

Canada-Manitoba Job Grant Frequently Asked Questions

Canada-Manitoba Job Grant Explained

1. What is the Canada-Manitoba Job Grant?

The Job Grant provides funding to employers to help cover the cost of training their new and existing employees to meet business needs, and to provide Manitobans with the skills they need for available jobs. Training must be delivered by an external third party. Employers decide which of their employees need training, the training they need, who will deliver the training, and when it will occur.

2. Why is it called the Canada-Manitoba Job Grant?

Through Labour Market Development Transfer Agreements, the federal government transfers funds to all of the provinces and territories to help them deliver programs to develop their labour force. The Job Grant is a Manitoba program that is funded under one of these Transfer Agreements.

3. Why do the federal and provincial governments provide this funding?

- Employers depend on their employees to achieve business and organization goals.
- A skilled labour force is one of the keys to economic development.
- It plays important roles in attracting offshore companies, supporting expansion of Manitoba businesses, and supporting new business creation.
- Canada and Manitoba believe that developing the labour force is a shared responsibility among many stakeholders including employers, unions, industry associations, postsecondary institutions, employees themselves, and others.

Employer and Training Participant Eligibility

1. Who is eligible to apply for a Job Grant?

- Private employers
- Non-profit organizations
- Industry associations, sector councils, groups of employers
- Union halls
- First Nations
- Municipal governments

2. Who is *not* eligible to apply for a grant?

- Prior recipients of three Job Grants over the past five years
- Current recipient of funding from Manitoba under another Industry Workforce Development program such as the Industry Expansion Program or the Workforce Development Program

- Employers who don't meet all of the eligibility criteria listed on the grant application
- K-12 schools and post-secondary institutions funded by provincial/federal sources
- Federal, provincial and territorial governments
- Federal and provincial crown corporations and agencies

3. Who is an eligible training participant?

- Employees must be citizens or permanent residents of Canada
- Full-time, part-time, and seasonal employees
- Unemployed and seeking training to get a new job; Note: employers must still pay for training and the unemployed individual must be employed at the end of training.
- Employees who reside in another province, but are working in Manitoba are eligible

4. Who is *not* an eligible training participant?

- Individuals with a social insurance number that begins with "9"
- Temporary Foreign Workers
- Volunteers or those who do not receive a regular wage
- Individuals hired on contract; i.e., non-employees
- Employees of a Manitoba company who reside and work in a different province or country

5. Does a company have to be in business for a minimum length of time before applying for the Job Grant?

- No, there is no minimum length of time required to be eligible.
- A company must have a Business Number issued by the Government of Canada and licensed to carry on business in Manitoba

6. Our company temporarily hires and pays interns to provide them with work experience. Can we include them as training participants in our Job Grant application?

- Yes.

Funding Amount and Eligible Costs

1. What is the amount of funding my company can apply for?

- Small companies with 100 or fewer employees can apply for up to 75% of eligible training costs.
- Companies with 101 or more employees can apply for up to 50% of eligible training costs.
- Employers can apply for up to a maximum amount of \$10,000 per training participant.
- Maximum Job Grant amount regardless of number of trainees and cost of training is \$100,000.

2. What costs are eligible for funding?

- Tuition fees or fees charged by an external training provider
- Mandatory student fees (These will be assessed on a case by case basis)
- Textbooks, software and other required materials (These will be assessed on a case by case basis)

