

Women's Economic Security Program

Application Guidelines 2023-2024

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1. What You Need to Know Before You Apply

Before completing your Women's Economic Security Program application, please review the following:

- Review the Application Guidelines and instructions.
- Any program specific inquiries should be emailed to OWSEOgeneralinquiry@ontario.ca
- The deadline for applications is **January 26th, 2024, at 5 p.m.** Eastern Standard Time (EST).
- **The province reserves the right to not accept late or incomplete applications.**
- Applications must be submitted through the Transfer Payment Ontario (TPON) system. Please visit: <https://www.ontario.ca/page/get-funding-ontario-government>

1.1 Using Transfer Payment Ontario

The Government of Ontario's online grant management system, Transfer Payment Ontario (TPON), provides one-window access to information about government grants, how to apply for grants and how to check the status of your application. For information on using TPON please contact TPON Client Care, available Monday to Friday from 8:30 a.m. to 5:00 p.m. at:

Telephone: 416-325-6691 or 1-855-216-3090

TTY/Teletypewriter (for the hearing impaired): 416-325-3408/Toll free 1-800-268-7095

Email: TPONCC@ontario.ca

Once an applicant has begun their online application form in Transfer Payment Ontario, the application may be saved at any point and the applicant can return to it at any time until the submission closing date.

As soon as a completed application is submitted online through Transfer Payment Ontario, an e-mail will be sent to the applicant's TPON profile contact person, confirming receipt of the application. If this email does not arrive within twenty-four hours, please contact Transfer Payment Ontario Customer Service.

2. Overview

The Office of Women's Social and Economic Opportunity (OWSEO) funds programs and services that provide women who have experienced violence and/or economic insecurity with multifaceted supports to rebuild their lives, gain skills, and secure better jobs.

Trends on women's economic outcomes and gender-based violence, and intersections between them, point to the need for interventions that recognize women's experiences, address their needs, and help remove systemic barriers to women's security and safety.

In recent years, there has been a demonstrated increase in the need for both violence prevention and economic-related services for women. For example, structural changes have made certain jobs more vulnerable to automation putting many women in such jobs at a higher risk of disruption.

Systemic gender gaps in the labour market continue to persist. For example:

- Working women represent almost half of Ontario's workers and account for about half of families' employment incomes.
- Women are more likely to be employed in part-time and/or precarious positions.
- Even when childcare responsibilities diminish, women are more than twice as likely to work part-time due to personal and family responsibilities (e.g., providing care to a spouse or elderly parents).
- Women continue to be over-represented in lower-paying occupations and under-represented in higher-paying occupations like the skilled trades and Science, Technology, Engineering and Mathematics (STEM).
- Black, Indigenous, racialized and newcomer women face additional barriers to workforce participation.
- Women entrepreneurs face barriers to accessing financing and growing their business. On average, women launch businesses with 53% less capital than men.
- Low-income women experience significant barriers to accessing skills training: lack of financial resources to replace earnings while in training, access to affordable childcare, mental health, legal, housing supports.

Supporting women's labour force participation through the delivery of programs that provide job-readiness preparation and critical wraparound supports is linked to broader social and economic benefits.

2.1 Women’s Economic Security Program (WESP)

Established in 2018, the objective of the **Women’s Economic Security Program (WESP)** is to promote women’s economic security by increasing income and labour force participation for low-income women and 2SLGBTQQIA+ individuals who identify as women in Ontario through training delivery. The program aims to provide training that is based on community-identified needs and address labour market gaps in sectors where women have historically been underrepresented such as the skilled trades, Information Technology, and entrepreneurship.

The program includes mandatory program supports and services to help remove socio-economic barriers that women may face participating in and completing the training programs.

The program serves low-income women including individuals from priority populations including Black, racialized, Indigenous, Francophone, newcomer, immigrant and refugee women, women who have experienced or are at risk of gender-based violence/sexual violence, women with disabilities, women 55+, rural women, and 2SLGBTQQIA+ individuals that identify as women.

Furthermore, WESP aims to strengthen organizations' capacity to deliver on their mandates in innovative ways that encourage partnerships between women-centered community-based organizations, educational institutions, and businesses.

2.2 Funding Streams

WESP was designed to provide training, programs and services to low-income women based on community-identified needs and to address labour market gaps in sectors where women have historically been underrepresented.

WESP has four streams under which applicants may apply. WESP also includes mandatory program supports and services that must be included in each program delivered by the applicant.

WESP’s four streams are:

1. Women in Skilled Trades
2. Women in Information Technology
3. Women’s General Employment Training
4. Entrepreneurship for Women’s Self-Employment

3. Who Can Apply?

3.1 Eligible Applicants

Applicants eligible to apply to this program include broader public sector organizations, publicly funded post-secondary institutions, not-for-profit organizations and Indigenous organizations based in Ontario. Applicants must be legal entities and meet the following criteria:

- Be Ontario-based entities in existence since January 1, 2020, or before, including those that are established by or under legislation; are federally or provincially incorporated; or are band councils as defined under the Indian Act, Canada
- Have an elected governing Board of Directors or equivalent,
- Demonstrate financial stability for the duration of the funding period as shown through externally audited financial statements, established financial policies and procedures,
- Have bylaws that outline procedures for reporting and accounting to their membership or the public for the organization's operations and performance,
- Satisfy the Ministry that it has adequate governance structures and accountability processes to properly administer and manage public funds and to carry out the project consistent with the terms of the Transfer Payment Agreement (TPA),
- Satisfy the Ministry that it has relevant, accurate, and timely financial reporting and audited financial statements,
- Be able to provide a valid Commercial General Liability Insurance, and
- Operate in compliance with the *Ontario Human Rights Code*.

3.2 Consortium Proposals

OWSEO welcomes consortium proposals that include partner applicants or private sector partners offering relevant and complementary skills or job experience. One applicant in each consortium will apply for funding as project lead. The project lead must meet the applicant eligibility criteria above.

If the project is approved for funding, the lead applicant will be accountable on behalf of the consortium and execute a Transfer Payment Agreement with the Ministry of Children, Community and Social Services and will be responsible for the project reporting and accountability. The lead applicant may transfer funds to partners for their portion of work on the project.

How each consortium manages the project relationship will be individual to each project. Some consortia may choose to have an additional Memorandum of Understanding between them, which will confirm an understanding of responsibilities and deliverables.

3.3 Advisory Committee

Funded applicants must establish an Advisory Committee comprised of industry and employer advisors. The training partners will work with the committee to ensure the training provided is relevant to local labour market needs.

