicant’s name) will have provided a minimum of three (3) unemployed eligible participants with 33 weeks each of work experience in the areas of research and survey development, development and presentation of agricultural related educational materials, basic computer skills including database development and desktop publishing and community networking and partnership development.

By January 29, 2010, the (Applicant’s name), with the assistance of the participants, will have developed educational materials to be used in ongoing programs to promote the understanding of the importance of agriculture and environmentally sustainable practices. The (Applicant’s name) will have presented these materials to school groups and the general public in order to raise community awareness of issues relating to agriculture and environmental sustainability. The (Applicant’s name) will also have developed the volunteer management structure to provide for ongoing delivery of the new materials and programs, and will have developed a year-round Go Green model to make the (Applicant’s name) operations more environmentally sustainable.

Sample #2

OBJECTIVES, ACTIVITIES & EXPECTED RESULTS FOR JOB CREATION PARTNERSHIPS

OBJECTIVES

During the period January 1, 2009 to December 31, 2009, Whitehorse Historical Society will provide a work experience in the field of DVD movie production that will assist a minimum of 12 insured participants in the Whitehorse, YT area to maintain and enhance their skills in the areas of research, computer applications, public speaking, team building and networking that will assist them in securing on-going employment.

SUB-OBJECTIVE

1. To interview and record the oral history of pioneers of the Whitehorse area.
2. To develop a DVD that will incorporate the interviews and profiles of the pioneers and their families.
3. To provide a public presentation of the DVD for the residents of Whitehorse, YT.

ACTIVITIES and BENCHMARKS

1. Select participants and conduct orientation to project activities by January 9, 2009
2. Complete a literature review of existing related information by February 27, 2009
3. Compile an inventory of pioneers to be interviewed by April 3, 2009
4. Complete all interviews by July 31, 2009
5. Obtain and data enter associated material to be included in the DVD by September 30, 2009
6. Finalize DVD content and prepare copies by November 30, 2009
7. Organize DVD launch and hold public presentation by December 15, 2009

EXPECTED RESULTS

1. By December 31, 2009, Whitehorse Historical Society will have provided a work experience and an opportunity for skill development, leading to employment, for a minimum of 12 insured participants.
2. A DVD movie production that records the oral history of Whitehorse and area pioneers will have been completed and presented to the community.