

## **CANADA SUMMER JOBS 2023**

*Providing Youth with Quality Work Experiences*

Applicant Guide

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# 1. Overview

This applicant guide provides information to help you complete your Canada Summer Jobs (CSJ) application.

Read the following guide and the [Articles of Agreement](#) in their entirety before you start your application for funding, as they contain important details on the information and supporting documentation that Service Canada requires to assess your application. As part of your application, organizations are required to attest that they have read, understood, and will comply with the Articles of Agreement.

## Canada Summer Jobs program objectives

CSJ is a program under the Youth Employment and Skills Strategy (YESS), which aims to provide flexible and holistic services to help youth in Canada develop the skills and gain paid work experience to successfully transition into the labour market.

The CSJ program objectives align with YESS and are as follows:

- Provide quality work experiences for youth;
- Respond to national and local priorities to improve access to the labour market for youth who face unique barriers; and,
- Provide opportunities for youth to develop and improve their skills.

The program provides wage subsidies to employers from not-for-profit organizations, the public sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

The Government of Canada aims to ensure that all CSJ-funded job opportunities take place in a safe, inclusive, and healthy work environment free from harassment and discrimination.

To support Service Canada in screening and assessing the eligibility and quality of each project, the Application Form collects information from you such as your organization's health and safety practices, work environment policies, supervision and mentoring plans, skills development plan, and other details related to both your organization and the proposed job(s). For more details on the information collected through the application process, consult [Section 5 – Apply](#).

## Key dates

Please note the following key dates:

- Applications are due by **January 12, 2023 at 11:59 a.m. Pacific Standard Time**.
- Funding confirmations will be sent to employers starting in April 2023.
- The earliest job start date is April 24, 2023.

- The latest job start date is July 24, 2023.
- The latest job end date is September 2, 2023.
- The latest date to submit a payment claim is 30 days following the completion of the last CSJ-funded work placement.

**IMPORTANT:** A submitted application is referred to as a project. Activities cannot begin before your project is approved and an agreement has been signed by both the recipient and Service Canada. The receipt of a completed application does not in itself constitute a commitment on the part of Service Canada. Do not assume any commitment on the part of Service Canada until funding has been approved and a formal agreement has been signed by a Service Canada representative.

## Notification of results

Each year, applications for funding exceed the available funding. Due to oversubscription, not all eligible projects are funded and organizations that receive funding may not receive the level of funding requested, the amount of funding received in previous years, or the number of weeks requested. In order to fund quality jobs, Service Canada expects an average funded job duration of 8 weeks and for 35 hours per week.

Funds are distributed among the successful applicants based on the results of Service Canada's assessment of applications, and from feedback provided by Members of Parliament during their review of the list of projects eligible for funding in each constituency.

Service Canada will inform you of the status of your application starting in April 2023. All eligibility and funding decisions will be confirmed in writing. You can also check the status of your application through the Grants and Contributions Online Services (GCOS) if you applied via GCOS.

Funded employers and youth participants will be asked to complete questionnaires to provide Service Canada with feedback on their CSJ experience. The mandatory employer questionnaire **must be completed prior to submitting a payment claim**. It is also mandatory for employers to provide the youth participant questionnaire to youth employees funded through the CSJ program, although completion of the youth questionnaire remains voluntary. Both questionnaires will be provided to funded employers during the notification phase.

[Job Bank](#) will continue to be the primary source for information for youth on the availability of positions funded through the program. All CSJ-funded positions will automatically be posted on [Job Bank](#) to help youth find, and employers to fill, those jobs. Please note that the information provided in your application (i.e. contact information) will be posted to Job Bank.

## 2. Quality Job Placements

### What is a quality job placement

Through the CSJ program, the Government of Canada provides employers with wage subsidies to create quality job placements for youth in safe, inclusive and healthy work environments free of harassment and discrimination.

Your application should demonstrate the quality of your proposed job placement(s) through:

- **Youth investment** – by paying youth **above the minimum wage** in your province or territory, or by **committing to retain the youth** as an employee beyond the period of the CSJ Agreement.
- **Supervision** – by demonstrating how you will support the youth during their work placement through observing, evaluating, and providing feedback on job performance.
- **Mentoring** – by demonstrating how your guidance will support the professional and career-development of the youth.
- **Skills development** – by providing opportunities for youth to develop the skills needed for employment.
- **Health and safety practices** – by demonstrating that you have implemented measures to ensure that your work environment is safe.
  - Employers are responsible for staying informed of provincial guidance on essential services and municipal, provincial and federal public health information, and following all necessary local health guidance.
- **Work environment policies and practices** – by demonstrating that you have implemented measures to provide a work environment free of harassment and discrimination, including non-discriminatory hiring practices.

The following are examples of projects that meet the objectives of the program to provide quality work placements to youth, to provide youth with the opportunity to develop and improve their skills, and to support local and national priorities to improve access to the labour market for youth who face unique barriers.

### Examples of quality projects

#### Example #1 (Youth with Disabilities)

A not-for-profit organization that runs a summer camp seeks to hire youth with disabilities as camp counsellors.

The counselors will plan and lead daily activities for campers and provide various supports to campers based on the individual needs of the youth. The counselors will be under the direct supervision of senior camp leaders on a daily basis.

Supervision will include comprehensive health and safety training in advance of the camp session, as well as regular daily meetings to discuss concerns or issues. Each youth hired will also receive one-on-one mentoring throughout the summer.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See [Section 4 Assessment Criteria](#) for more information.

### **Example #2 (Black and other racialized youth)**

An organization that develops clean air technology seeks to hire a Black or other racialized youth to support ongoing research and development activities.

The organization intends to hire a visible minority youth studying environmental engineering to work as an assistant to an experienced engineer. The youth will support research and testing activities, and the experienced engineer will provide mentoring to support the youth's career and skills development.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See [Section 4 Assessment Criteria](#) for more information.

### **Example #3 (Indigenous Youth)**

An Indigenous-led organization seeks to hire Indigenous youth to support services to community members and to assist with Indigenous cultural awareness events taking place throughout the summer. To support these events, youth will assist with guided tours, storytelling, traditional dance performances and craft workshops. At the local office, youth will assist community members with resumé building. Youth will also work to connect Elders with children in the community so that children can learn about their culture and heritage. Outcomes for youth include experience in client service and community development and development of leadership, communication, and teamwork skills.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. See [Section 4 Assessment Criteria](#) for more information.

### **Example #4 (Small Businesses and Not-For-Profit organizations that self-report as having leadership from groups that are underrepresented in the labour market)**

A local restaurant owned by an individual who self-reports as being from an underrepresented group plans to hire youth to assist with processing and delivering orders over the summer months.

The youth will work in small teams to plan and conduct deliveries. They will also be responsible for keeping accurate records. The youth will receive in-person training throughout their first week from their supervisor and then a senior staff member will be assigned as their mentor for the remainder of the placement. Included in the youth's training will be direction for client service and the proper procedures for

social distancing in a professional setting. Outcomes for the youth will be learning how to develop work plans as a team as well as gaining experience in client service through coordinating delivery drop-offs.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. [Section 4 Assessment Criteria](#) for more information.

**Example #5 (Small Business and Not-For-Profit Organizations in Environmental Sectors)**

An organization that develops clean air technology seeks to hire a youth to support ongoing research and development activities.

The organization intends to hire a youth studying environmental engineering to work as an assistant to an experienced engineer. The youth will support research and testing activities, and the experienced engineer will provide mentoring to support the youth's career and skills development.

A project like this would receive additional assessment points as it responds to one of the program's national priorities. [See Section 4 Assessment Criteria](#) for more information.

### 3. Screening for Eligibility

Your application will be:

1. Screened for eligibility against the 15 mandatory eligibility requirements listed below; and,
2. Assessed for quality in relation to the program objectives:
  - Provide quality work experiences for youth;
  - Provide opportunities for youth to develop and improve their skills; and,
  - Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

Your project will be assessed **only if all of the eligibility requirements have been met.**

The Department may review results from previous funding agreements with the Department and information in the public domain, including but not limited to materials on your website and media articles, when determining the eligibility of your application. The Department may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification, as part of this review process.

