

Manitoba Entry Level Training Grant – Agriculture Sector Application Instructions

The Manitoba Entry Level Training Grant – Agriculture Sector (MELT Grant) application consists of two forms:

1. Application Form
2. Application Training Plan

Both forms are located in a Microsoft Excel workbook. When you open the file you will see the Application Form as the first tab (at the bottom left of the page) and the Application Training Plan as the second tab. **Note: it takes several seconds for the file to open.**

If you require assistance with completing the application forms, please email iwdadmin@gov.mb.ca and an Industry Workforce Development representative will contact you.

To begin the application process:

1. Download and save the Excel file to your computer and rename the file with the company name and current date; for example, a company named ABC Farms would change the name of the file from:

MELT Application - COMPANY NAME – 2020-XX-XX

to:

MELT Application – ABC Farms – 2020-11-29 (insert the actual date)

2. Quickly review both forms before you begin filling them in because you will need to gather training information and participant information to complete and submit the application.
3. Remember to save the file regularly to reduce the opportunity for data loss and the need to re-enter data.

Navigating through the Excel Workbook: Tips

1. Moving between cells – Use the TAB key to move forward from one cell to the next. If you need to return to a cell, use the mouse to place the cursor in the cell and click the mouse button.
2. Drop Down Menus – Use the drop down menus where indicated by clicking on the cell, then click on the arrow to show the list, then click your selection from the list.
3. Green Coloured Cells – Enter information in Green Cells only.
4. Red Message Prompts - Error messages may appear if portions of the Application Form and Application Training Plan are not complete and/or there is conflicting data between the two forms.

Completing the Application Form

1. Click on the Application Tab at the bottom of the worksheet.

Note: At the top of the sheet you may notice “Security Warning Macros have been disabled”. You can ignore this warning.

2. Follow the instructions located directly on the form.
3. Use the tab button to move forward from one cell to the next.
4. Complete each cell that is coloured Green.

Note: Yellow-coloured cells will automatically populate using data entered in the Green cells.

5. Section 2 requires text entry. Double click in the section to type responses.
6. Once you have completed the Application form, click on the Training Tab at the bottom of the worksheet.
7. Remember to save the file periodically.

Completing the Application Training Plan:

1. Click on the Application Training Plan tab at the bottom of the sheet.
2. DO NOT DELETE OR ADD ROWS OR COLUMNS.
3. Complete each Green-coloured cell, where applicable.
4. For each course for which you are requesting funding support, provide the following information:
 - a) Name of training organization - insert the business/operating name of the training organization, not the name of the individual trainer, that you have hired (or plan to hire) to deliver the course.
 - b) Number of participants – insert the total number of employees participating in each course.
 - c) Total Course Cost – this is the cost for all participants in each course, not the course cost per individual participant.

Eligible costs include:

- Tuition fees charged by the training provider.

Internal training costs, wages and travel/meals/ accommodations of training participants, and any other costs not listed above, are NOT eligible costs.

- d) The Cost/Participant is automatically calculated.
 - e) Enter the Start Date and the End Date of each course.
5. Training Participants
There are two sections to enter either Existing Employees or New Hires/Future Hires. Under the appropriate section, enter the last name then the first name of each individual who will participate in training.

Existing Employees: individuals currently working for your company who are staying in their current job or moving into a different job in the company and individuals who are hired to fill vacancies in existing jobs.

New Hires/Future Hires: individuals who have been, or will be hired to fill newly created jobs.

6. To indicate which employee(s) is taking which course(s), enter the number “1” in the appropriate course column on the row corresponding to the employee’s name.
7. Remember to periodically save the file.

Submitting Your Application Form

1. Create an email to send your application to Industry Workforce Development
2. In the subject line put “MELT Application” followed by your company name; example:

MELT Application-ABC Farms

3. Attach your MELT Application file to the email and send to iwdadmin@gov.mb.ca

Note: Should your application be funded and before the grant is paid, employers must ensure that training participants complete the on-line Canada-Manitoba Job Grant *Privacy Notice and Consent Form* that includes personal information (e.g., gender, age, education, social insurance number, etc.) which is used by Manitoba and Canada for evaluation and research purposes. The form can be found here:

<https://forms.gov.mb.ca/cmjq/index.html>