- Examination fees

3. Are travel costs to attend training eligible for funding?

- Funding support is available to Manitoba employers who are located north of the 53rd parallel and cannot send employees to training outside their community due to the high cost of travel. For a list of eligible communities please email jwdadmin@gov.mb.ca.
- Travel for training will only be eligible when the training is not available to be completed either within the community or online.
- The support provided is not intended to cover all travel costs, but offset those costs.
- The amount of travel and accommodation costs reimbursed will not exceed \$1,000 per training participant per agreement.
- Manitoba government rates are used to determine the eligible travel and accommodations amount.
- The amount that an employer is reimbursed for travel and accommodations costs cannot exceed the percentage at which all other eligible costs are reimbursed. For example, the maximum amount that a small company (100 or fewer employees) would be reimbursed is 75% of the total travel and accommodations costs; the maximum amount that companies with more than 100 employees would be reimbursed is 50% of the total travel and accommodations costs.
- The maximum Job Grant amount, including travel and accommodations costs, will not exceed \$100,000.
- When submitting their Job Grant application, employers should indicate in their email that they wish to apply for travel costs and provide documentation that shows the training is either not available online and training participants must travel more than 100 km to attend the training. A Consultant will contact them to determine travel expense eligibility and provide travel expense guidelines.
- Travel and accommodation costs will be negotiated and are not guaranteed.

4. What costs are ineligible for funding?

- Expenses for internal training delivered by a company employee
- Wages of employees while in training
- Apprenticeable trade training is not eligible for Job Grant funding. For a full list of apprenticeable trades please visit [Manitoba Trades](#).
- The following activities will be assessed for eligibility:
 - **Coaching/Mentorship:** Coaching and/or mentorship activities related to business development (i.e.: Strategic planning, succession planning, Executive one-on-one coaching, etc.) are not eligible for funding. If Coaching/Mentorship of any kind is included in the application form the company will need to provide outlines and/or curriculum and define the individual employee skills development activities that will be completed.
 - **Conferences/Seminars:** Only conferences and/or seminars where training/education will be completed will be considered under the Canada Manitoba Job Grant. Companies will be required to provide outlines and/or curriculum before determining eligibility for funding.

- **Degree Programs:** Full university degree programs are not eligible under the Canada Manitoba Job Grant; however, individual courses within the degree program may be considered if they are relevant to the employee's job. The company will be required to provide an individual course cost breakdown on their application training plan. University courses will be assessed for approval on a case-by-case basis.

5. Our company's employees pay for their own training and once they pass, we reimburse them for the training costs. Is the invoice provided by the training provider to the employee eligible under the Job Grant if it is signed by the employer as being paid?

In some cases, the answer is yes, and in others, the answer is no. For example, if an employee is pursuing a college or university certificate/degree that is unrelated to the employer's skills requirements and business needs, tuition costs are ineligible. Contact Industry Workforce Development to discuss this further.

To be eligible for training costs initially paid for by an employee, employers must submit documentation showing the training cost is paid, and that the employee has been reimbursed for the training cost.

6. Can our company apply for a Job Grant for training that has already taken place?

Employers can apply for the Job Grant for training that has already occurred as long as the training took place in the same fiscal year in which the application is submitted. The fiscal year is April 1-March 31.

Example: a company trained its employees in February and May, 2020 and applied for the Job Grant in June, 2020. The May, 2020 training is eligible for the Job Grant as it occurred in the same fiscal year as the Job Grant application. The February training is not eligible as it occurred in the prior fiscal year.

7. Our company requires employees to travel from Brandon to Winnipeg for training and the travel will be approx. \$3,000 per employee. Is this eligible?

No, travel expenses are limited to employees who reside north of the 53rd parallel, Brandon does not fall under this rule.

8. Can our company include training in our Job Grant application that was paid for prior to the start of the current fiscal year, but that is taking place in the current fiscal year?

Yes.

9. Can our company include training in our Job Grant application that is paid for in this fiscal year, but that is not taking place until the next fiscal year?

No. The Job Grant application is for training that occurs in the current fiscal year. The fiscal year is April 1 to March 31.

10. Is there any funding available for training delivered by a company employee? For example, training on proprietary processes and equipment?

