

# Canada BC-Job Grant Checklist

(print and attach to application package)

## 1. Eligibility Checklist:

- I am a private sector or not-for-profit sector employer in BC.
- My organization is a legal entity<sup>1</sup> entitled to operate in BC.
- I am seeking training to upgrade the skills of a current employee in BC or I am seeking training for an unemployed individual and I have a job available in BC for the individual at the end of the training.
- I am willing to contribute one-third of the cost of training.
- I am willing to pay the full cost of training in advance, and to seek reimbursement for up to 2/3 of approved training expenditures to a maximum of \$10,000 per participant when the participant begins training.
- The training program is not longer than 52 weeks.
- The training should normally occur no less than 30 days from receiving the application.
- Each participant included in the Canada BC-Job Employer Grant application is a Canadian Citizen or a Permanent Resident or legally entitled to work in Canada.
- The participants included in the Canada BC-Job Employer Grant application are not Temporary Foreign Workers.

## 2. Application Requirements:

- All Canada-BC Job Grant Employer Application forms must be completed electronically, hand written applications will not be accepted.
- All Canada-BC Job Grant Participant Information forms must be completed electronically, hand written applications will not be accepted.
- All Canada-BC Job Grant Employer forms must have a separate Canada-BC Job Grant Participant Information form for each participant listed on Canada-BC Job Grant Employer Application form.
- All forms must be signed.
- Scan and send this Eligibility & Application Requirements checklist, the Canada-BC Job Grant Employer Application form and all of the Canada-BC Job Grant Participant Information forms to: [CJGInfo@gov.bc.ca](mailto:CJGInfo@gov.bc.ca)

**\*You application package will be reviewed within 30 days upon receipt of a completed application package.**

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<sup>1</sup> If you are self employed in BC and you can show a link between the needs of your business and the training you are seeking for yourself, you may be eligible for a grant.