4. Program Requirements

4.1 Eligible Program Participants

All program participants must:

- Be at least 16 years old,
- Be a resident of and able to work in Ontario,
- Have a family income that does not exceed the following maximums determined through a review of the previous year’s income tax Notice of Assessment. This Low-Income Measure (LIM) will be provided to your organization by the Ministry on an annual basis. (See table and additional stipulations below)

| INCOME ELIGIBILITY CRITERIA - Low Income Measure (LIM) for 2022 | |
|---|--------------------------------------|
| Size of family/household | Total family/household income |
| 1 person (single student) | \$33,699 |
| 2 persons (student and spouse OR student plus child) | \$47,657 |
| 3 persons (student, spouse and child OR student and 2 children) | \$58,368 |
| 4 persons (student, spouse and 2 children OR student and 3 children) | \$67,397 |
| 5 persons (student, spouse and 3 children OR student and 4 children) | \$75,352 |

| | |
|--|-----------|
| 6 persons (student, spouse and 4 children OR student and 5 children) | \$82,544 |
| 7 persons (student, spouse and 5 children OR student and 6 children) | \$89,158 |
| 8 persons (student, spouse and 6 children OR student and 7 children) | \$95,314 |
| 9 persons (student, spouse and 7 children OR student and 8 children) | \$101,096 |
| 10 persons (student, spouse and 8 children OR student and 9 children) | \$106,564 |

- For women who are not accepted into the program, applicants are expected to provide referrals to organizations and services that may be more suitable for their needs.

Applicants must first explore all other funding options with each participant to avoid duplication, such as: employment training funds available through Ontario Works, Ontario Disability Support Program, Employment Insurance and Ontario Student Assistance Program (OSAP). OWSEO shall not be responsible for funding of an eligible participant in the event that the participant leaves the project within the first ten (10) working days of the commencement of the classroom training component.

4.2 Priority Client Profiles

OWSEO supports projects that provide opportunities for low-income women in priority populations including:

- Indigenous women;
- Newcomer, immigrant and refugee women;
- Black and racialized women;
- Women with disabilities;
- Francophone women;
- 2SLGBTQQIA+ individuals who self-identify as women;
- Women who have experienced or at-risk of domestic violence, gender-based violence, sexual violence/harassment;
- Women aged 55+

4.3 Program Streams

The following specific program criteria and requirements must be met under each of the streams.

| | |
|--|---|
| <p>Stream 1: Women in Skilled Trades Stream</p> | <p>Training Organizations The applicant or training delivery agency must be registered with the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and hold a Registered Training Agreement with the same Ministry for the trade in which they are providing the pre-apprenticeship or apprenticeship training.</p> <p>Skilled Trades Training Funded applicants must ensure that training includes the following:</p> <ul style="list-style-type: none"> • Focus on one principal trade and one or more related secondary trades. • Completion of Level 1 Apprenticeship In-School Curriculum Standards for the principal trade delivered by a provincially approved training delivery agent for the trade. • Include a work placement for a minimum of 8 weeks to a maximum of 12 weeks according to the MLITSD Apprenticeship Training Standard or Schedule of Training. • Multiple trade exposure through work placement(s) and/or other methods (e.g., job shadowing, mentoring, etc.). • Training must not exceed 52 weeks (260 days in duration); and • Include relevant safety training for the trade, (e.g., Workplace Hazardous Materials Information System, Workplace Health and Safety, First Aid, etc.) All safety training must take place prior to the work placement. |
| <p>Stream 2: Women in Information</p> | <p>Training Organizations The training applicant must be a training delivery agency registered with the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and hold a Registered</p> |

| | |
|--|--|
| <p>Technology (IT) Stream</p> | <p>Training Agreement with the same Ministry for the IT training they are providing.</p> <p>Information Technology Training Programs must include training and certification towards an industry- recognized certificate for IT related jobs. Participants must take part in exam preparation and take industry-recognized certification exams before completion of the program.</p> <p>Programs must include a work placement for a minimum of 8 weeks to a maximum of 12 weeks where participants are provided with relevant and applicable work experience in the IT area in which they received training.</p> <p>Program graduates should be able to secure entry-level or higher-level employment in the IT sector, enroll in further training and certification, or become an apprentice in one of the IT trades recognized by the Ontario College of Trades (OCOT).</p> |
| <p>Stream 3: General Women’s Employment Training Stream</p> | <p>Funded applicants will provide employment training in sectors and fields that are up to a maximum of 12 months in length.</p> <p>Training programs that offer stacked or bundled micro-credentials are eligible under this stream. To be an eligible option, it must provide valuable training that will enable low-income women to gain specific skillsets and knowledge to provide valuable employability skills to increase their economic security. Please see page 16 for more information on the application of micro-credentials.</p> <p>Programs must include a work placement at a minimum of 8 weeks to a maximum of 12 weeks where participants are provided with relevant and applicable work experience in the training they received.</p> |
| <p>Stream 4: Entrepreneurship for Women’s</p> | <p>Funded applicants must ensure training includes, but is not limited to, the following components:</p> |

| | |
|------------------------|--|
| Self-Employment | <ul style="list-style-type: none"> • Small or micro-business plan development, • Financial literacy/budgeting/accounting, • Product/service development, • Customer acquisition/marketing/promotion, and • Tax, legal, government regulations and insurance guidance. <p>Mentorship Funded applicants must ensure that participants are partnered with a mentor in a similar sector/business with experience in starting or expanding a small business or a micro-enterprise. Mentors should be able to share their knowledge and experiences in areas including:</p> <ul style="list-style-type: none"> • General sector information, • Networking, • Business promotion and strategies for growth, • Trouble shooting, and • Goal setting. <p>Access to Loans and Grants Funded applicants must provide participants with support to access loans or grants. Loan or grant funding may be available through commercial or alternative lenders or other municipal, provincial or federal granting programs.</p> |
|------------------------|--|

4.4 Work Placements

Work placements are a **mandatory component** for the three employment training streams (Skilled Trades, Information Technology, General Employment Training). Applicants must provide participants with hands-on, practical skills and experience required to gain employment. The applicant/organization is responsible for monitoring work placements to ensure participants receive a high-quality training experience in a physically and psychologically safe environment. Priority consideration will be provided to projects with paid work placements. Work placements are expected to:

- Be 8 to 12 weeks in length, based on employer needs and local market conditions,
- Comply with the appropriate legislation or regulations, and
- Include participant evaluations of the work placements.

a) Workplace Insurance Coverage

Employers must provide workplace insurance coverage for the participant while on the work placement. This includes all placements, paid or unpaid, subsidized or unsubsidized. Employers who are **not required** to register with Workplace Safety and Insurance Board (WSIB) and have not voluntarily registered for WSIB coverage must have workplace insurance coverage through private insurance carriers or through the training provider.

