

JCP Online Application Questions

Section 1 – Organization:

Have you completed the online Funding Questionnaire at the WorkBC website?

- Yes
- No

Funding Stream

- Job Creation Partnership (JCP)
- Labour Market Partnership (LMP)
- Research and Innovation (R&I)
- Project-Based Labour Market Training (PBLMT)

The following organizations are eligible to apply for funding. Select the category which applies to your organization.

NOTE: a selection must be made to continue with your application.

Private sector organizations are eligible for CEP funding consideration under certain conditions.

Funding cannot be used to improve any business' position in the competitive marketplace.

- Businesses
- Non-profit Organizations
- Crown Corporations
- Municipalities or Agencies
- Bands/Tribal Councils/First Nations Governments
- Public Health and Educational Institutions

Has your organization held a Community and Employer Partnership agreement in the past?

- Yes
- No

Past Agreement 1

Provide Contract # (i.e. CJCP46G901800999) *

Past Agreement 1 End Date

Day Month Year

If your organization legal name or contact information has changed, please update.

Applicant (Organization) Legal Name *

Applicant (Organization) Mailing Address

JCP final application questions October 2022

Unit Number

Address Line 1 *

Address Line 2

City *

Province *

Postal Code *

Applicant (Organization) Email Address

Email address *

Confirm email address *

Applicant (Organization) Website :

Section 2 – Primary Contact / Accounting

Primary Contact for this Application

Name and Title of Primary Contact *

Telephone Numbers

Main*()

Secondary ()

Email Address

Email address *

Confirm email address *

Name of Bookkeeper*

Bookkeeper Email

Email address

Confirm email address

If requested by the Province, can you provide the qualifications and experience of the individual or company performing payroll and bookkeeping for this project?

- Yes
- No

Canada Revenue Agency Business Number and GST account

For Business Number, please enter your 9 digit main number.

For GST Account, RT, please enter your 4 digit reference number.

Business Number *

GST Account, RT *

GST Tax Rebate % *

Do you owe any amounts that are in default to the Governments of British Columbia or Canada under legislation or agreements?

- Yes
- No

Amount Owning

Government Ministry or Agency*

Nature of Amount Owning*

Does your organization have liability insurance?

- Yes
- No

Does your existing policy cover the project activities?

- Yes
- No

Do you have WorkSafe coverage?

- Yes
- No

WorkSafe BC Number *

WorkSafe BC Rate *

Will the activities result in the displacement of existing employees or volunteers?

- Yes
- No

Please explain.

Max Characters: 500

Does your organization currently deliver any component of WorkBC?

- Yes
- No

Please outline the WorkBC services you are contracted or subcontracted to deliver.

Max Characters: 500

How will the project avoid any perception of conflict of interest including recruitment and referral of participants to the project?

Max Characters: 500

Hint: Example: WorkBC would bring in an external group to do selection and interviewing of potential referrals of participants.

Do you currently receive any other federal or provincial government funding?

- Yes
- No

Please provide the source and what the funding is provided for.

Max Characters: 500

Incremental Activities

For the purposes of Community and Employer Partnership projects, incremental activities are defined as:

- An activity that is distinct (separate) and not part of your organization's day-to-day operations;
- The project activities must be specific to a particular additional undertaking of the organization;
- The activity would not take place without the support of Community and Employer Partnerships and/or other additional funding.

Provide the mandate and primary activities of your day-to-day operations.

Max Characters: 500

Please explain how the project activities avoid any perceived or real appearance of unfair competition and will not result in an unfair competitive advantage.

Max Characters: 500

Hint:

Demonstrate how you will avoid any perceived or real appearance that will result in an unfair competitive advantage (i.e. it is important to ensure that the funding will not provide an unfair competitive advantage or result in a profit to a for-profit business).

Example JCP: The town/city of (your location) is not in competition with any other organization. They are a not for profit organization; the project activities do not duplicate, compete with or provide unfair competitive advantage with already existing community services or business enterprises. Community support and partnership contributions have been received.

Example JCP: The (name of your organization) is not in competition with any other organization in the community. The project activities do not duplicate, compete with or provide unfair competitive advantage with already existing community services or business enterprises, and that there is no financial gain to the organization as a direct result of the JCP. Community support and partnership contributions have been received.

Is the worksite unionized?

- Yes
- No

List union(s) and local(s) at worksite location(s) where the activities of the project will take place.

Max Characters: 500

Union concurrence is required.

Hint: Example: If there is a collective agreement in place, there must be a letter from the union indicating that consent for the project has been obtained. If the activities are outside the scope of the collective agreement, a letter from the union is required confirming support for the project and that the union does not object to the proposed activities.

Attach union concurrence letter. NOTE: maximum upload file size is 20MB

Do any of these situations apply to your organization?

