APPLYING FOR THE CANADA ALBERTA JOB GRANT

Arts Leadership Supplementary Document

ABSTRACT
This document is intended to be an optional guide through the Canada Alberta Job Grant (CAJG) application process for those arts leadership program participants who qualify.

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Canada-Alberta Job Grant Eligibility

The Rozsa Arts Management Program is a training opportunity approved for funding by Canada-Alberta Job Grant for Alberta residents based on its hours of instructional time offered and as an upskilling educational opportunity by reputable organizations and facilitators.

> To read more about eligibility criteria for the CAJG, click here.

Step by Step CAJG Application Process

It is strongly suggested that CAJG applications be completed and submitted no less than **30 days** prior to the first day of the program.

Depending on the structure of the organization, applications may be submitted by a company administrator on the trainee's (employee's) behalf, or the trainee may submit for themselves if applicable. The language used below assumes that a company administrator is completing the form for a trainee.

Step 1: Set up MyAlberta Digital ID for Business account

(if you already have a username and password, go to the next step)

To access *Labour's Workforce Grants Portal*, you will <u>first</u> require a *MyAlberta Digital ID for Business* account. Your *MyAlberta Digital Business ID* can be used to access participating online government services.

You will need:

- ✓ Basic business details such as physical & mailing address and contact information
- ✓ A business number or Alberta Incorporation Certificate ID.
- ✓ Information specific to the business administrator who will oversee the account, such as contact information and an e-mail address to which the account and password will be linked.

> Alberta Corporate Access Number (ACAN) is a required field on the application form.
>
> Your company's ACAN can be found on the following:
> - Your Certificate of Incorporation, issued at any Alberta Corporate Registry office; or
> - If you have previously filed an Alberta corporate income tax return with Tax and Revenue Administration, you can find your ACAN on the notice of assessment, reassessment or statement of account.
>
> Federally incorporated or extra-provincial employers must extra-provincially register to obtain an ACAN and Certificate of Registration. This can be completed through Alberta Corporate Registries at:
> https://www.servicealberta.ca/incorporate-a-business.cfm

> Use the link here to set up a *MyAlberta Digital ID for Business* account.

Steps:

1. Fill in your business details
2. Click **Next**

3. Go to your Inbox and open the email from noreplyid@gov.ab.ca to click on '**Complete My Registration**'
4. Receive a 2nd welcome email from noreplyid@gov.ab.ca and click on '**Login**' to set up your password
5. Receive a 3rd email confirming you have successfully updated your password
6. Login with your new password and if you are not automatically connected to the Labour's Workforce Grants Portal CLICK HERE

Step 2: Log in Labour's Workforce Grants Portal
This grants portal is where you can access and complete the Canada-Alberta Job Grant application.

You will need:

✓ The username and password for your *MyAlberta Digital ID for Business* account.

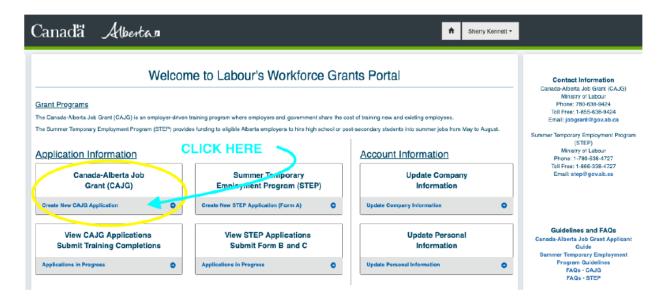Use the link here to access the *Labour's Workforce Grants Portal*.

Steps:
1. Click **Login to Grants Portal** and enter your username and password

2. Click **Create New CAJG Application**
   a. You may be asked to enter your login credentials again at this point

3. Choose applicant type
   a. If the employee you are applying for is currently employed with you, click **Employed Trainee Application**
   b. If the employee you are applying for has been unemployed for more than 30 consecutive days and you are hiring after course completion OR the employee you are applying for is a new hire who has worked for the you less than 4 weeks and was previously unemployed for more than 30 consecutive days, click **Unemployed Trainee Application**

- Employed Trainee Applications are eligible for 67% financial coverage from the CAJG
- Unemployed Trainee Applications are eligible for 100% financial coverage from the CAJG

Type of Canada-Alberta Job Grant Application

There are two different application forms that can be used to apply for Canada Alberta Job Grant depending on the employment status of the trainee.

