

# Canada-Manitoba Job Grant

## What is the Job Grant?

The Canada-Manitoba Job Grant provides funding to employers to help cover training costs of new and existing employees to meet business needs, and help Manitobans gain the skills they need to fill available jobs.

Employers can apply for **up to** \$10,000 per new or existing employee. Manitoba's contribution will not exceed \$100,000 per Job Grant.

Employers must have a job available for the trainee upon successful completion of the training. For existing employees, the purpose of training should be to upgrade their skills so they may move up to a better job, or meet employer needs in the workplace.

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

## Who is eligible to apply for a Job Grant?

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

## Who is not eligible to apply for a grant?

- K-12 schools and post-secondary institutions funded by provincial/federal sources
- Federal, provincial and territorial governments
- Federal and provincial crown corporations and agencies

## Who is an eligible training participant?

- Must be a Canadian citizen or permanent resident of Canada
- Full-time, part-time, and seasonal employees
- Unemployed and seeking training to get a job
- Employees who reside in another province, but are working in Manitoba

## How much funding can I apply for?

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

## What costs are eligible for funding?

- tuition fees or fees charged by a training provider
- mandatory student fees
- textbooks, software and other required materials
- examination fees
- travel costs for individuals residing in northern and remote communities to attend training events in Manitoba delivered outside their communities or unavailable online

## Who can deliver the training?

Training can be delivered at the workplace, online or in a classroom or training facility and must be provided by a third-party trainer. This could include:

- post-secondary institutions
- private vocational institutions
- sector councils or industry associations
- union halls
- equipment manufacturers and other private trainers that have the applicable curriculum, knowledge/qualifications, and equipment or materials required for training

## How is the Job Grant paid to an employer?

The employer is responsible for selecting and paying the trainer. To be reimbursed for the eligible training costs, the employer must submit:

- Training Plan Report
- Training Evaluation
- Proof of payment of eligible training costs (e.g., invoice and cancelled cheque; invoice and PayPal receipt, etc.)

## How are grant applications assessed?

All grant applications that meet eligibility requirements will be processed in the order that they are received until the Job Grant has been fully expended.

## How can we help?

Manitoba can assist employers with:

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

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

Manitoba Government Inquiry

Tel: 204-945-3744

Toll Free in North America: 1-866-626-4862

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

[www.gov.mb.ca/jec/busdev/financial/cmjg/index.html](http://www.gov.mb.ca/jec/busdev/financial/cmjg/index.html)