#### **Member of Parliament review**

After Service Canada officials have assessed and ranked all eligible applications, Members of Parliament are provided with a list of eligible projects for their constituencies and offered the opportunity to provide feedback based on their local knowledge.

#### **List of 15 Eligibility Requirements**

You must meet the following **15 eligibility requirements** for your project to be considered eligible for funding. If the project as outlined in your application does not meet all 15 eligibility requirements, it will not proceed for assessment described in [Section 4 Assessment Criteria](#).

1. **Application must be submitted before the deadline.**
2. **Attestation box must be checked.**
3. **Application must be complete.**
4. **Employer must be eligible.**
5. **Project activities must be eligible.**
6. **Job duration:** Must be between 6 and 16 consecutive weeks.
7. **Job hours:** Must be full-time (30 to 40 hours per week).



8. **Other sources of funding:** You must declare whether you have applied, will apply, or have received funding from other sources for the job(s) requested.
9. **Salary:** The salary must respect minimum wage requirements in your province or territory.
10. **Money owing to the Government of Canada:** Your organization must declare any money owing to the Government of Canada.
11. **Health and safety:** You must demonstrate that you have implemented adequate measures to ensure youth awareness of health and safety practices in the work environment. Safety measures must relate to the type of work environment and specific job type and activities.
12. **Hiring practices and work environment:** You must demonstrate that you have implemented adequate measures to ensure that hiring practices and the work environment are free of harassment and discrimination.
13. **Supervision:** You must outline the supervision plan for the youth and proposed job activities.
14. **Mentoring:** You must outline the mentoring plan for the youth.
15. **Past results:** The Department will review all files associated with your organization to verify if there is documented evidence from previous agreements with the Department that would render your application ineligible (including but not limited to financial irregularities, health and safety concerns, past project default or other results). The Department may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification, as part of this review process. The Department may also consult with the Canada Revenue Agency (CRA) on past financial irregularities.

If your application is missing mandatory information, or if the information provided on the application is unclear, Service Canada will contact you using the contact information provided in your application to request the necessary information or clarification prior to determining the eligibility of your application. In the event you receive such a letter, **you must respond within five business days of the date on which the letter was sent.** If you fail to respond within the specified timeframe, the assessment of the eligibility of your application will proceed with the information on file.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a decision of ineligibility of your new application as set out under paragraph 25.1(6) of the [Articles of Agreement](#).

**IMPORTANT:** review “How to Write Your Application” in [Section 5 – Apply](#) for information on the mandatory requirements for each of these items.

## **Eligibility information**

**NOTE:** An organization must be registered with the Canada Revenue Agency (CRA) to receive funding. The organization must have a CRA payroll deductions program account (RP) prior to hiring youth through the CSJ program.

### **What employers are eligible?**

#### **Not-for-profit employers**

Entities under the “not-for-profit” category are established for purposes other than financial gain for their members. This category includes:

- Community, charitable or voluntary organizations, including faith-based organizations (for example, churches, synagogues, temples, mosques);
- Associations of workers or employers as well as professional and industrial organizations;
- Indigenous not-for-profit organizations;
- Non-governmental organizations;
- Unions;
- Sector councils; and,
- Not-for-profit Band Councils.

#### **Public sector employers**

Public sector employers include public health and public educational institutions, municipal governments, and other organizations under public ownership. Among others, this category includes:

- Public community colleges and vocational schools;
- Public health, including: public hospitals, nursing homes, senior citizen homes, rehabilitation homes, and public libraries;
- Public degree-granting universities and colleges;
- Municipal governments and agencies, including regional legislative bodies and departments;
- School boards and elementary and secondary institutions; and,
- Territorial governments.

#### **Private sector employers**

Private sector entities are established in order to generate a profit or to provide an economic advantage to their proprietors, members or shareholders. Private sector employers must have 50 or fewer full-time employees at the time of application

across Canada to be eligible for CSJ funding. Full-time employees are those working 30 hours or more per week.

This category includes:

- Bodies, incorporated or unincorporated, including partnerships and sole proprietorships;
- Financial institutions;
- Business, incorporated or unincorporated bodies, which include:
  - federal Crown corporations operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes as indicated in Schedule III, Part II of the *Financial Administration Act*;
  - provincial and territorial Crown corporations recognized as operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes;
  - private health and educational institutions; and,
  - independent owners of franchises (franchise operators are eligible if there are 50 or fewer full-time employees working full-time in the franchise owner's operations across Canada, regardless of the number of business numbers involved);
- Indian Band corporations;
- Private Band Councils; and,
- Private universities or colleges.

### **Ineligible employers**

- Members of the House of Commons and the Senate or members of their immediate family;
- Federal Government Departments and Agencies;
- Provincial Departments and Agencies; and,
- Organizations that engage in partisan political activities.

### **What projects are eligible?**

Funded projects must meet program eligibility and comply with the terms and conditions of the [Articles of Agreement](#) entered into between the Department and the organization. Organizations that fail to do so will not be reimbursed for youth salary. The provision of false and misleading information may affect eligibility and funding may be revoked.

**Eligible projects:**

- Provide full-time work experience in Canada between April 24, 2023 and September 2, 2023 for a minimum of six weeks and a maximum of 16 weeks;
- Provide a work experience in an inclusive non-discriminatory work environment that respects the rights of all Canadians; and,
- Support skills acquisition and development.

**Ineligible projects and job activities:**

- Have activities that take place outside of Canada;
- Include activities that contribute to the provision of a personal service to the employer;
- Involve partisan political activities;
- Cannot displace or replace existing employees or volunteers;
- Include fundraising activities to cover salary costs for the youth participant;
- Projects or job activities that:
  - Restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
  - Advocate intolerance, discrimination and/or prejudice; or
  - Actively work to undermine or restrict a woman's access to sexual and reproductive health services.

Please note the following definitions:

- As per Section 2.1 of the CSJ [Articles of Agreement](#), “project” means the hiring, administration of, and job activities, and organization’s activities as described in the Application Agreement.
- To “advocate” means to promote, foster, or actively support intolerance, discrimination, and/or prejudice.
- To “undermine or restrict” means to weaken or limit a woman’s ability to access sexual and reproductive health services. The Government of Canada defines sexual and reproductive health services as including comprehensive sexuality education, family planning, prevention and response to sexual and gender-based violence, safe and legal abortion, and post-abortion care.

**What youth participants are eligible?**

To be eligible, youth must:

- be between 15 and 30 years of age **at the beginning** of the employment period\*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

### **Other conditions of youth eligibility**

As per Section 13.1(a) of the [Articles of Agreement](#), youth hired for a CSJ-funded job cannot displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on maternity or parental leave.

As per Section 20.1, Nepotism, of the [Articles of Agreement](#), no cost incurred by the Employer in relation to a Participant who is a member of the Immediate Family of the Employer or who is a member of the Immediate Family of an officer or director of the Employer, is eligible for reimbursement under the Agreement. If Canada is satisfied, and agrees in writing before the commencement of the Job, that the hiring of the Participant was not the result of favouritism by reason of membership in the Immediate Family of the Employer, officer or director, as the case may be, the costs may be eligible for reimbursement.

CSJ program funding cannot be used for self-employment, and the employer must establish an employer-employee relationship with the youth participant (i.e. the youth participant is entered into the organization's records as an employee, wages are paid which include all necessary payroll deductions in accordance with labour regulations in the province or territory where the employment is located, and as per Section 32 in the [Articles of Agreement](#)).

As the intention of the CSJ program is to help young Canadians successfully transition into the labour market, **a youth participant should be employed in only one CSJ-funded job per project**. Employers are to hire the number of youth identified in their agreement.

If you have questions about youth eligibility, [contact Service Canada](#) for more information.