The descriptions of the applications below will assist you in selecting the right type.

Application for Employed Trainee(s)
This application is for:

- Trainees that are currently employed by the employer.
- Trainees that have been unemployed for 30 days or less prior to employment with the employer.

It is expected the trainees will be hired or remain employed upon completion of training.

Application for Unemployed Trainee(s)
This application is for:

- Trainees that are currently unemployed for more than 30 consecutive days
- New hires who have worked for the employer for 4 weeks or less and were previously unemployed for more than 30 consecutive days

It is expected the trainees will be hired or remain employed upon completion of training.

Please ensure the person filling out this form has signing authority on behalf of the employer as they will have to sign the Employer Declaration and Grant Agreement. A trainee cannot act as the signing authority for their own application.

| Cancel | Employed Trainee Application >> | Unemployed Trainee Application >> |

If you wish to review the *Canada-Alberta Job Grant Applicant Guide* for program eligibility criteria and assistance in completing this form click here.

Step 3: Complete the application questions for the CAJG
A copy of this completed grant request will be made available to you upon completion.

Here is a flow chart of the application steps:

Canada-Alberta Job Grant

Overview → Employer → Eligibility → Contact → Training Course(s) → Training Costs → Trainee(s)

Employer Documents → Summary → Declaration → Agreement

You will need:

- ✓ The Training Provider Quote Sheet (provided by the Rozsa Foundation)
- ✓ Trainee information such as address and contact information, as well as birthdate, SIN, educational background and relevant personal demographics

Steps:

1. Review and confirm employer information (pulled from your *MyAlberta Digital ID for Business* account) and click **Next**
2. Confirm eligibility and click **Next**

3. Review and confirm contact information and mailing address and click **Save & Next**
4. Confirm course information using exact information in the below image. Click **Save & Next**

Canada **Alberta**

Course Title *

Rozsa Arts Management Program

Delivery Method *
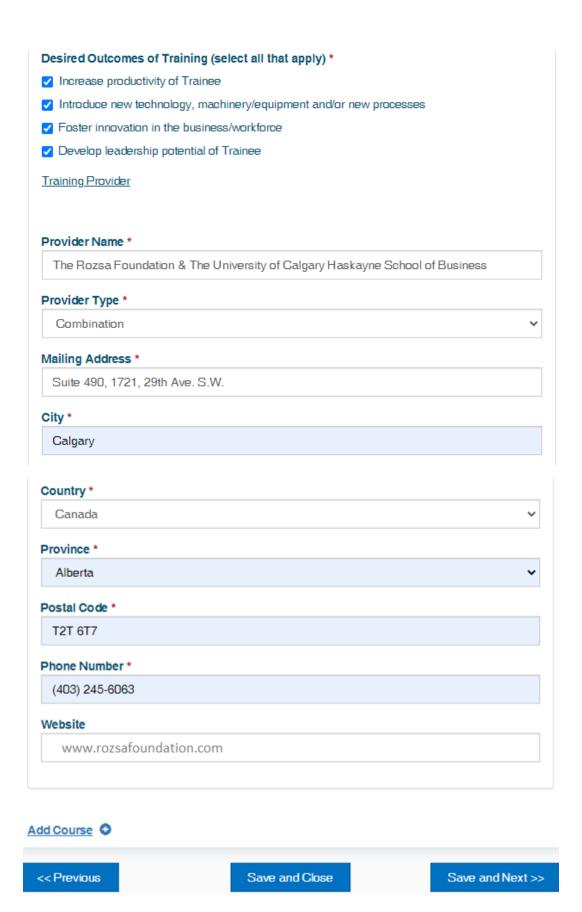
Online ⌄

Instructional Hours per Trainee *

30

Start Date of Course *

9/10/2024 📅

End Date of Course *

9/04/2025 📅

Credential/Certificate Awarded on Completion *

Educational credential or certificate (for example: a grade, credit or certificate) ⌄

Type of Training *

Upskilling or Upgrading - training required to advance, progress or move to a different ⌄

Type of Skills to be Learned by the Trainee *

Management and business skills ⌄

Desired Outcomes of Training (select all that apply) *

☑ Increase productivity of Trainee

☑ Introduce new technology, machinery/equipment and/or new processes

☑ Foster innovation in the business/workforce

☑ Develop leadership potential of Trainee

Training Provider

Provider Name *

The Rozsa Foundation & The University of Calgary Haskayne School of Business

Provider Type *

Combination ⌄

Mailing Address *

Suite 490, 1721, 29th Ave. S.W.

