



CANADA-ONTARIO JOB GRANT

Subsidizing the cost of
training new and existing
employees

The Canada-Ontario Job Grant is a government-funded subsidy that offsets the cost of training new and existing employees.

The goal of this program is to help employers invest in their workforce by sharing the cost of training – ultimately, to support job creation, increase job quality or provide job advancement opportunities.

PROGRAM BENEFITS

- ▶ Save up to 5/6 of training costs for eligible employers – up to \$15,000 reimbursement per trainee
- ▶ Enhanced employee satisfaction and improved business performance
- ▶ Freedom to choose the employees to be trained, type of training and training provider
- ▶ Available to small, medium and large organizations

TRAINING REQUIREMENTS

- ▶ Less than one year in duration
- ▶ Provided in Ontario by an eligible third-party trainer
- ▶ Scheduled to begin after application approval
- ▶ Must be training for employees
- ▶ Not legally required due to law, regulation or policy
- ▶ Not an apprenticeship; not consulting for organization

ELIGIBLE EXPENSES

- ▶ Tuition and related fees
- ▶ Textbooks, software and other required materials (e.g. training clothing, tools, equipment, disability supports, etc.)
- ▶ Mandatory student fees
- ▶ Examination fees

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Funding provided by the Government of Canada through the Canada Job Grant Programs delivered by the Government of Ontario.

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EMPLOYER RESPONSIBILITIES

- ▶ Identify skills gaps, the type of training that will address those gaps and the individuals to be trained
- ▶ Commit to having a job, or conditional job offer, for the trainee upon completion of training
- ▶ Pay the upfront cost of training in full

	< 100 employees	≥ 100 employees
Percent reimbursed	83.3%	50%
Upfront cost of training paid by employer	\$12,000	\$12,000
Cost of training reimbursed by COJG	\$10,000	\$6,000
Cost of training ultimately paid by employer	\$2,000	\$6,000

FUNDING CONSIDERATIONS

It's important to note that funding is not guaranteed. While all eligible applications are reviewed, priority will be placed on **Tier 1** applications.



ELIGIBILITY & SUITABILITY

Participants must meet the following criteria:

EMPLOYEE

- ▶ Resident of Ontario
- ▶ Not participating in full-time education or training, including participation in any other government training program that offers similar training supports (e.g. apprenticeship)

EMPLOYER

- ▶ Able and committed to pay the full upfront cost of training
- ▶ Providing the minimum cash contributions towards training costs
- ▶ Providing a conditional job offer or continuing to employ the trainee after successful completion of training
- ▶ Applying for training that is delivered in Ontario and is related to a job that is also located in Ontario
- ▶ Licensed to operate in Ontario
- ▶ Not applying for funding to cover the cost of training required by law
- ▶ Not training the owner or shareholders of an organization
- ▶ Not receiving government funds for the same trainee
- ▶ Not displacing existing staff or replacing laid-off staff
- ▶ Not a federal, provincial or municipal government agency
- ▶ Not a service provider for Employment Ontario

Also, employers must maintain good standing regarding:

- ▶ Occupational Health and Safety Act, Employment Standards Act, and all applicable federal and provincial human rights legislation, regulations, and any other relevant standards
- ▶ WSIB or alternate workplace safety insurance coverage
- ▶ Adequate third party general liability insurance (if applicable)