Mandatory WSIB coverage extends to the majority of employers.

Training providers can contact WSIB at 1-800-387-0750 or in Toronto at 416-344-1000 to confirm which employers/businesses do require mandatory registration and which employers/businesses do not require mandatory registration.

b) Third-Party Liability

The employers must have Third-Party Liability insurance to cover the costs of damages caused by participants while on the job. Training providers must place participants with employers who have adequate Third-Party Liability and WSIB or other workplace safety coverage.

c) Wage Subsidies

Placements may be either paid or unpaid. Projects may submit a request for a wage subsidy as part of the budget application. Wage subsidies will only be provided where the employer is paying the participant during his/her work placement.

Wage subsidies may not exceed \$250/week per participant and may only be used to subsidize the participant's wages during the paid work placement. Wage subsidies may not exceed \$3,000 per participant.

Wage subsidies may be entered as an eligible expense under the 'wage subsidies' budget line.

d) Employers

Employers providing work placements are required to provide the project with a training plan. This plan must be approved by the project and shared with the participant before the placement begins.

- Employers offering work placements must:
- Be licensed to operate in Ontario,
- Demonstrate the ability to provide the trainee with adequate supervision and the training described in their training plan approved by the project,

- Comply with the *Occupational Health and Safety Act, Employment Standards Act, Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its regulations,
- Maintain appropriate WSIB or alternate workplace safety insurance coverage,
- Have adequate third-party general liability insurance,
- Comply with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards, and
- Comply with freedom of information and protection of privacy legislation.

4.4.1 Responsibility to Ensure a Safe Training Environment and Workplace

- Every WESP participant is entitled to learn and work in a safe environment free from discrimination, harassment, and abuse.
- The applicant is responsible for ensuring training environments and work placements are safe for all participants and will be required to demonstrate this in their funding application, work plan and bi-annual reporting.
- All staff members involved in WESP projects should undertake Diversity, Equity and Inclusion (DEI) training (e.g., Women and Gender Equality Canada course: https://women-gender-equality.canada.ca/gbaplus-course-cours-acsplus/eng/mod00/mod00_03_01.html) and Indigenous cultural competency training and/or be able to demonstrate significant prior training, knowledge and expertise in these areas. Please note that staff training is an eligible expense.
- All applicants are required to take reasonable steps to ensure that partner employers are committed to providing a physically and psychologically safe work environment and will be asked to demonstrate that these steps have been taken.
- All applicants must have a comprehensive **policy** on harassment and discrimination. OWSEO may ask to view this policy at any time. The policy should include specific guidance on the following:
 - A clear process for participants to report harassment/discrimination in both the training environment and the work placement.
 - A designated and appropriately trained staff member(s) for participants to report issues to.
 - A clear plan for actions to be taken if harassment/discrimination is occurring which could include a thorough investigation, separating participants, disciplinary action, finding a new work placement for individuals if needed, etc.

- A process that ensures all WESP participants are aware of the policy and actions they can take should they experience harassment and discrimination during the training program or work placement.

4.5 Mandatory Partnerships/Mentorships

To maximize employment and/or self-employment opportunities upon participant completion of training, **partnerships and mentorships are a mandatory component of all program streams**. Applicants to the Women in Skilled Trades, IT and General Employment Training Streams must provide proof of partnerships in addition to the application form, including support letters outlining how partners will contribute to or participate in the training program. For those applying to the Entrepreneurship for Women’s Self Employment Stream, applicants must describe formalized mentorship structure and objectives in Question #20.

The table below outlines the types of partnership criteria related to each stream:

| Stream | Partnership Type |
|---|---|
| Women in Skilled Trades, Women in Information Technology and General Employment | Partnership with a minimum of two employers to maximize employment opportunities. |
| Entrepreneurship for Women’s Self-Employment | Partnerships that will provide mentorship opportunities for participants and, Partnerships that will enable participants to access grants and loans. |

4.6 Employability Training

In addition to training, funded applicants must provide employability training that incorporates employability and workplace preparation (e.g., job search and interview skills, resume writing, employment standards, human rights and workplace health and safety training as well as workplace sensitivity/diversity and inclusion training).

Funded applicants must develop and implement a referral protocol with their local Employment Ontario service providers to ensure program participants’ access to job search and work placement support post-program.

Employment Ontario Contact Centre can be contacted for a list of local organizations at 1-800-387-5656 or by email at contact EO@ontario.ca.

4.7 Micro-Credentials (General Employment Stream only)

- For micro-credentials to be an eligible training option offered through WESP, it must provide valuable training that will enable low-income women to gain specific skillsets and knowledge to provide valuable employability skills to increase their economic security.
- Therefore, micro-credentials should be stacked or bundled in such a way that when combined will provide well rounded training to enable participants to gain employment. Stacked or bundled micro-credentials must focus on the development of a skill or set of skills that are in demand or fill a knowledge or labor gap, that will allow the participant to gain the vital skills relevant to the target occupation. Proposed micro-credential training options must fit under Women's General Employment Training Stream
- Training must be facilitated by an accredited institution that meets the guidelines as established in the "Who can apply" section 2.5.
- Applicants must ensure micro-credentials are bundled in a way that allows the participants to achieve a verifiable credential, such as a badge, certificate, or diploma that will allow or assist with entry into a specific industry or employment stream. Each micro-credential will provide a clear method for recognizing the completion of training (e.g., a digital badge, certificate), and the combination of micro-credentials will allow for an additional method of recognition to signify the completion of the program.
- The proposed micro-credentials must be vocational in nature; and occupationally specific, to be eligible for WESP consideration, or provide a general skill that will highly increase the employability of the women taking part in the training.
- Micro-credentials may not have any prohibitive pre-requisites and must be open to women with varying education levels and skillsets. Individual components of micro-credentials (e.g., modules) and smaller, non-stackable, micro-credentials are not eligible. Each cohort being conducted must contain multiple micro-credentials which can be earned.
- There is no minimum length for a micro-credential and bundles may contain micro-credentials of varying lengths.
- Multiple cohorts can be completed within the 52-week timeline.
- Institutions/facilitators must provide a work placement or include hands on practical training or work experience.

What is a verifiable micro-credential?

- Verifiable credentials usually consist of two components: a digital document detailing the credential, and a digital envelope serving as a secure container that verifies the document's authenticity, while specifying the issuer and recipient.

Learners can manage and share these credentials using a digital wallet, creating a more efficient and secure way of handling academic achievements.

- Micro-credentials eligible through WESP should be issued digitally which will be verifiable, and can be shared on a resume, LinkedIn profile, and more. Training providers can develop and deliver verifiable micro-credentials via digital credentialing platforms such as MyCreds.ca.