## What costs are eligible for reimbursement?

### Wage contribution

Not-for-profit employers can receive funding for up to 100% of the provincial or territorial adult minimum hourly wage and all associated Mandatory Employment Related Costs (MERCs). Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial minimum hourly wage. Your CSJ funding request may be for less than the minimum wage as long as provincial or territorial legislation permits you to do so. **Public or private sector employers are not eligible for reimbursement of MERCs.**

To improve the quality of the work placement, employers are encouraged to pay more than the minimum wage and offer a paid position that is longer than the duration of the Agreement; however, reimbursement will only apply to the applicable provincial or territorial adult minimum hourly wage in effect at the time of employment. For example, if a private sector employer pays a youth \$17.00 per hour in a province where the minimum hourly wage is \$16.00, the funding contribution provided will be 50% of the minimum wage of \$16.00 (\$8.00).

Some provinces and territories have minimum wage exemptions. If an employer uses an exemption to pay a minimum wage lower than the applicable adult minimum wage, the reimbursement percentage remains the same. For example, as of September 2021, Alberta has an adult minimum wage of \$15.00 and a minimum wage exemption for students under 18 years old of \$13.00. If a private sector organization uses the lower student wage, the funding contribution will be 50% of the \$13.00 minimum wage (\$6.50).

The following table provides the adult minimum hourly wage for each province and territory at the time this Applicant Guide was published.

It is the employer's responsibility to confirm the minimum wage at the time of employment. If the minimum wage increases during employment, each week will be reimbursed based on the applicable minimum wage for that week.

Table 1: Minimum Wage in Canada

<b>Province or Territory</b>	<b>Adult Minimum Hourly Wage</b>
Alberta	\$15.00 (as of October 1, 2018)
British Columbia	\$15.65 (as of June 1, 2022)
Manitoba	\$13.50 (as of October 1, 2022)
New Brunswick	\$13.75 (as of October 1, 2022)
Newfoundland and Labrador	\$13.70 (as of October 1, 2022)
Northwest Territories	\$15.20 (as of September 1, 2021)
Nova Scotia	\$13.60 (as of October 1, 2022)
Nunavut	\$16.00 (as of April 1, 2020)
Ontario	\$15.50 (as of October 1, 2022)
Prince Edward Island	\$13.70 (as of April 1, 2022)
Quebec	\$14.25 (as of May 1, 2022)
Saskatchewan	\$13.00 (as of October 1, 2022)
Yukon	\$15.70 (as of April 1, 2022)

**Mandatory Employment Related Costs (MERCs)**

Employers are required by law to pay:

- Employment Insurance premiums;
- Canada or Quebec Pension Plan contributions;
- Vacation pay;
- Workers' Compensation premiums or equivalent liability insurance (if applicable);
- Health Services Fund, Quebec parental insurance premiums, and Commission des normes, de l'équité, de la santé et de la sécurité du travail in Quebec;
- Health and Post-Secondary Education Tax in Newfoundland and Labrador;
- Health and Post-Secondary Education Tax Levy in Manitoba; and,

- Employer Health Tax in British Columbia and where applicable.

Payroll deductions tables can be found on the [CRA](#) website. Check with the appropriate provincial or territorial authorities to ensure that you have the most up-to-date rate information.

Not-for-profit employers are eligible for up to 100% reimbursement of MERCs in relation to the minimum hourly wage of the province or territory where the activities take place. **Public or private sector employers are not eligible for reimbursement of MERCs.**

### **Workers' Compensation Benefits**

Youth **must** be covered by Workers' Compensation or equivalent liability insurance as per Section 29 of the [Articles of Agreement](#). It is your responsibility to verify with your insurer whether your existing equivalent liability insurance (and automobile insurance, if applicable) applies to all the activities to be undertaken by the youth and applies to all the locations where these activities will take place. Not-for-profit employers are eligible to be reimbursed for Workers' Compensation or Liability Insurance costs as part of their final claim.

### **Overhead costs - youth with disabilities**

Service Canada recognizes that persons with disabilities face additional barriers to entering the workforce. To help them obtain employment, and to encourage employers to hire persons with disabilities, you may be eligible for additional funding to accommodate the youth within the work environment.

Eligible overhead costs will be assessed on a case-by-case basis. Personal tools, adaptations and professional support services (for example, visual language interpreters) to enable the youth to accomplish tasks covered under the agreement may be considered eligible. If you anticipate having these costs, please contact your Program Officer as soon as possible. Note that Service Canada may request an invoice of the overhead cost. Review Section 24.0 of the [Articles of Agreement](#) (Disposition of Assets) for further details, and [contact Service Canada](#) for more information.

Please note that the Accessible Canada Act defines disability as “any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment – or a functional limitation – whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person’s full and equal participation in society”.

### **Duration and hours of work**

The duration of the CSJ-funded portion of the job must be between six and 16 consecutive weeks.

Employment of less than the minimum six weeks in duration may be deemed ineligible. In this case, any incurred costs would not be reimbursed.



Jobs must be full-time (30 to a maximum of 40 hours per week). If a youth is provided less than 30 hours of work for any week, their wages may be deemed ineligible for reimbursement unless consent has been granted from Service Canada for exceptional circumstances (e.g. to accommodate persons with disabilities).

### **Advances**

The conditions for advances are outlined in Section 6 of the CSJ [Articles of Agreement](#). The maximum advance allowable is 75% of the total value of the agreement for all types of organizations.

**IMPORTANT:** If your application is approved for funding, you must submit the Employer and Employee Declaration form for each youth before Service Canada can issue an advance payment. **This form must be submitted online or returned to Service Canada within seven days of the youth beginning employment.**

Service Canada will also validate your CRA business number, postal address, and primary contact information prior to issuing a payment.

## 4. Assessment Criteria

Applications will be assessed for quality against the following criteria:

1. Provide quality work experiences for youth;
2. Provide youth with opportunity to develop and improve their skills; and,
3. Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

### Objective 1: Provide quality work experiences for youth (30 points)

The quality of the work experience will be assessed against the following criteria:

1. The job(s) provides a salary above the provincial or territorial minimum wage. (10 points)

Refer to [Section 3 – Screening for Eligibility](#) for additional information on the minimum wage. Note that you will be required to report on the salary paid to the youth as part of the mandatory reporting process.

2. You intend to retain the youth as an employee following the end of the CSJ agreement. (5 points)

This additional work can be full-time or part-time. Note that you will be required to report on whether you retained the youth as part of the mandatory reporting process.

3. The youth will receive supervision. (15 points)

#### Supervision plan

The supervision plan should be task-oriented and focused on the specific job activities contained in your application.

To be eligible, you must complete all of the following fields in the Supervision Plan section of the application:

- Supervisor job title: provide the **job title**, not the name of a person, but their position, e.g. Manager, Executive Director, Owner, Director, Supervisor, etc.;
- Type of Supervision (On-site, Remote, or Combination);
- Frequency of Supervision (Daily, Weekly, Less than once per week).

Using the check-boxes provided on the application form, please provide the following additional pieces of information:

- The amount of the supervisor's experience in the supervisory role (Less than one year, One to two years, or More than two years);
- The type of feedback to provided to the youth (Formal or Informal); and,

- What the supervisor will provide (Job-specific training, Work instructions and tasks, Evaluation of work, or Other).

See [Section 5 – Apply](#) for more detail.

## **Objective 2: Provide youth with opportunity to develop and improve their skills (45 points)**

1. The youth will receive mentoring. (15 points)

### **Mentoring plan**

Mentoring is a relationship between an experienced employee (the mentor) and a less experienced employee (the youth). Through regular meetings, the mentor will learn about career objectives of the youth and share their professional experience. The mentor will support skills development and facilitate professional development to help the youth enter the labour market.

To be eligible, you must provide each of the following mandatory pieces of information:

- Mentor job title: provide the **job title**, not the name of a person, but their position (e.g. Manager, Executive Director, Owner, Director, Supervisor, etc.);
- Type (One-on-one, Team);
- Frequency of Mentoring (Weekly, Monthly, Less than once per month).