City *

Calgary

Country *

Canada ⌄

Province *

Alberta ⌄

Postal Code *

T2T 6T7

Phone Number *

(403) 245-6063

Website

www.rozsafoundation.com

Add Course ⊕

<< Previous   Save and Close   Save and Next >>

5. Enter your total course cost for all trainees with GST, if applicable (example shows total for one applicant with an OB > $900,001)

Total Training Costs

Tuition or Institutional Fees *

$ 1500

Mandatory Student Fee

$ 0.00

Textbooks, Software, and other Required Materials
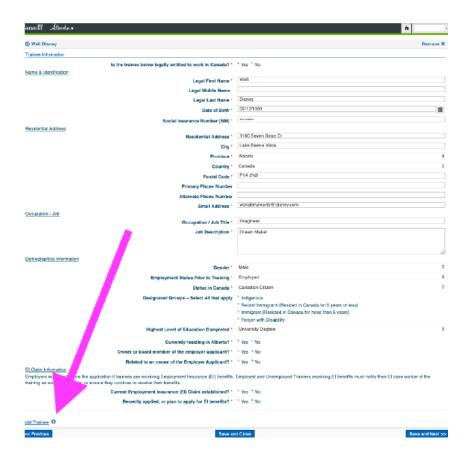
$ 0.00

Examination Fees

$ 0.00

Total Training Costs

$ 1500.00

6. Upload the Training Provider Quote sheet (PDF) shared with you by the Rozsa Foundation upon your notice of desire to apply for the CAJG (if you did not receive this sheet, please contact the Rozsa Foundation: ainsley@rozsafoundation.com). Click **Save and Next**.

> Click here to download a copy of the Training Provider Quote for RAMP

7. When you submit the CAJG Application Form, an email will be sent to the Trainee using the email address that you provide. The email will advise the Trainee that the Employer applied to the CAJG Program and that the Employer provided personal information about the Trainee to the program. The Trainee is required to acknowledge receipt of the email and confirm certain information before the application form can be formally submitted and processed. *This section may be worth completing *alongside* the employee* Click **Save and Next**.
   a. *PLEASE NOTE:* if you have multiple employees you are submitting an application for, on the bottom left of this screen is where you click to add your next employee

8. Review the summary of your application and click **Save and Next**
9. Complete your declaration
10. Sign and submit your application
    a. **PLEASE NOTE: Your trainees will receive an email from the AB Job Grant team to the email address you provided on the online job grant application; that they must confirm & reply in order for your job grant application to proceed. Kindly advise all trainees to avoid any delay.**

What happens next?

Approval from the government can come as quickly as 10 days but may take up to 30 days or longer
To meet the government grant guidelines, we will not process your payment until we have received written confirmation from you that your online grant application has been submitted.

- If anything further is required to approve your application, the CAJG team will contact you directly.
- You will receive an email confirmation with a reference number from the government acknowledging your application has been received.
- If at anytime you wish to find out the status of your application and/or ask any questions, you may call the AB Job Grant Team with your reference number.
- While attendee substitutions are permitted by the CAJG, admission to Rozsa arts leadership programs are on a case-by-case basis and **_not_** eligible for participant substitutions.

Reimbursement

To receive payment for eligible training and travel costs the employer must submit:

- A Training Completion form **within 30 days of training completion**.
- Include copies of all itemized expense receipts (not invoices). Receipts must include the name of the training provider, the employer, the trainee(s), the training course name(s), date(s) and cost.
  - Any receipts for training costs paid before the date the application was submitted cannot be funded.
  - Any training courses that started before approval cannot be funded.
- If the trainee paid for the training, submit documentation indicating that the employer has reimbursed the trainee for the full training amount paid to the training provider and any approved travel costs incurred by the trainee. **Note: Unemployed trainees are not permitted to fund their own training.**
  - Documentation may include: payroll information and/or paystubs, expense reports or copies of deposited cheques.