4.8 Further Education and Training

The goal of the program is to help women get suitable employment or self-employment post-training. If a graduate cannot secure a job or become self-employed, the funded applicant may provide assistance to identify and pursue further education and training.

The following types of training would qualify as “further education and training” for the purpose of reporting successful outcomes under the **General Employment, Information Technology and Entrepreneurship for Women’s Self-Employment** categories:

- Post-secondary education (e.g., college diploma and certificate programs, university degree)
- Occupational skills training/certification
- Pre-apprenticeship programs
- Information technology training
- Training for core competencies (e.g., communications, customer service and team building)
- Internship programs
- Academic upgrading

The following types of training would qualify as “related post-secondary training” for the purpose of reporting successful outcomes under the **Skilled Trades category**:

- Post-secondary education that enhances the Skilled Trade qualification
- Skilled trade related skills training/certification
- Pre-apprenticeship programs

4.9 Third Party Project Evaluation

All projects receiving funding will be required to include an overview of an evaluation plan for their proposed projects. Applicants should consider the cost of an evaluation as part of their application and include those costs in their project budgets. An evaluation is to be completed in the final year of the funding cycle by an independent (third party) evaluator unrelated to the proposed project.

The evaluation plan would describe the collection and analysis of quantitative and qualitative data pertaining to the delivery of the proposed project, how data would be collected, when, and strategies to make adjustments based on the results.

4.9.1 Best Practices on Women-Centered Training

The Ministry will be looking for applicants to collect information on best practices on implementing women-centered training programs including how best to support participants with intersectional barriers to achieve program outcomes. This information will be collected, analyzed and shared across government and external organizations who support women in training. Applicants are expected to outline their intent to collaborate with relevant partners in collecting best practices. This would also be part of the Third-Party Project Evaluation.

5. Program Supports and Services

5.1 Wraparound Supports (Mandatory)

All streams are required to reduce barriers for low-income women's participation in the training programs. Funds allocated for these wraparound supports must **be no more than a maximum of 5%** of the project's overall budget. The following supports may be provided:

- Access to culturally responsive supports (e.g., inclusion of an Elder in programming, drumming, smudging ceremonies and other cultural programming).
- Transportation to and from the training program.
- Food on-site during the training.
- Assistance with childcare and caregiving responsibilities.
- Access to Internet where a need is demonstrated.
- Health and safety related materials including personal protective equipment (e.g., masks and gloves), hand sanitizer, disinfectant, etc.
- Essential stream specific training equipment/materials retained by students who successfully complete the program for the purpose of their ongoing learning, employment and/or are for the sole use of the participant (e.g., laptops, steel toe boots, toolkits etc.).
- Referral to services and supports to address needs including legal, mental health and wellbeing, counselling, housing, etc. Referral processes must incorporate standards for informed consent.

- Training, education, tutoring, upskilling or workshops focused on helping participants become more knowledgeable and develop core competencies that are essential to their entry and retention in the program such as reading, writing, math and IT literacy. It is up to applicant to assess a participants program readiness, and if a participant is identified as requiring additional skills for program entry and retention.

5.2 Specialized Gender-Based Violence (GBV) Supports (Optional)

Applicants must provide information about GBV specific programs or services, or, refer participants to other GBV specific programs or services in the community. In addition, all streams have the option of offering Specialized GBV Supports to their participants. The Specialized GBV Supports provides participants with supports that may include, but are not limited to:

- Culturally appropriate individual counselling, risk/needs assessments and safety planning; Specialized GBV module included in the training program;
- Moderated weekly support group;
- Information, advocacy and support / systems navigation;
- Workshops provided by professionals or trained specialist in working with women who have experienced violence.

Applicants must develop partnerships with other social service and health agencies, educational institutions, legal services, etc. as necessary, to support this project component.

6. Application instructions

Deadline

Applications for the WESP, including supporting materials must be submitted no later than **January 26th, 2024, at 5:00 p.m.** Eastern Standard Time (EST). **The province reserves the right to not accept late or incomplete applications.**

All applications, including required attachments must be submitted through the Transfer Payment Ontario system located on the Transfer Payment Ontario (TPON) portal at [Available funding opportunities from the Ontario Government | ontario.ca](https://www.ontario.ca/en/transfer-payment-ontario)

Supports for Applicants

OWSEO will offer additional support to assist the WESP applicants. This includes answering program-specific questions at OWSEOgeneralinquiry@ontario.ca and hosting information sessions to answer questions about the program, Ministry-identified performance measures, data collection and reporting.

To learn more about information sessions including dates, how to register for these sessions and other updates, check the Transfer Payment Ontario portal at [Available funding opportunities from the Ontario Government | ontario.ca](#)

Required Documents

One application per project is required. If you are applying funding under more than one stream, you must submit one application per stream.

A complete application includes:

- Complete answers to all questions in the online Transfer Payment Ontario Application Form (see 'Completing the Application Form' section)
- A digital signature by the applicant's signing authority

In addition to completing the sections of the Application Form in TPON, applicants must also submit all the following supplementary attachments through TPON:

- Most recent audited financial statements (mandatory)
- Current list of board members (mandatory)
- Incorporation Certificate of Status (mandatory)
- Organizational Bylaws (mandatory)
- Partner Support Letters (if applicable): Provide letters of support from partner organizations that have committed to providing employment, training, mentorship, counselling, or significant industry expertise to participants in your program.
- Annual report from the preceding year (optional)

Applicants who choose to submit any other documents (in addition to the documents above) must label their attachments and pages.

Incomplete applications will not be reviewed for funding.

6.1 Funding

Applicants may apply for funding from **\$100,000 to \$450,000** per fiscal year.

Funding is conditional on successfully negotiating a Transfer Payment Agreement (TPA) between the Provider and the applicant. Applicants must comply with the terms and conditions set out in the Transfer Payment Agreement between the Province and the applicant.

Applicants are expected to provide a clear rationale to support the amount of funding requested, including the populations served and regional coverage provided.

If successful, your organization may be eligible to receive start-up funding (in addition to the fiscal year funding) of up to 20% of your projects annual budget. This would include one-time costs, directly related to project start-up (i.e., equipment, salaries for curriculum development, etc.). Please indicate the amount of start-up funding required in the applicable space in the Application Form. Do not include start-up funding amounts in the budget template.

OWSEO will monitor and oversee funded programs for the duration of the funding.