Using the check-boxes provided on the application form, please provide the following additional pieces of information:

- Amount of mentoring experience of the mentor (Less than one year, One to two years, or More than two years);
- Mentor-mentee relationship (Formal; Informal); and,
- What the mentor will provide (Support for skills development, Career-related training, Access to learning materials, or Other).

See [Section 5 – Apply](#) for more detail.

2. You must identify the skills that will be developed during the work placement. Note that your description of job tasks and responsibilities must make clear how the skills you select will be developed. (30 points)

The application form lists the following skills:

- **Client service:** Client Service refers to the ability to communicate efficiently and professionally with clients. At work, client service skills are required to interact with clients on behalf of the employer.

- **Teamwork:** Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.
- **Communication:** Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss products with suppliers, explain work procedures to co-workers, participate in virtual sales meetings with clients, and other activities that involve verbal or written exchanges.
- **Digital Skills:** Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.
- **Leadership:** Leadership refers to a number of skills, including communication, honesty, relationship building, and the ability to delegate. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple employees.
- **Other:** You may list any additional skills that will be developed.

### **Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers (25 points)**

#### **1. National Priorities (15 points)**

National priorities are established to help the program achieve its objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market.

Indicate which national priorities your project supports. Points will be awarded to projects that support national priorities. If your application demonstrates that it meets more than one national priority, you will be awarded additional points.

**IMPORTANT:** If an organization expresses plans to hire a youth under a national priority, it is expected to undertake all reasonable recruitment efforts to hire a priority youth and to document these efforts. Should an application supporting a national priority be approved, recruitment and hiring plans may be monitored to determine whether they reflect what was stated in your application.

In 2023, CSJ will address the following five national priorities:

1. Youth with disabilities;
2. Black and other racialized youth;
3. Indigenous youth;
4. Small business and not-for-profit organizations that self-report as having leadership from groups that are underrepresented in the labour market; and,
5. Small Business and Not-For-Profit Organizations in Environmental Sectors.

## **2. Local Priorities (10 points)**

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account local labour market information.

Indicate which local priorities your project supports. The local priorities for your constituency are available on the CSJ webpage for [local priorities by province and constituency](#). If your application demonstrates that it meets more than one local priority, you will be awarded additional points.

**NOTE:** it is not mandatory for Members of Parliament to establish local priorities. You will not be penalized during assessment if your Member of Parliament has not established local priorities.

## 5. Apply

**The application deadline is January 12, 2023, 11:59 a.m. Pacific Standard Time.**

Applications received or postmarked after the deadline date will **not** be considered.

### How to submit your application

Applications can be submitted in several ways:

1. Using [Grants and Contributions Online Services](#) (GCOS);
2. Using an [online fillable application](#);
3. In person; and,
4. By mail.

It is recommended that you submit your application electronically using GCOS or the online fillable application. The online fillable application allows you to complete an application online without having to create an account. This is the easiest and fastest way to submit a one-time application. While creating a GCOS account is a one-time process, it allows you to apply and track your application status, sign agreements, manage active projects and submit supporting documents. In addition, GCOS can save business' information and past CSJ applications, making it much faster to submit all future CSJ applications.

**Please note that the ability to submit an application in person or by mail could be impacted by office closures. Applications received by fax or by email will not be considered.**

#### 1. Grants and Contributions Online Services ([GCOS](#))

If you have an active GCOS account and need details about completing the application online, visit [Access GCOS](#).

You can register with the Employment and Social Development Canada (ESDC) Grants and Contributions Online Services (GCOS). Creating a GCOS account is a one-time process.

GCOS can be used to apply for various funding opportunities with ESDC in a secure web environment. GCOS allows you to submit and track your application status, sign agreements, manage active projects, submit supporting documents, and review past projects submitted through GCOS. You will have convenient 24/7 access to your account including on all mobile devices.

While using GCOS, you can partially fill out an application and retrieve it at a later date to modify and/or finalize your application. Once you have submitted, your application will no longer be available for edits but you can review.

Visit the [GCOS website](#) for step-by-step instructions to create an account. Please use your organization's RP (payroll) business number assigned by the CRA to create your GCOS account.

**Confirmation of receipt:** Once a GCOS application has been successfully submitted, a 12-character confirmation number will be immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. You will also receive a confirmation of receipt sent by email. If you do not receive a confirmation number acknowledging the application has been received, your application has not been submitted. Please ensure to click "submit" before you exit your application. For more information on the GCOS application confirmation number, please consult the [Grants and contributions online services: Canada Summer Jobs user guide](#).

*Moreover, if you experience any technical issues, please refer to the [GCOS user guide](#).*

## 2. Online fillable application

You can submit a fillable application [online](#).

### Important technical notes:

- Your draft application in the online fillable form will become unavailable if left inactive for 20 minutes.
- Your application can be saved and accessed at a later time. In order to save a draft application, you must provide your email address and create a password. Once saved, an email will be sent with a link to resume completion of the application. However, **you must complete and submit the application** within 48 hours. Otherwise the saved copy of your application will expire and all inputted information will be lost. If the password created is forgotten, it cannot be reset and the application will be lost.
- You can print a copy of your online application for your records. However, in order to do this, you must print a copy before submitting your application online. Once submitted, you will not be able to print it.

**NOTE: You must still click "submit"** to complete your application. If you do not click "submit", your application will not be received and processed.

**Confirmation of Receipt:** Once a fillable application has been successfully submitted, a 9-digit confirmation number is immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. You will also receive a confirmation of receipt sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.

### 3. In person

Your [application](#) must be received before the close of business of the Service Canada Office **on January 12, 2023**.

Consult the [Service Canada](#) website for the hours of service of the Service Canada Offices. Please note additional administrative delays might apply.

**Confirmation of receipt:** an acknowledgment confirming receipt will be emailed to you within 14 calendar days. Retain this confirmation, as you will need it for future communication with Service Canada.

### 4. By mail

Your [application](#) must be postmarked **on or before January 12, 2023**. Consult the [CSJ website](#) for the address of where to send your application. Please note additional administrative delays might apply.

It is recommended that you submit your application electronically using the online fillable application or GCOS as the ability to submit an application by mail could be impacted by office closures.

**Confirmation of receipt:** an acknowledgment confirming receipt will be emailed to you within 14 calendar days. Retain this confirmation, as you will need it for future communication with Service Canada.

**Submit only one copy of your application** to Service Canada. Submitting multiple copies of the same application or submitting the same application by using various methods will cause longer processing times for your application.

## How to write your application

### Before you start

This section provides important details on the information and supporting documentation that is required to assess your application. Unless otherwise indicated, you must complete all parts of the application.

You must carefully read this applicant guide and the [Articles of Agreement](#) before completing the application form. You should also read about the assessment process detailed in this guide in order to better understand how your application will be assessed.

The order of the questions may vary slightly between the paper and online applications; however, the same information is required.

To complete your application form, you will need the following information:

- Legal name of your organization;
- Common name of your organization (if different from the legal name);
- CRA business number (payroll deductions program account of your organization – RP number);



- Email address and telephone number of the primary and secondary contact;
- Mailing address of your organization;
- Number of full-time employees working in Canada; and,
- Date that your organization was created.

### **Constituency**

The **location of the proposed activities**, not your organization's address or location, determines the constituency for which the application will be assessed. Complete only one application form if all the jobs requested are within the same constituency. If you submit multiple applications within the same constituency, Service Canada will merge your applications into a single application.

You must submit a separate application form for each constituency if you are applying for multiple jobs based in more than one constituency. To determine the constituency in which the activities will take place, consult [Elections Canada](#).

### **Information to be posted publicly**

Service Canada will post the contact information, including the email address and the contact for the organization, of employers approved for funding on the Government of Canada's Canada Summer Jobs website.