- ➢ Employers will still have the option to receive two payment installments by contacting the CAJG team and requesting an interim reimbursement. The CAJG team can be contacted by calling 1-855-638-9424 or 780-638-9424 or by email: jobgrant@gov.ab.ca.
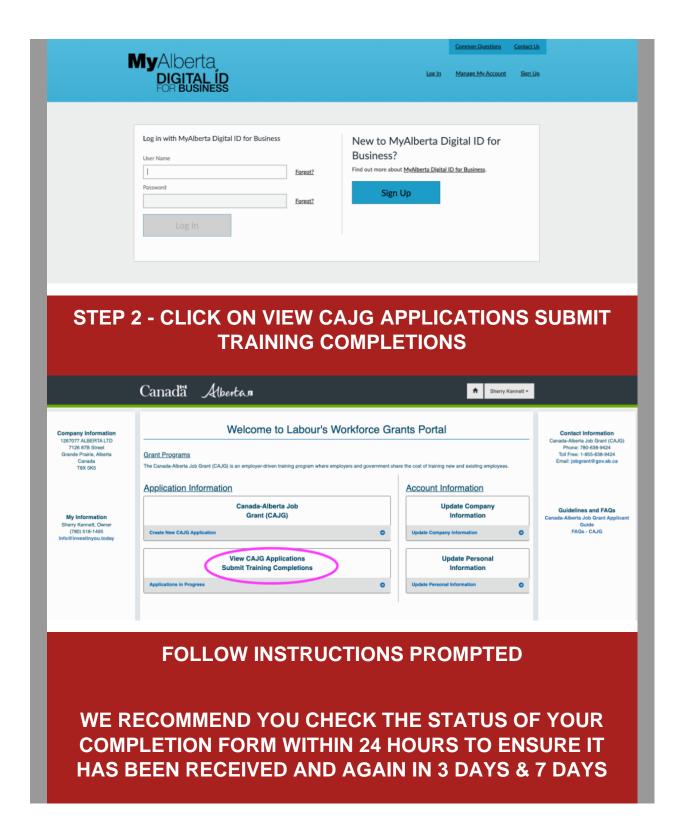
You will need:

- ✓ The proof of tuition payment receipt sent to you by our payment gateway, Square. You will need to upload this when submitting your Training Completion form. Please check carefully that all of the information is correct.
- ✓ Upload the Request for EFT – Direct Deposit form along with a copy of a void cheque in the company's legal name into the Labour's Workforce Grants Portal using the Upload Document button. EFT – Direct Deposit form and void cheque are not required if provided previously.

Steps:

✓ **STEP 1 - LOG INTO YOUR DIGITAL ID FOR BUSINESS BY CLICKING HERE**

LINK TO YOUR DIGITAL ID

STEP 2 - CLICK ON VIEW CAJG APPLICATIONS SUBMIT TRAINING COMPLETIONS

FOLLOW INSTRUCTIONS PROMPTED

WE RECOMMEND YOU CHECK THE STATUS OF YOUR COMPLETION FORM WITHIN 24 HOURS TO ENSURE IT HAS BEEN RECEIVED AND AGAIN IN 3 DAYS & 7 DAYS

- For a copy of the CAJG Training Completion Checklist click **here**
- The Government of Alberta's preferred method of payment is Electronic Funds Transfer (EFT). It is a faster and more secure way to ensure your company is reimbursed without error. If you

wish to receive payment by way of an EFT, you must upload the **Request for EFT – Direct Deposit form** (PDF, 131 KB) along with a void cheque into Labour's Workforce Grants Portal **Canada-Alberta Job Grant Training Completion form** (PDF, 222 KB)

Trouble opening or completing PDF forms?

These Fillable forms only open in Internet Explorer and Adobe. To complete the form on other browsers (Microsoft Edge, Safari, Chrome, Firefox, etc.):

1. Right Click (Ctrl Click on a Mac) on the PDF link to save it on your computer.
2. Open Adobe Reader.
   Please note, you cannot use Adobe Reader PRO or other tools to print the forms. Only use Adobe Acrobat Reader to fill out the forms. **Download it here** for free.
3. Open the PDF from within Adobe Reader. You can now fill out and save your form.

Checklist

- ✓ Complete CAJG application no later than **30 days prior** to the first day of the course
- ✓ Ensure trainee/employee acknowledges receipt of the email and confirms certain information so the application form can be formally submitted and processed
- ✓ Upon receipt of certificate of completion, submit required materials to the government no later than **30 days after** course completion.

To begin the CAJG application process, click here.

If you require further assistance:

Canada-Alberta Job Grant (CAJG)
Phone: 780-638-9424
Toll Free: 1-855-638-9424
Email: **jobgrant@gov.ab.ca**