6.2 Application Assessment Criteria

| Criteria | Weight |
|--|--------|
| Organizational Capacity and Experience <ul style="list-style-type: none">• The organizations' purpose and mandate are aligned with the objectives of the program it seeks to deliver.• Demonstrated organizational capacity including human resources capacity to implement the program.• The application demonstrates capacity and experience in delivering programs of similar scope.• The organization has a comprehensive policy on harassment and discrimination. | 20% |
| Governance and Financial Position <ul style="list-style-type: none">• There is evidence of sound leadership/governance structures and financial management. | 20% |
| Project Description and Delivery <ul style="list-style-type: none">• Key components of the training program are outlined, how it will be delivered, and how it will support low-income women.• The program demonstrates ability to offer relevant work placements and/or mentorship opportunities. | 30% |

| | |
|---|-----|
| <ul style="list-style-type: none"> • The program demonstrates partnerships and collaboration across relevant sectors. • The program provides adequate wraparound supports. • The organization has an appropriate outreach and program promotion strategy to reach potential participants. • The program identifies possible risks and appropriate mitigation strategies. | |
| <p>Labour Market Demand and Demonstrated Need</p> <ul style="list-style-type: none"> • The program identifies target priority population(s) • The program meets labour marked demand in target geographical region. • The application provides rationale and evidence of need. • The program provides adequate Service Data Targets based on region and requested budget | 25% |
| <p>Budget</p> <ul style="list-style-type: none"> • The budget is reasonable and aligns with program description, activities, deliverables and expenses. | 5% |

7. Completing the Application Form

The following sections of the WESP application **must be completed** in the Transfer Payment Ontario System. The Ministry reserves the right to **not accept incomplete** applications.

Section A – Instructions

For instructions (**Section A**) on filling out the WESP application, please refer to Application Instructions provided on TPON.

Section B - Organization Information

Section C - Organization Address Information

Section D - Organization Contact Information

Sections B, C and D are auto-populated sections containing read-only information that was submitted during the Transfer Payment Ontario registration process. Please ensure

that this information is correct. If this information needs to be changed, please update by logging into your TP Ontario account and selecting the 'View/Update Organization' menu card displayed on the Home Page and then re-download a new version of the Application form.

Section E - Budget Contact Information

The individuals listed are the primary contacts for this budget submission and may be contacted by the ministry for further information regarding the elements within this form.

The "Primary" box should be checked if the contact is considered the main contact for all information within "Section G - Budget".

The "Signing Authority" box should be checked if the contact has the authority, per your organization's bylaws, to commit your organization to a binding agreement. More than one person can be a Signing Authority.

Please ensure that all individuals listed as "Signing Authorities" are registered TPON users and linked to your organization. The steps on how to register and access TPON can be found here: <https://www.ontario.ca/page/get-funding-ontario-government>

Section G - Budget

For definitions of budget lines, please see **Appendix A Budget Information** and the TPON online application.

- Complete the table provided for the project's budget, based on total funding required for **one fiscal year**. Applicants may apply for funding amounts from **\$100,000 to \$450,000**.
- Review "Eligible Costs" and "Ineligible Costs" to ensure the expenses listed can be covered under the program. (See Appendix A, Section 9.1.1)
- List only funding information for this specific program (no information regarding funding from other sources, already planned or through a different initiative).
- Applicants may be asked to adjust the scale of their budget, as a condition of funding.

Section H - Service Data

The Ministry has established performance indicators to help measure the impacts of WESP programming to support women and 2SLGBTQQA+ individuals who self-identify as women.

The Ministry will require successful recipients to report back on the following performance indicators using the TPON portal.

Performance measures are an essential management tool for the Government of Ontario. Performance information helps to determine which programs and services are effective, providing value and making a measurable difference to Ontario's economy and society.

See **Appendix B Service Data**.

Section I - WESP Application Questions

Organizational Capacity and Experience

1. What is your organization's primary purpose or mandate?
2. Please provide the number of full-time staff, part-time staff and volunteers at your organization?
3. What Census Division is your organization located in? Which Census Division(s) does it serve? [GeoSearch \(statcan.gc.ca\)](http://www.statcan.gc.ca/geo)
4. What population groups, communities, and different sectors does your organization serve? Please include any specific or unique needs (i.e., remoteness, access to services, unemployment, involvement in the justice system, etc.) of the population groups and communities you serve.
5. Describe your organization's capacity (expertise, skills, knowledge, resources, etc. based on experience) to serve the following population(s):
 - Survivors of gender-based violence;
 - Low-income women;
 - Immigrant, refugee and newcomer women;
 - Black and racialized women;
 - Indigenous women;
 - Francophone women;
 - Persons with disabilities;
 - Women 55+; and
 - 2SLGBTQQIA+ individuals who self-identify as women.
6. Please describe how your organization integrates/or would integrate accessibility, diversity, equity and inclusion, culturally responsive programming, intersectionality, and gender-based analysis into the programs and services you offer. Please indicate if your organization has a comprehensive policy on harassment and discrimination.

7. Outline current or previous programming delivered by your organization (within the last five years) that is applicable to the Women's Economic Security Program. Please specifically describe the experience and expertise your organization has in each of the following areas (as applicable):
 - a. Stream specific requirements
 - b. Improving economic security/opportunities for women
 - c. Employability training
 - d. Delivery of certification/accreditation
 - e. Tutoring and upskilling
 - f. Providing mentorship
 - g. Gender-based Violence Supports

Governance and Financial Position

8. Please describe what type of governance body your organization has in place (e.g., Board of Directors, Board of Trustees, Advisory Committee, or First Nation Chief and Council).
9. Please indicate how your leadership/governance structure is organized and how often it meets, reviews, monitors, and reports on your organization's finances, human resources policies, activities/outcomes.
10. Please describe what changes, if any, there have been to your Board/governance body or senior management in the last two (2) years. If applicable, describe how these changes have affected your organization.
11. Has the organization experienced a notable reduction (i.e., reduction of more than 30%) in, or discontinuation of, programs in the last five (5) years? If so, please provide details/rationale for the reductions/discontinuations.
12. Are there financial risks that you may be aware of that may impact your organization's operations over the next three (3) years (i.e., legal action, outstanding loans, etc.)?

Project Description and Delivery

Please note: You must submit one application for each project. You **cannot combine multiple projects in one application.*

13. Please select one of the four WESP Streams you are applying for:
 - Women in Skilled Trades
 - Women in Information Technology (IT)
 - General Women's Employment Training Stream
 - Entrepreneurship for Women's Self-Employment
14. If you are applying for the **Women in Skilled Trades or Women in Information Technology** streams, your organization must be registered with the Ministry of

Labour, Immigration, Training and Skills Development (MLITSD), and hold a Registered Training Agreement with the same ministry for the trade in which you are providing the pre-apprenticeship/apprenticeship/IT training. Does your organization meet the requirements indicated above?

- a. Yes/No/Not Applicable
- b. If yes, please provide details.