Service Canada will also post all positions funded by CSJ online at [Job Bank](#). The application form and this applicant guide identify which information will be posted publicly. Please pay close attention and keep this in mind when completing your application. If you have any questions about the information to be posted publicly, [contact Service Canada](#).

Example of a CSJ-funded position posted on Job Bank:

## Co-ordinator, Sports

Posted on April 30, 2022 by **Employer**

📍 Montreal, QC

💰 \$15 hourly for 30 hours per week

🗨️ English

📅 Seasonal employment  
Full time

🎓 No education

📅 As soon as possible

👤 1 vacancy

☀️ Canada Summer Jobs #1111111

Show how to apply



The Government of Canada funded this job through the Canada Summer Jobs program.

Contact the employer to learn more about the job and apply. You must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible. [Learn more](#).

This job is advertised on Job Bank in accordance with the requirements for Canada Summer Jobs 2022.

The phone number and email address of the organization is provided to the youth when they click on the “Show how to apply” button:

### How to apply

By email

[employer@email.com](mailto:employer@email.com)

By phone

555-555-5555

## Part A – Employer information

Enter your organization’s information.

### 1. Canada Revenue Agency (CRA) Business Number

Enter your organization’s 15-character, payroll deductions (RP) business number assigned by the CRA. An RP account with the CRA is required if your business pays employees, and **you must have an RP business number** prior to hiring youth through the CSJ program.

**NOTE:** To complete an online application using GCOS or the online form, you will need a business number. To obtain a business number, consult the [CRA](#) website. If you do not have a business number in time to apply, you may proceed by using

the paper application form. However, you will need to obtain a CRA business number before your application can be considered for funding.

## **2. Legal Name of your Organization**

Enter the legal name of your organization that is associated with your CRA business number. If it is an acronym, enter the legal name in full.

If your application is approved, the signed agreement returned to you will form a legally binding agreement with the Government of Canada and any payments issued will be made out to the legal name. Payments will be issued using only the first 44 characters of the legal name.

## **3. Operating (Common) Name (if different from legal name)**

Enter the common name of your organization (it may be different than the legal name). If it is an acronym, enter the common name in full.

This information will be posted publicly on the CSJ website for youth to contact, should they have questions regarding the job placement and [Job Bank](#).

## **4. Telephone Number**

Enter the telephone number of your organization.

This information will be posted publicly on the CSJ website for youth to contact should they have questions regarding the job placement. It will also be posted on [Job Bank](#).

See section above on “Information to be posted publicly” in the present document for more detail.

## **5. Organization Type**

Check the box or select the item from the drop-down menus that best describes your organization. In the case of a CRA-registered not-for-profit organization, the employer type is determined by the source of its operating revenues and to whom it must account for its activities. For example, a not-for-profit with the majority of its revenues from government sources may in fact be deemed “public” for the purpose of applying for CSJ funding (for example, a municipal library).

## **6. Organization Email Address**

Enter your organization’s email address.

This information will be posted publicly on the CSJ website for youth to contact should they have questions regarding the job placement. It will also be posted on [Job Bank](#).

See section above on “Information to be posted publicly” in the present document for more detail.

## **7. (a-d) Organization Primary Contact: First Name, Last Name, Job title, Telephone Number**

Your organization’s primary contact must be a representative with whom Service Canada can communicate regarding your application or any consequent

agreement throughout the duration of the placement and regarding questions related to payment claims. This individual must be fully informed on both the application and the proposed activities. Enter the full name, the job position title, and telephone number of the organization primary contact.

**7 (e). Primary Contact Email Address**

This email address should be monitored regularly, including any junk mail or spam folders since it will be used to send you information regarding CSJ and your application, including the outcome of the assessment of your application.

This email address will receive mandatory reporting documents from Service Canada during and after the agreement.

**8. (a-d) Organization Secondary Contact: First Name, Last Name, Job title, Telephone Number**

Your organization's secondary contact must be a representative with whom Service Canada can communicate regarding your application or any consequent agreement throughout the duration of the placement and regarding questions related to payment claims. This individual must be fully informed on both the application and the proposed activities. Enter the full name, the job position title, and telephone number of the organization secondary contact.

**8 (e). Secondary Contact Email Address**

This email address should be monitored regularly, including any junk mail or spam folders since it will be used to send you information regarding CSJ and your application, including the outcome of the assessment of your application.

This email address will receive mandatory reporting documents from Service Canada during and after the agreement.

**9. Preferred Language of Communication**

Select the preferred official language for communication and correspondence.

**10. Year the Organization was Established**

Enter the year, month and day that your organization began operations.

**11. Describe your organization's activities**

Provide a summary of your organization's activities.

**12. Number of Full-Time Employees Working in Canadian Locations of your Organization**

Enter the total number of full-time employees working for your organization across the country (not only those working at a single location). Full-time employees are those who work 30 hours or more per week.

If there are only part-time employees working for your organization, enter "0".

**13. Mailing Address of Organization**

Enter your organization's mailing address to which all correspondence will be sent, including any payments.

This information will be posted publicly on [Job Bank](#). See section above on "Information to be posted publicly" in the present document for more detail.

**14. Address of the Location of the Proposed Job Activities.** Mandatory if different from Box 13 (mailing address), please explain why.

Enter the main address where the youth will be working if this address is different from the mailing address of the organization. This address **cannot** be a post office box (PO Box); it must be a civic address. If the mailing address of the organization and the address of the location of the proposed activities are different, please provide an explanation.

This information will be posted publicly on [Job Bank](#). See section above on "Information to be posted publicly" in the present document for more detail.

**IMPORTANT: The employer must offer the job within the constituency for which the application is submitted.** If the work will be completed remotely or from the employee's home, the **organization headquarter address** must be used as the main address.

**You must inform Service Canada if the location of the job changes. If a change occurs after you are approved for funding, Service Canada must first agree to the change, otherwise the job may be considered ineligible for funding.**

The majority of the work should be performed within the constituency where they have been approved. A job could have multiple sites, however, if the work will be performed remotely (i.e, telework), at a personal premises (for example, employee's home), or away from a designated workplace under physical supervision, or from somewhere else outside of a traditional workplace, employers are responsible for ensuring that the location respects provincial laws and municipal by-laws, and to continue to provide adequate supervision, mentoring, and safety provisions as per the CSJ Applicant Guide.

As per section 16.1, Ineligible Projects and Job Activities, of the CSJ Articles of Agreement, regardless of the work arrangements used, employers must ensure that youth are working from locations within Canada.

Please note the following definitions:

Working remotely/telework: a flexible work arrangement whereby employees have approval to carry out some or all of their work duties from a telework place.

Designated workplace: the employee's designated workplace or business address where the employee would work if there were no telework situation.

Telework place: the alternative location where the employee is permitted to carry out the work otherwise performed at or from their designated workplace.

**15. If the proposed activities will take place in multiple locations, will they be held within the same constituency?**

If the proposed activities will take place on-site in multiple locations within the same constituency, submit one application listing all of the locations for that constituency. Enter all the other addresses where the youth will be working. These addresses must be civic addresses; they cannot be post office boxes (PO Box).

Submit a separate application for each constituency if the locations of the proposed activities are in multiple constituencies. To determine the constituency in which the activities will take place, consult the [Elections Canada](#) website.

**16. Are the proposed activities directed at members of an Official Language Minority Community?**

An Official Language Minority Community is one in which the official language spoken is not the majority official language in the province or territory. For all provinces and territories except Quebec, the majority official language is English.

In order for the proposed activities to be directed at members of an Official Language Minority Community, the tasks and responsibilities of the job must require that the youth participant use the minority language:

- in day-to-day internal operations;
- for external operations or for responding to external demands (customer service);
- for communications activities, such as preparing written material, video, audio or web-based information; or,
- for promoting community development or cultural activities, museums, guided tours, festivals or theatre, as well as other activities related to tourism.

