

# Canada-Manitoba Job Grant – Employer Information

## What is the Job Grant?

The Canada-Manitoba Job Grant is an employer-driven approach to help Manitobans gain the skills they need to fill available jobs and to support employers to gain access to skilled labour that meets their needs.

Employers are eligible to apply for **up to \$10,000** for each individual employee or prospective employee to assist with direct training costs.

Employers decide who obtains training, what training is required and which approved third-party trainer will deliver training. The Manitoba government can help employers to determine their workforce and training needs and connect them to job seekers.

## What are the requirements?

Participating employers must have a job available for the trainee upon successful completion of the training. For an existing employee, the purpose of training should be to upgrade an individual's skills so they may move up to a better job or meet employer needs in the workplace.

Employers that receive funding under the Canada-Manitoba Job Grant must contribute a minimum one-third of the eligible training costs. With the maximum government contribution of \$10,000, this means that up to \$15,000 is available, per person, for eligible training costs.

Small businesses (50 employees or less) that receive funding under the Canada-Manitoba Job Grant can:

- make up to 50 per cent of their required one-third contribution in wages or wage replacement if their total contribution (including these wages) is at least one-third of the eligible training costs, *or*
- contribute a minimum 15 per cent of the eligible training costs.

Eligible training costs include:

- tuition fees or fees charged by a training provider
- mandatory student fees
- textbooks, software and other required materials,
- examination fees

Training must be provided by an approved third-party trainer.

This could include:

- post-secondary institutions
- private vocational institutions
- sector councils or industry associations
- union halls

Employers may propose other organizations for consideration to deliver the training. Examples include equipment manufacturers, software developers and private trainers (consultants) if they have:

- applicable curriculum available or curriculum development expertise
- specialized equipment and materials required for training
- qualified trainers (credentials and/or experience)

The Manitoba government will review the proposal and determine if the suggested trainer is approved to deliver the training.

Training can be delivered at the workplace, online or in a classroom or training facility. The employer is responsible to select and contract directly with the approved trainer. The trainer will invoice the employer for the training costs; the employer, in turn, is reimbursed by the Manitoba government. Training costs incurred prior to approval of Canada-Manitoba Job Grant funding are not eligible for reimbursement.

Employers may apply for any number of grants, but the maximum government contribution under the Canada-Manitoba Job Grant is \$10,000 per unique individual.

Employers must agree to provide confirmation of the direct training costs, information about how and who the training has helped and results of the training immediately after it is concluded and again 12 months later. (Examples include hours worked, hourly wages, credentials/certification earned, pre- and post-employment status, etc.).

Trainees must agree to provide personal information (ex: gender, age, education, social insurance number, employment status, etc.).

## Who can be trained?

Candidates for training include individuals who are:

- unemployed and seeking training to get a job
- working but underemployed and seeking training to get a better job
- employed but looking to train for a better job
- employed, but seeking training to enhance their skills in an existing job

Training participants must be permanent residents of Manitoba. Training for temporary foreign workers is *not* eligible.

## How can we help?

Manitoba can assist employers with:

- identifying their training needs
- connecting with suitable job seekers
- completing the grant application
- information about training delivered by third-party service providers
- information about other available workforce development programs and services

## For information on how to apply for the Canada-Manitoba Job Grant contact:

Industry Services

Workforce Development and Income Support

Manitoba Jobs and the Economy

Phone: 204-945-5643

Email: [iwd@gov.mb.ca](mailto:iwd@gov.mb.ca)

[www.gov.mb.ca/tce/iwd/cjg.html](http://www.gov.mb.ca/tce/iwd/cjg.html)