

Canada-Manitoba Job Grant Application Instructions

The Canada-Manitoba Job Grant (CMJG) 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.

If you require assistance with completing the application forms, please email iwd@gov.mb.ca and an Industry Services 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; example:
 CMJG Workbook - COMPANY NAME – 2016-07-15 becomes
 CMJG Workbook - ABC COMPANY - 2016-07-21
2. Quickly review both forms before you begin completing them as 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 keyboard 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. Sections 2, 3 and 4 require text entry. Double click in those sections to type responses.
6. Once you have completed Section 3, complete the Application Training Plan, then return to the Application Form and complete Sections 4 and 5.
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.** The Application Training Plan allows entry of up to 50 courses, one in each column. Only 15 columns are visible. If you need more columns, use the unhide command. If you are unfamiliar with the unhide command, email Industry Services (iwd@gov.mb.ca) requesting assistance to unhide the columns.
3. Complete each Green-coloured cell, where applicable.
4. Use a separate column for each course for which you are requesting funding support. For each course, provide the following information:
 - a) Course name – enter the name of the course.
 - b) Delivery method – select the delivery method from the drop down list (see Tip #2 above) that best describes how the course content will be presented to the participants. If more than one method is used, select the method that is used to deliver the majority of the course content.
 - c) Type of training – select the type of training from the drop down list. Drop down list definitions:
 - *Entry Level*: basic training for an entry level position in your company
 - *Job Maintenance*: training for an employee in their current job
 - *Upskilling/Upgrading*: training for an employee to advance, progress or move to a different and/or better job
 - d) Type of regulatory training – select from new or existing regulations. *If you are not doing any regulatory training, leave this cell blank.*
 - *Existing Regulations*: training of employees on regulations imposed by a third party (e.g., government) with which you already comply
 - *New Regulations*: training of employees on new regulations imposed by a third party on your existing business; or existing regulations governing a product, procedure, sector, etc. related to a new business or line of business that is new to your company.
 - e) Type of Skills to be learned – select the type of skills from the drop down list. List definitions:
 - *Essential Skills*: the nine skills identified by the Government of Canada as being required by all workplaces: reading, document use, numeracy, writing, oral communication, working with others, thinking skills, digital technology, continuous learning
 - *Management/Business Skills*: strategic planning, leading and motivating, allocating and controlling resources, evaluating, coordinating and organizing, recruiting and hiring, supervising, project management, etc.

- *Soft Skills*: job readiness skills, personal goal setting, time management, other personal management skills, etc.
 - *Specialized/Technical Skills*: skills required to operate a particular tool, machine or use a particular technology; trades skills, engineering skills, production skills, etc. or skills that the employer determines are vital to the company.
- f) Type of trainer – select the type of trainer from the drop down list that best matches the third party trainer that you have hired (or plan to hire) to deliver the course.
- g) 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. If hiring a self-employed consultant, their business name may be their individual name, in which case, use their individual name.
- h) Number of participants – insert the total number of employees participating in each course.
- i) 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 or fees charged by a training provider
 - Mandatory student fees
 - Textbooks, software and other required training materials
 - Examination fees
- Internal training costs, travel/meals/ accommodations of training participants and other costs not listed above are NOT eligible costs.
- If the training provider is from outside Canada, please convert total course costs into Canadian dollars using the current exchange rate.
- j) The Cost/Participant is automatically calculated.
- k) Enter the Start Date and the End Date of each course.
- l) Enter the length of each course in hours; e.g., a three day course running 8 hours each day would be 24 hours.
- m) Credential/certificate earned – select the credential type from the drop down list. Drop down list definitions:
- *Educational*: training results in the participant earning a high school or college diploma or university degree.
 - *Industry/Occupation < 10 hours*: credential/certificate is issued for courses that are less than 10 hours in length; e.g., spreadsheets, controlling resources, social media for business, evaluating, coordinating and organizing, recruiting and hiring, supervising, etc.

- *Industry/Occupation > 10 hours*: credential/certificate is issued for courses that are greater than 10 hours in length; e.g., professional, recognized skill standard, license or occupational proficiency, equipment operator training, etc.
- *Proprietary (firm issued)*: credential/certificate issued by the company when an employee completes company-specific training

NOTE: If a combination of several courses leads to a credential or certificate earned, select the credential/certificate earned for one course only; example:

- If after participating in courses A, B and C an employee is awarded a credential/certificate, select the appropriate credential/certificate for course C only.

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. Start entries at Row 25.
- *New Hires/Future Hires*: individuals who have been, or will be hired to fill newly created jobs. Start entries at Row 276. If you do not yet know the names of the new or future hires, put “unknown” as the last name and leave the first name blank.

6. Hourly Wage – enter the hourly wage of each training participant at the time of training.

7. 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.

8. Once you have finished filling out the Application Training Plan, return to and complete the remainder of the Application Form (Sections 4 and 5).

9. Remember to periodically save the file.

Submitting Your Application Form

1. Email your application to Industry Services:

- In the subject line put “CMJG Application” followed by your company name; example: CMJG Application-ABC Company
- Attach the Application CMJG Workbook file to the email and send to iwd@gov.mb.ca