**17. Have you applied or will you apply for other sources of funding for the job requested?**

Refer to Section 13.1(d) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answered “yes” and if the Canada Summer Jobs funding that is requested is in excess of \$100,000, you must list the total amount of financial assistance your organization has received or is entitled to receive for the jobs requested. The online application will prompt you to enter this information. For paper applications, you must complete Section 8.1 of the CSJ [Articles of Agreement](#) and attach it to your application.

If your CSJ contribution value is greater than \$100,000, you must abide by the terms stipulated in Sections 8.2 to 8.3 of the [Articles of Agreement](#).

**18. Does your organization owe any amount to the Government of Canada?**

Refer to Section 13.1(f) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answered “yes,” you must indicate the amount owing, the nature of the debt and the department or the agency to which the amount is owed. Service Canada

will then verify with departmental records whether your organization has any amounts owing.

Owing money to the Government of Canada does not render your organization ineligible to receive funding.

### **19. Is a payment plan in place?**

If your organization does owe any amount to the Government of Canada, indicate if an arrangement was made for repayment (for each amount owing). Please ensure to have full details of your payment plan available as Service Canada may request this payment plan at a later date.

### **20. Health and Safety Practices**

It is mandatory to have implemented practices to ensure that your work environment is safe. Your organization's health and safety measures will be evaluated in relation to the work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth. Please indicate whether you have implemented practices to ensure that your work environment is healthy and safe.

Next, using the check-boxes provided, identify the health and safety practices you have implemented from the following options:

- **providing information on the Workplace Hazardous Materials Information System (WHMIS):** WHMIS is Canada's national hazard communication standard. All of the provincial, territorial and federal agencies responsible for occupational safety and health have established WHMIS employer requirements within their respective jurisdictions. Employer requirements ensure that hazardous products used, stored, handled or disposed of in the work environment are properly labelled, that Safety Data Sheets are made available to workers, and that workers receive education and training to ensure the safe storage, handling, use and disposal of controlled products in the work environment.
- **listing workplace hazards:** Hazards may include chemical, ergonomic, physical, and psychosocial, all of which can cause harm or adverse effects in the work environment.
- **demonstrating workplace safety:** As part of training and supervision, you must demonstrate safe work environment practices, including an appropriate understanding of overall work safety procedures, knowledge of the safe use of work environment tools and equipment, and awareness of known and foreseeable work environment hazards.
- **providing necessary certifications:** When the proposed job activities require safety certifications, you are responsible for providing the youth with the necessary training and certification.
- **providing job-specific safety training:** As an employer, you must ensure that employees have the necessary information, training, and supervision to

perform their work safely. Consult the Government of Canada's [Workplace Safety webpage](#) for additional information.

- **conducting regular safety checks:** Regular inspections help ensure that occupational health and safety hazards are addressed before they result in injuries. Consult the Government of Canada's [Workplace Safety webpage](#) for additional information.
- **providing safety equipment:** As mandated by the Government of Canada, as an employer you are responsible for selecting, providing and fitting of appropriate Personal Protective Equipment (PPE) for the hazardous exposures in the workplace. Consult the Government of Canada's [Occupational Health and Safety webpage](#) for additional information.
- **having an emergency preparedness and response plan:** Includes all activities, such as plans, procedures, contact lists and exercises, undertaken in anticipation of a likely emergency.
- **other:** In the text box provided, describe any additional health and safety practices you have implemented.

As per Sections 9.1(c) and 9.1(d) of the [Articles of Agreement](#), you are responsible for ensuring the job is carried out in a safe environment and for providing the youth with all information concerning health and safety, including for a remote work location (for example, somewhere outside of a traditional work environment).

As per Section 32.1 of the [Articles of Agreement](#), the Employer shall carry out the project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; any accessibility legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the project.

## 21. Work Environment

It is mandatory to provide a work environment with non-discriminatory hiring practices that is inclusive and free of harassment and discrimination. Indicate whether you have implemented policies and practices to ensure that your work environment and hiring practices are free of harassment and discrimination.

Use the check boxes provided to identify the practices you have implemented from the following options:

- Hiring policies / practices
- Discrimination policies / practices
- Harassment policies / practices
- Conflict resolution policies / practices



- Employee and / or management training
- Accessibility and accommodation policies / practices
- Employment equity policies / practices
- Privacy policies / practices
- Other: when selecting this box, use the textbox provided to describe any additional practices you have implemented that demonstrate concrete efforts to create an inclusive work environment free of harassment and discrimination.

As per Section 16.1 of the [Articles of Agreement](#), the project will not consist of projects or activities that:

- restrict access to programs or, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
- advocate intolerance, discrimination and/or prejudice; or
- actively work to undermine or restrict a woman's access to sexual and reproductive health services.

## **Part B – Job details**

In this section, you must describe, **in order of priority**, the jobs you are requesting and you must provide separate information for **each job title**. You may request multiple participants for a job title. A job is considered different when at least one of the following details varies: job title, tasks and responsibilities, start date, hourly wage, number of weeks, number of hours per week or preferred level of education of the participant.

**For online applications:** you will need to state the number of job titles that you are applying for and then how many participants you would like to hire for each job title.

**For paper applications:** if you are applying for more than three different job titles, you must copy an entire Job Details section for each additional job title and attach it to your application when submitting it. If there is not enough space to appropriately answer a question, you may answer it on a separate sheet and attach it to your application when submitting it.

Each youth hired using CSJ funding must be assigned to no more than one of the jobs approved by Service Canada. The details of the job (for example, job title, hourly wage and tasks and responsibilities) must be the same as the job details specified in your application. **Any changes to job details must be submitted to [Service Canada](#) for approval. Only exceptional circumstances will be considered.**

Salaried jobs need to be calculated as an hourly wage rate. If your application is approved, it may not be for all the jobs requested, the full number of weeks requested or the full number of hours requested.

## 22. Job Title

Enter the job title and hourly wage of each job for which you are requesting funding. CSJ job titles must match options in the National Occupational Classification. This system is the national reference on occupations in Canada. It comprises more than 30,000 occupational titles organized according to skill levels and skill types.

**For online applications:** the text box uses predictive text to help you complete the job title. Begin typing your job title and select the most appropriate option.

**For paper application:** please select your job title from one of the options listed on the form. If you select “other”, you must identify a [National Occupational Classification Code](#) for the proposed job activities. To find the correct code on this webpage, type the proposed job title in the Quick Search box located at the top of the page to generate a list of possible occupations. When reviewing the potential occupations, the accompanying education, main duties and employment requirements should correspond to the job performed.

A list of [frequently asked questions](#) is available. For more information, [contact Service Canada](#).

This information will be posted publicly on [Job Bank](#). See section above on “Information to be posted publicly” in the present document for more detail.

## Hourly Wage Rate

You must pay at least the minimum wage in effect at the time of the employment based on provincial and territorial regulations.

**NOTE:** Some provinces and territories have multiple minimum wages depending on the age and experience of the employee, or the nature of the work. It is your responsibility to confirm the [minimum wage](#) at the time of employment.

See [Section 3 – Screening for Eligibility](#) for more details.

This information will be posted publicly on [Job Bank](#). See section above on “Information to be posted publicly” in the present document for more detail.

## Tasks and Responsibilities

Specify the tasks and responsibilities of the youth.

If the tasks and responsibilities of the job change after you submit your application or after you are approved for funding, you must inform Service Canada. If the change occurs after you are approved for funding, Service Canada must approve of the change, as per Section 25.1(1)(f) of the [Articles of Agreement](#), otherwise the job may be considered ineligible for funding.

The job activities must be eligible. See [Section 3 – Screening for Eligibility](#) for more details.

## Skills Development Plan

Select one or more of the following checkboxes to identify all skills that the youth will develop during the placement:

- Client Service – effective and professional communications
- Teamwork – interaction with others
- Communication – exchanging thoughts and information
- Digital Skills – skills to understand and use digital systems, tools and applications
- Leadership – combination of skills including communication, ability to delegate, and traits such as honesty
- Other – in the space provided, list additional skills

See [Section 4 – Assessment Criteria](#) for more details.

