

Canada-New Brunswick Job Grant

Guidelines

Canada-New Brunswick Job Grant
DEPARTMENT OF POST-SECONDARY EDUCATION, TRAINING AND
LABOUR

OVERVIEW

The Canada-New Brunswick Job Grant is an employer-driven program, that invests in the skill development and employment needs of the workforce. Employers determine what training is needed, who participates, and which provider will deliver the training.

DESCRIPTION

The maximum government contribution is for two-thirds of the eligible training costs, up to a maximum of \$10,000 per training participant, per fiscal year. The employer pays a minimum of one-third of the eligible training costs.

To apply for a Canada-New Brunswick Job Grant, contact your local PETL office.

ELIGIBILITY

Eligible Applicants:

- All private and non-profit sector businesses/organizations established in New Brunswick;
- First Nations in New Brunswick;
- Organizations acting on behalf of employers who are established in New Brunswick:
 - Project Coordinators (private or incorporated)
 - Industry Associations
 - Unions

Eligible Training Participants:

- Legally entitled to work in Canada;
- Residing or willing to reside and work in New Brunswick;
- Employed by the Applicant but in need of training to grow in their job or to take advantage of better opportunities within the business/organization;
- Not employed and require training to obtain an available job with the Applicant;
- An employer may be considered as an eligible training participant.

Eligible Training Type:

- Examples of eligible training include but are not limited to:
 - new equipment training
 - new industry certifications
 - new technology training
 - training that is new to participants
- Training that is required for an individual to perform the duties of an available job;
- Training that is within 52 weeks or less in duration.

Eligible Training Costs:

- Tuition fees or fees charged by the Training Provider
- Mandatory participant fees

- Textbooks, software and other required materials
- Examinations fees
- Training provider's travel and accommodation costs

**Work tools that could be used by an employee to perform his / her daily work tasks are not eligible (a computer, for example). The employer is responsible to provide such work tools to his employee.

Eligible Training Providers:

- Third party Training Providers must be separate and distinct from the business/organization

NOTE: The Applicant is responsible for submitting the approved training provider's final report. The applicant will be contacted for evaluation purposes.

Applications:

- Must be received prior to training start date;
- Must be assessed and approved prior to training start date.

Business/organizations must contact the regional officer before submitting an application.

FUNDING

- The applicant must financially contribute a minimum of 1/3 of the eligible training costs.
- The applicant must not request participants to pay for the training cost.
- The maximum government contribution is 2/3 of the eligible training costs, up to a maximum of \$10,000 per training participant, per fiscal year.
- The minimum eligible cost per training, per fiscal is \$250. Therefore, the government's total contribution per training is \$166.68 at minimum (2/3 of \$250).
- The maximum amount per employer, per region, per fiscal year is \$25,000. The maximum amount is applied to the government's contribution.
- Applicants may receive funding contributions from other federal and/or provincial departments and/or the private sector towards the training provided that:
 - The funding is not for the same total costs eligible under the CNBJG; and/or
 - The funding is not being used by the Applicant towards their 1/3 contribution.
- Applicants will not be reimbursed for training that takes place before the grant approval.

PLEASE NOTE: Applicants acting on behalf of businesses/organizations are bound by section 4(2) of the Employment Development Act, S.N.B. 2001, c.148 and must act in accordance with the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6 (RTIPPA) for the purposes of administering the employment-related programs and services established under the Canada-New Brunswick Labour Market Agreements – <http://laws.gnb.ca/en/ShowPdf/cs/R-10.6.pdf>

PROGRAM ADMINISTRATION

The Department of Post-Secondary Education, Training and Labour has full discretion in the administration of its programs and in the application of these guidelines to ensure funding is provided to those projects that contribute to the fulfillment of its mandate. In applying the program guidelines,

the Department of Post-Secondary Education, Training and Labour may take into consideration the following factors:

- Budget Allocation
- Provincial/Regional Priorities
- Geographical Consideration and Population
- Number of applications and/or maximum amount approved per proponent per fiscal year
- Priority Groups

CONTACTS

Contact	Email	Location
<u>ECLS - Edmundston (Regional Office)</u>	<u>dpetinfo@gnb.ca</u>	<u>121 de l'Église Street</u> Edmundston
<u>ECLS - Fredericton (Regional Office)</u>	<u>dpetinfo@gnb.ca</u>	<u>300 Saint Mary's Street</u> Fredericton
<u>ECLS - Miramichi (Regional Office)</u>	<u>dpetinfo@gnb.ca</u>	<u>152 Pleasant Street</u> Miramichi
<u>ECLS - Moncton (Regional Office)</u>	<u>dpetinfo@gnb.ca</u>	<u>200 Champlain Street</u> Dieppe
<u>ECLS - Péninsule acadienne (Regional Office)</u>	<u>dpetinfo@gnb.ca</u>	<u>20E St-Pierre Boulevard</u> <u>West</u> Caraquet
<u>ECLS – Restigouche/Chaleur (Regional Office)</u>	<u>dpetinfo@gnb.ca</u>	<u>157 Water Street</u> Campbellton
<u>ECLS - Saint John (Regional Office)</u>	<u>dpetinfo@gnb.ca</u>	<u>P. O. Box 5001</u> Saint John