Employers can apply for funding for internally delivered training under the Workforce Development Program. Information on this program is located here:

[Workforce Development Program](#)

Training Eligibility

1. What training is eligible for funding?

- Training can be delivered at the workplace, online or in a classroom or training facility and must be provided by a third-party trainer. This could include:
 - post-secondary institutions
 - private vocational institutions
 - sector councils or industry associations
 - union halls
 - equipment manufacturers and other private trainers that have the applicable curriculum, knowledge/qualifications, and equipment or materials required for training
- Diploma Programs will be assessed for approval on a case-by-case basis. Training within the program must occur within the fiscal year of the Canada Manitoba Job Grant (April 1st to March 31st). If the program duration spans two fiscal years, the company may be asked for a program breakdown to identify the courses and costs per fiscal year.
- The following activities will be assessed for eligibility:
 - **Coaching/Mentorship:** Coaching and/or mentorship activities related to business development (i.e.: Strategic planning, succession planning, Executive one-on-one coaching, etc.) are not eligible for funding. If Coaching/Mentorship of any kind is included in the application form the company will need to provide outlines and/or curriculum and define the individual employee skills development activities that will be completed.
 - **Conferences/Seminars:** Only conferences and/or seminars where training/education will be completed will be considered under the Canada Manitoba Job Grant. Companies will be required to provide outlines and/or curriculum before determining eligibility for funding.
 - **Degree Programs:** Full university degree programs are not eligible under the Canada Manitoba Job Grant; however, individual courses within the degree program may be considered if they are relevant to the employee's job. The company will be required to provide an individual course cost breakdown on their application training plan. University courses will be assessed for approval on a case-by-case basis.

Subsidiaries, Franchises and Companies with Multiple Locations

1. Can a company with employees working at two or more locations in Manitoba include employees from all locations in one application?

Yes, as long as the locations are operating under the same registered business number.

- 2. Can a company that has one or more subsidiaries apply for a Job Grant to train employees from several of its subsidiaries or do each of the subsidiaries have to apply for the Job Grant?**

A parent company can apply for one Job Grant to train employees working in Manitoba in one or more of its subsidiaries.

- 3. ABC Company has 150 employees. XYZ Company, a subsidiary of ABC Company, has 65 employees. Can XYZ Company be classified as a small employer?**

No, the subsidiary does not qualify as a small employer.

- 4. Can an employer who owns a franchise of a national chain apply for the Job Grant as a small company?**

Yes, if the franchise has 100 or fewer employees. A franchise owner is a separate company that pays a franchise fee to the national chain in order to operate the company. Many franchise owners face the same challenges as a non-franchise small employer, and unlike a subsidiary of a larger company, cannot draw on the fiscal resources of the national chain.

Companies with Employees Working and/or Living in Other Provinces

- 1. If a Manitoba company employs workers who reside and work in Alberta, can it include their Alberta employees in their Manitoba Job Grant application?**

No. If the employees reside and work in Alberta, the company should contact the Alberta government for information on training funding availability.

- 2. If a company employs individuals who work in Manitoba, but reside in another province, can it include these employees in their Job Grant application?**

Yes. However, if the employee's permanent residence is in another country, they cannot be included in the application.

- 3. If a company is located in another province or country, but employs individuals who work in Manitoba, can it apply for funding to train its Manitoba employees?**

If it is licensed to operate in Manitoba and holds a Manitoba business number, the company can apply for Job Grant funding. Training participants must be employees of the company, and not contract workers.

Job Grant Payment to Employers

- 1. How and when does our company get actual payment of the Job Grant?**

- Payments are made once all training has been completed and reporting requirements are met. Advance payments are not available.

- Employers are required to report on their actual training costs and completion of training. Employers must submit the following in order for payment consideration:
 - Training Plan Report – This report is provided to the company upon approval of their application and the signing of a Canada Manitoba Job Grant Agreement
 - Training Evaluation – Included with the Training Plan Report.
 - Proof of payment of eligible training costs. There are three options for acceptable proof of payment:
 - An invoice with cancelled cheque or bank/credit card statement showing full payment;
 - A receipt showing full payment from the training provider; or
 - A statement of account from the training provider showing a zero balance owing. If the statement shows a balance owing it will not be accepted.

2. An employee who participated in training funded by the Job Grant left the company prior to the employer submitting its expenses for reimbursement. Can the employer include the expenses for the employee who left?

- As long as the training was completed, the expenses are eligible and can be included. However, if the employee left before the training was completed, their training costs are not eligible. Additionally, if the employee paid for the training and was not reimbursed for the costs, the training will not be eligible.