## Language(s) required for job

Select English, French, or Other. If Other, indicate the required language in the text box provided.

This information will be posted publicly on [Job Bank](#). See section above on “Information to be posted publicly” in the present document for more detail.

## Supervision Plan

Provide each of the following mandatory pieces of information:

- Supervisor job title (drop down menu in the online application or check one of the boxes in the paper application);
- Type of Supervision (On-site, Remote, Combination);
- Frequency of Supervision (Daily, Weekly, Less than once per week).
- The amount of the supervisor’s experience in a supervisory role (less than one year, one to two years, more than two years);
- Type of feedback to be provided (Formal, Informal); and
  - Formal feedback is provided during scheduled meetings, is in writing, and is in response to previously set work objectives. Informal feedback is provided through unscheduled meetings, is primarily verbal, and does not respond to previously set work objectives.
- What the supervisor will provide (Job-specific training, Work instructions and tasks, Evaluation of work, and/or Other).

**NOTE:** The supervisor and mentor are not required to be the same person.

## Remote Supervision:

If the youth will be working remotely away from the supervisor’s location, or from somewhere else outside of a traditional work environment, you must ensure that

there is sufficient training and supervision to support the youth in obtaining a meaningful work experience. You must also ensure that the youth can still benefit from the experience of working with others, building interpersonal skills, and learning work environment protocols.

Please refer to the above section 16. Address of the Location of the Proposed Job Activities for the definitions on remote work.

### **Mentoring Plan**

Mentoring is a relationship between an experienced employee (the mentor) and a less experienced employee (the youth). Through regular meetings, the mentor will learn about career objectives of the youth and share their professional experience to support skills development and help the youth enter the labour market as well as facilitate their career development.

To be eligible, you must provide each of the following mandatory pieces of information:

- Mentor job title (drop down menu in the online application or check one of the boxes in the paper application);
- Type (One-on-one, Team);
- Frequency of Mentoring (Weekly, Monthly, Less than once per month).
- The amount of experience of the mentor in a mentorship role (Less than one year, One to two years, More than two years);
- Mentor-mentee relationship (Formal, Informal); and
  - A formal mentor-mentee relationship will have regular meetings and established career-development goals for the youth. An informal mentor-mentee relationship will have irregular meetings and no established career-development goals for the youth.
- What the mentor will provide (Support for skills development, Career-related training, Access to learning materials, or Other).

**NOTE:** The supervisor and mentor are not required to be the same person.

### **Work Experience**

Select a checkbox to indicate if the job will provide a career-related work experience for the youth. The term “career-related” means the job provides a youth with work experience related to his/her current or future field of studies.

Then select a checkbox to indicate if your organization intends to retain the youth as an employee following the end of the Canada Summer Jobs agreement.

### **Preferred Level of Education of the Participant**

Check the applicable box.

**NOTE:** The preferred level of education of the youth is not a factor in assessment. The Canada Summer Jobs program is open to all youth ages 15-30 regardless of level of education or student status.

This information is being collected for reporting and monitoring purposes.

This information will be posted publicly on [Job Bank](#). See section above on “Information to be posted publicly” in the present document for more detail.

### **National Priorities**

Select a checkbox to indicate if the proposed job supports a national priority.

If you answer yes, indicate one or more national priorities supported by the job.

See [Section 4 – Assessment Criteria](#) for details.

### **Local Priorities**

Select a checkbox to indicate if the proposed job supports one or more local priorities.

If you answer “Yes”, use the textbox provided to identify the local priority or priorities supported by the job. The local priorities that have been established for the constituency in which the proposed activities will take place can be found on the [CSJ website](#).

**NOTE:** It is not mandatory for Members of Parliament to establish local priorities. If your Member of Parliament has not established local priorities, select “No.” You will not be penalized during assessment if your Member of Parliament has not established local priorities.

See [Section 4 – Assessment Criteria](#) for details.

## **Part C – Funding requested**

### **Calculation of employer’s total cost including contribution requested**

For paper application only: if you are applying for more than five different job titles, you must make a copy of the Calculation of Employer’s Total Cost Including Contribution Requested page, complete the copy with information for each additional job title, and submit the copy with your application. Once you have entered all the information for all the job titles, indicate the total of the columns in the “Total” line at the bottom. To avoid this space limitation, submit your application electronically using the [online fillable application](#) or [GCOS](#). Either option provides benefits that will simplify the application process. For example, online applications will automatically calculate several of these fields and ease your review of the application as well as the submission process.

Before completing this section, read [Section 3 – Screening for Eligibility](#) for details.

#### **23(a). Job title**

List each job title for which you are requesting funding. The job titles should be listed in the same order as in the Job Details section. A job is considered different when at least one of the following details varies: job title, tasks and responsibilities,

start date, hourly wage, number of weeks, number of hours per week or preferred level of education of the participant.

**23(b). Number of participants requested who will have this job title**

Enter the number of youth you are requesting for each job title.

**23(c). Anticipated start date**

Enter the date that you want the youth to begin employment. The earliest start date is April 24, 2023. A job's latest end date is September 2, 2023.

**You cannot hire the youth before receiving the approval by Service Canada and the youth cannot start the employment before the start date approved by Service Canada, unless an amendment to the start date is agreed upon by both parties as per Section 35.1 of the Articles of Agreement.**

This information will be posted publicly on [Job Bank](#). See section above on "Information to be posted publicly" in the present document for more detail.

**23(d). Number of weeks requested for each participant**

Enter the number of weeks for which you are requesting funding; it must be between six and sixteen weeks. The employer is encouraged to employ the youth longer than the requested number of weeks although you will only be reimbursed for the approved period of your CSJ 2023 funding. Note that you will receive additional points during assessment if you commit to retaining the youth beyond the length of the CSJ funding agreement.

**23(e). Number of hours per week requested for each participant**

Enter the number of hours per week that the youth will be required to work. The hours must be full-time (30 to 40 hours per week).

This information will be posted publicly on [Job Bank](#). See section above on "Information to be posted publicly" in the present document for more detail.

**23(f). Hourly wage to be paid to each participant**

Enter the hourly wage including the contribution from Service Canada and other sources to be paid to the youth.

This information will be posted publicly on [Job Bank](#). See section above on "Information to be posted publicly" in the present document for more detail.

**IMPORTANT:** You are responsible to ensure that the youth is paid and for making the necessary pay-related remittances to the CRA, in accordance with labour regulations in the province or territory where the employment is located, and as per Section 32 in the [Articles of Agreement](#).

**23(g). Hourly wage funding requested**

Enter the hourly wage funding that is requested from Service Canada. Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial adult minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial adult

minimum hourly wage. For more information, please refer to the "[What Costs Are Eligible for reimbursement?](#)" section in this Guide.

**23(h). Mandatory Employment Related Costs (MERCs) requested (not-for-profits only)**

Not-for-profit employers are eligible for reimbursement of MERCs for up to 100% of the adult minimum hourly wage in the province or territory where the activities will take place. All other employers are not eligible for funding to cover MERCs, in whole or in part.

If you are a private or public sector employer, indicate "0."

Refer to [Section 3 – Screening for Eligibility](#) for details.

**23(i). Total funding requested**

Enter the total funding requested by using this formula:

$(\text{Column B} \times \text{Column D} \times \text{Column E} \times \text{Column G}) + \text{Column H}$

$(\text{Number of participants requested who will have this job title} \times \text{Number of weeks requested for each participant} \times \text{Numbers of hours per week requested for each participant} \times \text{Hourly wage funding requested}) + \text{MERCs requested (not-for-profits only)}$ .

For online applications, this total is automatically calculated.

**23(j). Total employer contribution**

Enter the total amount of the contribution the employer pays towards hiring the youth by using this formula:

$((\text{Column B} \times \text{Column D} \times \text{Column E}) \times \text{Column F}) - \text{Column I}$

$((\text{Number of participants requested who will have this job title} \times \text{Number of weeks requested for each participant} \times \text{Number of hours per week requested for each participant}) \times \text{Hourly wage to be paid to each participant}) - \text{Total funding requested}$

For online applications, this total is automatically calculated.