15. Is this a consortium proposal (see Application Guidelines)?

- a. Yes/No/Not Applicable
- b. If yes, please indicate the consortium partners and the role each partner will play in the delivery of the project. Letters of support must be provided by each member of the consortium and attached with the application in the TPON system.

16. Please indicate if the organization will serve any of the following priority populations (select all that apply):

- Indigenous women
- Newcomers, Immigrants and Refugee women
- Black and racialized women
- Persons with disabilities
- Francophone women
- 2SLGBTQIA+ individuals who self- identify as women
- Women aged 55+
- Women who have experienced or are at risk of domestic violence, gender-based violence, sexual violence/harassment.

17. Provide a detailed description of your proposed project. Please include:

- a. A detailed description of the training program
- b. If this is a new training program, or if it is currently being offered
- c. The length of the training program
- d. How the training will be delivered (i.e., in-person, virtual or a combination)
- e. How the training will support low-income women to increase their economic security, their employment/self-employment opportunities, or their ability to pursue further education/training
- f. What (if any) certifications, accreditation, etc. will the participants receive at completion?

18. Who will be involved in developing (if required) and delivering the activities and services for WESP?

- a. Identify whether they are existing or new staff and include titles, roles or responsibilities, relevant qualifications, certifications and/or expertise, as appropriate.
- b. If this includes the provision of culturally relevant or specific services, include information about who will be involved in providing them.

19. Organizations offering training in **Skilled Trades, IT or the General Employment** streams are required to offer a work placement for participants (see Application Guidelines for details). Please describe the type of work placements and the employers that your organization plans to work with and include the length of the work placement (**if not applicable, enter N/A**).
20. Organizations offering training in the **Entrepreneurship** stream are required to provide mentorship opportunities for participants and supports to access loans or grants (see Application Guidelines for details). Please describe how your organization will provide mentorship and how it will provide support to access loans or grants (**if not applicable, enter N/A**).
21. How will your WESP project address ongoing labour market demand for the occupation/sector your project will provide training in? Please include any evidence and/or supporting information such as **research, statistics, and demographic information** that demonstrates or supports the need for WESP in your region. Examples of credible sources of evidence include government statistics, think tanks, education institutions, professional associations/industry and regulatory bodies, published reports from business associations, documentation from employers (e.g., job ads/postings). Evidence should be current (within the past five years) with appropriate references.
22. Please describe what partnerships will be in place with other social services, health agencies, educational institutions, legal services, etc. as necessary that will support participants to be successful in the completion of their training. Please include what their role(s) will be.
23. Wraparound supports are the provision of assistance that helps remove barriers for participants to access training programs. This can include assistance with childcare and caregiving responsibilities, mental health supports, transportation, training materials and access to food (see Application Guidelines for full list of eligible supports). Please describe what wraparound supports your organization will provide to help remove barriers for participants.
24. The Ministry requires organizations delivering WESP to report on an established set of Service Data to help measure the impacts of the program (see Application Guidelines for more details). The Ministry also requires organizations to conduct a third-party evaluation and submit information on best practices for women-centered training programs in the final year of the funding cycle. Please describe the following in your answer:
- Your organization's plan and the methods that will be used to track ongoing program results and best practices.
 - A brief description of any technology that your organization uses to track results or measure success.

- How you will evaluate the overall success of your project against the Ministry's provided Service Data, and best practices related to positive project outcomes.
25. Please explain how you will foster awareness and promote your training program among key stakeholders and communities in order to target the population you intend to serve.
26. Please describe any risks, challenges, or obstacles you anticipate in implementing your proposed project. What mitigation strategies will you put in place to ensure successful implementation?
27. If successful, your organization may be eligible to receive start-up funding in the amount of up to 20% of your project's annual budget. This would include one-time costs, directly related to project start-up (i.e., equipment, salaries for curriculum development, etc.). How much start-up funding do you anticipate requiring (See Application Guidelines for eligible costs)?

Section J - Declaration/Signing: For instructions on filling out **Section J-Declaration/Signing**, please refer to the TPON Application Instructions

8. Further Information

8.1 Accountability

Each application must be submitted by a single eligible applicant organization. If an application is selected for funding, this single legal entity will be the signatory to the Transfer Payment Agreement (TPA) with the Province and will be identified as the Transfer Payment Recipient (TPR).

The TPA with the Province will set out the terms and conditions governing the program delivery, reporting, performance and accountability requirements.

Successful applicants will:

- Be accountable to the Ministry for all monies and project components, and will be the final decision-making authority among partners for the project under the funding agreement,
- Manage their project plan to meet financial and accountability reporting requirements and milestones, as identified in the funding agreement,
- Be responsible for measuring results and reporting their performance as required by their funding agreement,
- Submit regular reports that will be used by the Ministry to assess the progress of the project, as well as compliance with financial and auditing requirements, as required by the funding agreement,
- Comply with all the terms and conditions of the funding agreement.

Funding will be paid in installments as per a payment schedule set out in the TPA. Payment will depend on the grant recipient meeting all requirements under the TPA with the Province.

8.2 Diversity

Using Ontario's *Human Rights Code* as a basis, OWSEO works to address the unique needs of diverse populations in Ontario.

The *Human Rights Code* prohibits discrimination based on the following 15 grounds:

- Race
- Ancestry
- Place of origin
- Colour

- Ethnic origin
- Citizenship
- Creed (religion)
- Sex (includes gender identity, pregnancy and breastfeeding)
- Sexual orientation
- Age (18 years or more)
- Marital status
- Family status
- Disability
- Record of offences (only in employment)
- Receipt of public assistance (only in accommodation).

Other “dimensions” of diversity to consider include regional location, socio-economic status, language, employment status and education level.

Service delivery should also align with the guiding principles of Ontario’s Anti-Racism Strategic Plan <http://www.ontario.ca/page/ontarios-anti-racism-strategic-plan>.

OWSEO recognizes that many of the above dimensions intersect with gender and with each other. For example, a language barrier combining (“intersecting”) with a physical disability may compound an abused woman’s isolation from services and her ability to communicate with those who might help.

In your application, discuss which aspects of diversity and challenges related to intersecting dimensions will be addressed through the WESP and discuss how the program may mitigate them.

8.3 Gender-based Analysis

OWSEO is committed to promoting equity for women, 2SLGBTQQIA+ individuals and diverse people across Ontario and requires applicants to apply an intersectional gender-based analysis to their proposed program.

An intersectional gender-based analysis helps identify intersecting and overlapping considerations so they may be integrated into programs, for example, disability, race, income, ethnicity, gender identity, sexual orientation, citizenship status. It is the examination of the differences in women's and men's lives, including those which lead to social and economic inequality for women, Indigenous, racialized women and

2SLGBTQQIA+ people. It also recognises that violence impacts people differently and that women, including Indigenous, racialized and 2SLGBTQQIA+ people, are more prone to experience gender-based violence.