1. Labour stoppage
2. Labour management dispute in progress
3. Layoff
4. Waiting for recall

- Yes
- No

Please explain how the proposed activities are not related to this stoppage and/or labour dispute

Max Characters: 500

Does your project include participants?

- Yes
- No

Total Number of Participants *

Section 3 – Project Information

Project Title *

Proposed Project Start and End Dates

Start Date *

End Date *

Identify the target priority group and number of participants.

Enter a value in each field. Enter 0 if not applicable.

- Indigenous Peoples *
- Francophones *
- Immigrants *
- Persons with Disabilities *
- Multi-Barriered *
- Survivors of Violence and/or Abuse *
- Youth *
- Youth at Risk *
- Other *

Location(s) of Project Activities if different from mailing address (please include all applicable address sites where participants will conduct proposed project activities)

Max Characters: 500

Project Objectives

Job Creation Partnership (JCP) projects benefit the job seeker, community and the local economy; however, the primary focus must be on helping the job seeker with opportunities to gain meaningful work experience.

This section of the application is specific to the schedule A and for reference there is a sample that can be accessed via the link provided. *Schedule A

In one or two sentences, describe the objectives of the project.

Max Characters: 700

In one or two sentences, describe how the community will benefit from this project.

MaxCharacters: 700

Community Benefit

Include a sub-objective regarding the benefit to the community or local economy. Please describe how the community will benefit from this JCP project.

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

Attach letters of support from community.

NOTE: maximum upload size of all files is 20MB

***Hint:** Provide a description of the support this **project** (not your organization) has in the community. Of particular importance is the support for the project from other related programs and services in the community.

Attach relevant letters of support include contact names and telephone numbers.

How does the project benefit the participant(s)?

Max Characters: 700

***Hint:** For example: *"The objective is to provide work experience to EI eligible Clients to assist them in the development of new skills (could list the potential skills Client will learn) which will enhance their ability to find employment."*

Section 4 – Project Activities

Timelines and Activities

Include the list of the key activities and timelines that will happen from the beginning of the project to the end.

Max Characters: 5000

Hint: Each proposal must include the list of the key activities that will happen from the beginning of the project to the end.

Clearly outline each key activity to be undertaken by the participant(s) and the timeline required to complete it. This information should include what will be done, how it will be done, why it is being done, by whom, and how long it will take.

Please provide this information in **quarterly** increments.

An example of a timeline would be:

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

Provide the anticipated outcomes/expected results the project will achieve.

Max Characters: 500

Hint: Expected results define the outcomes to be achieved and must relate to the project objectives.

- Relate outcomes to the activities of the project.
- State results in qualitative and/or quantitative terms.

Do the proposed activities involve Intellectual Property Rights?

- Yes
- No

Please explain

Max Characters: 500

Participants

You must demonstrate there are participants available for your project. Using the Regional Map locate and contact the WorkBC Employment Service Centre(s) serving the area(s) where your project activities will take place to confirm that they have clients who could benefit from participation in the work experiences such as the ones being offered in this project.

Please select all the locations where your project activities will take place.

Location 1

Location 2

Location 3

Location 4

Attach any letters received from the WorkBC Employment Service Centre.

NOTE: maximum upload size of all files is 20MB

Describe how supervision will be provided for the participants.

Max Characters: 500

Describe how you will evaluate the progress of the participants throughout the project.

Max Characters: 500

Describe how you will evaluate the success of the project.

Max Characters: 500

At the Province's request; for any individuals dedicated to work on the Project can you provide:

- job description(s)?
- resume(s) outlining their qualifications and experience?

- Yes
- No

Stakeholder partnerships are required for projects. List all stakeholders and their role in the project including all cash or in-kind contributions and how it will contribute to the project objectives in the table below.

Max Characters: 4000

Hint: List all partner organizations and identify their roles and responsibilities with respect to the project activities. Include contact names, telephone numbers, and letters confirming funds from other sources and identify how the funding source will be allocated towards the project activities.

Any cash or in-kind contribution your organization is providing towards the project delivery needs to be identified.

NOTE: Scanned copies of letters confirming partnership contributions must be attached before you submit your application for funding.

Attach partnership letters.

Section 5 – Budget

On the CEP Budget Template in each budget line, provide a detailed rationale to support the requested costs that are specific and necessary to the activities of the project. Identify how the cost was determined and calculated.

In the Other Funding Sources for in-kind and cash contributions include a breakdown of the dollar value for each contribution, how the value was determined, what it will be used for and which cost categories the contribution falls under. (Refer to CEP Budget Guidelines for further details).

Attach CEP Budget Template

NOTE: maximum upload file size is 20MB

Enter in the total amount of the original requested budget

\$ _____ *

Attach additional documents

NOTE: maximum upload size of all files is 20MB

Hint: Documents may include job title and job description for participant(s), if applicable, consultation reports, research reports, a list of sources of labour market information, etc.