**24. Will you require an advance payment to pay the youth should your application be approved?**

This is offered to all types of organizations. Select "Yes" if you wish to receive an advance payment.

**Attestation**

**When submitting your application, you are asked to check the box "I attest" to confirm that:**

1. I have read, understood and will comply with the Canada Summer Jobs [Articles of Agreement](#);
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;

3. I certify and warrant on behalf of the organization and in my personal capacity that the information in this Application for Funding and any supporting documentation is true, accurate, and complete; and,
4. Any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

To “undermine or restrict” means to weaken or limit the ability to exercise rights legally protected in Canada.

**NOTE:** The Attestation is required for the application (submitted on a paper form or online) to be considered complete. If you are submitting your application online, you must check this box in order to proceed, otherwise the system will not allow you to continue. If you are submitting a paper application you must check this box in order for your application to be assessed.

Should an application or a project not be compliant with program eligibility criteria and/or the Articles of Agreement, your project may not be funded.

The provision of false and misleading information will affect eligibility and funding may be revoked.

#### **25. to 26. Name of the Organization’s Representative(s)**

An organization’s CSJ application, if approved by Service Canada, forms part of the agreement between the Government of Canada and the organization. The organization will then be subject to the CSJ [Articles of Agreement](#). The organization complies under this agreement to provide the job at the hourly wage, for the number of hours per week, and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document. This document will be included in the approval package.

The submission of an application does not constitute an agreement. An official agreement between the organization and the Government of Canada exists only once an **application is approved and an agreement is signed by Service Canada. It is important that you read the applicant guide and Articles of Agreement in their entirety before you sign the application.**

Therefore, it is important that only authorized persons’ names are identified on the submitted application. Read Section 37 of the [Articles of Agreement](#) prior to signature: “The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require.”



## 6. Follow Up

### What happens after I submit my application?

All assessed applications within a constituency will be ranked according to their assessment score, and a list of recommended projects will be established. Each Member of Parliament will receive the list of eligible projects for their constituency. Based on their knowledge of local priorities and circumstances, Members of Parliament have the opportunity to review the list of assessed projects for their constituencies and to provide feedback to help ensure local priorities are met.

Service Canada will inform you of the status of your application starting in April 2023. All eligibility and funding decisions will be confirmed in writing. You can also check the status of your application through your GCOS account.

### Application/Agreement

If your application is approved, the “Calculation of Approved Canada Summer Jobs Contribution Amount” document signed by an appropriate delegated authority for Canada will be returned to you, along with other appropriate forms and the name of a contact person to address any questions you may have regarding your agreement.

Youth **cannot** be hired before your project is approved and an agreement has been signed by both the recipient and Service Canada. The receipt of a completed application does not in itself constitute a commitment on the part of Service Canada. You should not assume any commitment on the part of Service Canada until funding has been approved and a formal agreement has been signed by a representative of Service Canada. Service Canada will notify you in writing of the outcome of the review of your application.

Funded employers and youth participants will be asked to complete questionnaires to provide Service Canada with feedback on their CSJ experience. The mandatory employer questionnaire **must be completed prior to submitting a payment claim**. It is also mandatory for employers to provide the youth participant questionnaire to youth employees funded through the CSJ program, although completion of the youth questionnaire remains voluntary. Both questionnaires will be provided to organizations when they are notified of project funding.

If financial irregularities are discovered, Service Canada may verify information with the Canada Revenue Agency.

**NOTE:** Successful employers may be randomly selected for inspections and audits as per Section 21.2 of the [Articles of Agreement](#).

## Reference: Internet Domain Addresses

The following include all hyperlinked internet domain addresses in the CSJ application and in this guide.

Access to Information Act

<https://laws-lois.justice.gc.ca/eng/acts/a-1/>

Articles of Agreement

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/agreement.html>

Department of Employment and Social Development Act

<https://laws-lois.justice.gc.ca/eng/acts/h-5.7/page-1.html>

Canada Revenue Agency

<https://www.canada.ca/en/revenue-agency.html>

CSJ Local Priorities

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/local-priorities.html>

Elections Canada

<http://www.elections.ca/home.aspx>

GCOS – Access

<https://www.canada.ca/en/employment-social-development/services/funding/gcos.html>

GCOS – Register

<https://www.canada.ca/en/employment-social-development/services/funding/gcos/register.html>

Information about programs and information holdings

<https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings.html>

Job Bank

<https://www.jobbank.gc.ca/youth>

National Occupational Classification Code - Search

<https://noc.esdc.gc.ca/>

National Occupational Classification Code – Frequently Asked Questions

<https://noc.esdc.gc.ca/Home/FrequeAskedQuestions>

Occupational Health and Safety Webpage

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/occupational-health-safety/whmis-quick-facts-personal-protective-equipment-health-canada-2008.html>

Online Fillable Application

<https://srv217.services.gc.ca/ihst4/Intro.aspx?cid=e7d4ea95-e956-4121-8754-03166ae47520&lc=eng>

Personal Information Bank (Youth Employment and Skills Strategy ESDC PPU 706)

<https://www.canada.ca/en/employment-social-development/corporate/transparency/access-information/reports/infosource/infosource-detailed.html#s46>

Privacy Commissioner of Canada – File a Complaint

<https://www.priv.gc.ca/en/report-a-concern/>

Privacy Commissioner of Canada

<https://www.priv.gc.ca/en/>

Service Canada – Contact

<https://www.canada.ca/en/employment-social-development/corporate/contact/canada-summer-jobs.html>

Service Canada – Offices

<http://www.servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp?lang=eng>

Workplace Safety Webpage

<https://www.canada.ca/en/employment-social-development/services/health-safety/workplace-safety.html>

## Privacy notice statement

The information you provide is collected under the authority of the [Department of Employment and Social Development Act](#) (DESDA). This information may be used to determine your eligibility for Canada Summer Jobs, its administration and for accountability purposes. Participation in the Canada Summer Jobs Program is voluntary, but refusal to provide information may result in your Canada Summer Jobs application not being considered for funding.

As well, this information may be used to support the administration or enforcement of other programs of Employment and Social Development Canada (“the Department” or ESDC), including Service Canada.

The information you provide may also be used for policy analysis, evaluation, and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked. However, these additional uses and/or disclosures of your personal information will not result in an administrative decision being made about you.

The Department may review results from previous Canada Summer Jobs funding agreements when determining the eligibility of your application. The Department may also review information in the public domain, including but not limited to materials on your website and media articles, when determining the eligibility of your application.

Should your application be deemed eligible, the information you provide will be shared in accordance with the law with your respective Member of Parliament to ensure local priorities are considered. It may also be used by the Member of Parliament to notify employers whose Canada Summer Jobs funding applications have been approved. The Department and your Member of Parliament may also use the information to help promote the program.

Funded employers will be listed on the [Canada Summer Jobs](#) website and funded positions will be posted on [Job Bank](#).

In the event of an Access to Information request regarding the approved funding application or any relevant information about the organization in the Department’s possession, the information provided to the Department will be disclosed, subject to applicable exemptions under the [Access to Information Act](#), such as the exemption for personal information.

Your personal information is administered in accordance with DESDA and the *Privacy Act* and other applicable laws. You have the right to the protection of, access to, and correction of your personal information, which is described in the Personal Information Bank [Youth Employment and Skills Strategy ESDC PPU 706](#). Instructions for obtaining this information is outlined in the government publication available online, entitled [Information about programs and information holdings](#). This information may also be accessed in person or online at any Service Canada Centre. You have the right to [file a complaint](#) with the [Privacy Commissioner of Canada](#) regarding ESDC’s handling of your personal information.

## **Contact us**

For more information, call 1-800-935-5555 (TTY: 1-800-926-9105) or visit a Service Canada Office.