For more information on how to apply a gender-based analysis, go to: [Gender-based Analysis Plus \(GBA Plus\) - Women and Gender Equality Canada](#)

8.4 French Language Services

All applicants applying to deliver services in areas of the province designated under the French Language Services Act (FLSA), or province-wide, must demonstrate their capacity to offer services in French. At a minimum, selected applicants would need to ensure the following:

- Deliver services in French in accordance with the principle of active offer or have a formal referral agreement in place to re-direct French-speaking participants to a service provider offering services in French; and
- Submit a FLS quality improvement plan, in the form provided by the Province, that addresses a three-year strategy for improvement.

NOTE: If selected applicants enter into an agreement(s) with third-party service providers or any partner organization(s), they must integrate a FLS clause to ensure FLS capacity and that services provided are delivered in accordance with the *French Language Services Act* (FLSA).

IMPORTANT: See [here](#) for more information on the 26 French Designated Areas of Ontario. See **Part 8 – Section E: Capacity to Deliver Services in French** for **selected** applicant responsibilities.

8.5 No Commitment to Fund

The Ministry:

- Makes no commitment to fund all applicants or any one applicant.
- May choose which applicants to fund, if any, at its sole and absolute discretion.
- Even if an application meets all of the program's objectives and criteria, there is no guarantee that funding will be approved, as there may be other projects that, in the sole opinion of the ministry, more effectively meet the WESP's objectives and criteria.

- Does not guarantee that the total amount of funding requested by a successful applicant will be approved.
- Shall not be responsible for any cost or expenses incurred by any applicant, including any costs or expenses associated with preparing and submitting responses to this Call for Applications.
- Shall impose whatever terms and conditions it deems reasonable in connection with disbursing funding under this program.
- May select applications for audit. Additional information and supporting documentation may be required to prove eligibility.

8.6 Conflict of Interest

Successful applicants will be required to carry out the program and use the funds received from the Province pursuant to the program without an actual, potential, or perceived conflict of interest.

A conflict of interest may include a situation where an applicant or any person who has the capacity to influence the applicant's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the applicant's objective, unbiased and impartial judgment relating to the program and the use of the funds.

8.7 Confidentiality

Please note that the ministry is subject to *the Freedom of Information and Protection of Privacy Act (Act)*. The Act provides every person with a right of access to information in the custody or under the control of the Ministry, subject to a limited set of exemptions. Section 17 of the Act provides a limited exemption for third party information that reveals a trade secret, or scientific, commercial, technical, financial or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any trade secret or any scientific, technical, commercial, financial or labour relations information submitted to the Ministry in confidence should be clearly marked. The Ministry will notify you before granting access to a record that might contain information referred to in Section 17 so that you may make representations to the Ministry concerning disclosure.

Applicants are advised that the names and addresses of funding recipients, their partnered organizations, the amount of funding provided, and the purpose for which funds are provided is information that the Ministry may make available to the public.

Additionally, the Ministry and OWSEO may share application information with others for the purpose of evaluating applications, assessing eligibility, and administering WESP.

8.8 Privacy and Personal Information

Applicants must be mindful of their obligations under relevant legislation when preparing and implementing their program applications to ensure they are complying with all requirements of law.

Applicants are responsible for ensuring appropriate confidentiality, privacy and security of information they collect from the survivors of human trafficking and all other individuals that they serve when carrying out the project.

8.9 Rights of the Ministry

This document does not constitute a contract, nor does it create binding relations between the Ministry and any applicant. In applying, the applicant is deemed to have acknowledged that the Ministry or OWSEO may:

- Communicate directly with any applicant or potential applicants.
- At its sole discretion, accept applications for consideration that are not strictly compliant with the requirements outlined above.
- Verify with any applicant or with a third party any information set out in an application.
- At any time, and from time to time make changes, including substantial changes, to this guide and related documents including the application form by way of new information on the designated website.
- Cancel this call for applications process at any stage of the application or evaluation process.
- Reject any or all applications in its sole and absolute discretion.

9. Appendices

Appendix A: Budget Information

9.1: Budget Definitions

| Line Item | Form Definition | Details |
|-----------------------|---|---|
| Expenditure | | This field automatically adds together all expenditure line items and displays it as a total value. |
| Staffing | Total staffing expenditure for all services/program. | This field automatically adds together the “Salary” and “Staff Training” expenditures and displays it as a total value. |
| Salary | Total gross salary, wage and employee benefit payments of all service/program staff (full-time, part-time, temporary, etc.). | <p>Total gross, salary, wages and benefits paid to all full-time, part-time, temporary, occasional, summer or other employees within the organization’s payroll, that directly supports the component’s services/programs.</p> <p>Includes: regularly scheduled hours, overtime, statutory holidays, vacation, sick leave and education leave, overtime pay, severance pay and the employer portion of Canada Pension Plan (CPP), Employment Insurance (EI), Employer Health Tax (EHT), Workplace Safety and Insurance Board (WSIB) premiums, pension contributions, group life coverage, extended health benefits, dental benefits, long-term disability coverage and any other monetary compensation and benefits paid by the employer.</p> |
| Staff Training | Total expenditure of training activities for all service/program staff. | All costs incurred by the applicant in the recruitment and education of staff. Includes: training and conference registration fees and other, recruitment, training, education and conference expenses incurred by the applicant conducted either online/virtually or in-person. |
| # of FTEs | Number of full-time service/program staff. | <p>Full Time Equivalent Staff (FTE) represents any staff person working full time directly for the services/programs within the component.</p> <p>This line can also includes part-time, temporary, etc. payroll employees who, in combination with other part-time staff, have worked the equivalent of one FTE.</p> <p>The definition of “full time” follows the applicants organizational definition of “full time”.</p> |

| Line Item | Form Definition | Details |
|---------------------------------|---|--|
| Building Occupancy | Total Building occupancy expenditures (e.g. rent, property tax, insurance, etc.) for all services/programs. | <p>All expenditures directly related to the services/programs' building occupancy.</p> <p>Expenditure may include: Rent*, Lease, Mortgage Principal/Interest, Utilities (e.g. natural gas, electrical, fuel oil, water & sewer, etc.), and costs incurred for Repairs and Maintenance on buildings/grounds/structures (e.g. contractors/trades persons, signs, carpentry supplies, paint, electrical, hardware, plumbing, heating, ventilation, air conditioning, and refrigeration services/supplies).</p> <p>*Rental expense can include utilities, taxes, and maintenance fees, if included in the rental agreement; and/or interest expenses incurred on mortgaged properties owned by the applicant.</p> |
| Travel and Communication | Total travel and communication expenses incurred conducting activities for all services/programs. | <p>Travel:</p> <ul style="list-style-type: none"> • Expenses for client travel and staff who accompany the client and staff travel while carrying out services/programs within component. • Other direct travel expenses such as taxi, bus or airfare, car mileage, vehicle rental, accommodation and meals, and other expenses, where applicable to the delivery of the services/program within the component. • Applicant's Fleet Vehicle costs include the leases of vehicles, financing of vehicles, fuel, insurance and repairs and maintenance of vehicles. <p>Communication:</p> <ul style="list-style-type: none"> • The cost of telephone, mobile/wireless, internet, cable, mail, courier, or other communication costs. • IT Supplies and Equipment purchases such as: computers, related peripherals and storage (e.g. desktops, laptops, tablets, servers and related hardware), LAN system hardware, modems, controllers and dedicated lines, data network equipment, and other supplies and accessories (e.g. tapes, diskettes, removable disk packs and other storage media, toner, ink cartridges, personal computer supplies and peripherals). • Includes the rental/lease of computers, servers, related peripherals, storage, etc., internet/intranet-related services, data network services, IT consulting |

| Line Item | Form Definition | Details |
|--|--|--|
| | | <p>fees, and services obtained for the repair and maintenance of IT equipment and software.</p> <ul style="list-style-type: none"> Advertising and Promotion expenses related to promotion, publicity, and all communications for the service/programs within the component (pamphlets, posters, pictures, advertisements, radio, TV, internet announcements/advertisements, collateral such as annual reports, etc.). |
| <p>Allocated Central Administration (ACA)</p> <p>ACA cont.</p> | <p>Allocated Central Administration</p> | <p>Central Administration costs include:</p> <ul style="list-style-type: none"> All Human Resources, Finance, Information Systems and Legal staff, purchased professional services that are not client related. General office expenses such as General Commercial Liability insurance. Salaries/wages/benefits of the Executive Director or other management staff who spend all or a portion of their time dedicated to administrative functions. Staffing costs where staff perform both central administration and program functions is pro-rated. Pro-rating should be based on an estimate of staff time devoted to administrative or program delivery activity. General building occupancy costs pro-rating should be based on area allocated to central administration functions. <p>IMPORTANT NOTE: ACA may not apply to all programs (e.g. Child Protection Services, Mandated Children’s Aid Society Programs, etc.) please contact your ministry lead for more details.</p> <p>ACA does not include program administrative functions that directly support service to the client. Any expenditures involving interaction with the client and direct supports to client services should be directly assigned to appropriate budget lines per activity/action (e.g. Staffing, Building Occupancy, etc.).</p> |
| <p>Allocated Central Administration</p> | <p>Allocated Central Administration expressed as a percentage.</p> | <p>This is an auto-calculated field.</p> <p>Formula = <u>“Allocated Central Administration” Budget Line Item Value</u></p> |

| Line Item | Form Definition | Details |
|---|---|---|
| | | "Service Delivery Budget" Budget Line Value x 100% |
| Supplies and Equipment | Expenditures directly related to supplies and equipment for all service/program delivery. | Any supplies and/or equipment, including the repairs and maintenance of said supplies and equipment, incurred for the direct delivery of services/programs within the component. Includes such items as: personal protective equipment, food, medical supplies/medications, cleaning supplies, research/training equipment, minor program equipment and, furnishings purchases made for the use/benefit of the client etc. |
| Wraparound Supports | Total expenditure allocated for wraparound supports. | Wraparound supports are those that help remove barriers for low-income women's participation in training programs. Funds allocated for these wraparound supports must be no more than 5% of the project's overall budget and can include: transportation to and from training program; food on-site during the training; assistance with childcare or caregiving responsibilities; culturally responsive supports, access to internet, health and safety materials, essential stream specific equipment, tutoring and upskilling, and referral to services and supports to address needs including legal, counselling, mental health and wellbeing supports, housing etc. |
| Wage Subsidy | Total expenditure allocated for wage subsidy. | Wage subsidies only provided where the employer is paying the participant during the work placement. Wage subsidies may not exceed \$250/week per participant and may only be used to subsidize the participant's wages during the paid work placement. Wage subsidies may not exceed \$3,000 per participant. Wage subsidies may only be used to subsidize the participant's wages during the paid work placement. |
| Specialized Gender-based Violence Supports | Total expenditure allocated for specialized gender-based violence (GBV) supports. | Costs associated with providing specialized GBV supports to participants. The specialized GBV supports may include but are not limited to: culturally appropriate individual counselling, risk/needs assessments, and safety planning; a specialized GBV module included in the training program; moderated weekly support group; information, advocacy and support / systems navigation; and workshops provided by professionals or trained |

| Line Item | Form Definition | Details |
|--|--|--|
| | | specialist in working with women who have experienced violence. |
| Other Program Service Expenditure | Other service/program expenditures for direct program/service provision that is not capture above. | Any expenditures that cannot be classified in the expenditure budget lines in the form. This may include “Purchased Client Services” costs and fees such as: interpretation and translation costs, client related psychological assessment and consultation costs, client related fees for physical or occupational therapy, speech pathology, audiology, dietetic or play therapy services, tutoring costs, additional non-medical service provided to a client, or any other client related purchased professional service. Also includes “Other Purchased Resources (OPR) Costs” related to the purchase of residential services from a 3rd party (usually on a per diem basis). |

9.1.1 Eligible and Ineligible Costs

See Budget Definitions (Section 9.1) for further information on where costs should be allocated in the Budget template.

Eligible Costs:

Eligible costs are budget items directly related to the project. Costs must be reasonable and necessary for the project’s successful completion and implementation.

- Project administration (should not exceed 15% of the total budget),
- Staff salaries and benefits for positions necessary to carry out the project,
- Project staff including consultants/sub-contractors as well as the employer’s share of supplementary benefits paid under their terms of employment, consulting fees and expenses, honoraria related to program activities.
- Career exploration prior to program commencement in the Skilled Trades/IT Streams as part of recruitment process (this may include recruitment workshops or sector career shadowing placements),
- Third party evaluation,
- Marketing and outreach (e.g., costs related to promotion, recruitment, holding meetings/networking or outreach events directly related to the project),

- The proportional cost directly related to the programs' building occupancy specifically for training programs.
- Evaluation,
- Wraparound supports: Assistance to remove barriers to services for participants such as food during training day, transportation and assistance with childcare or caregiving (a maximum of 5% of the project's overall budget).
- Wage Subsidies (Employment training programs only): only provided where the employer is paying the participant during the work placement and may not exceed \$3000 per participant. Wage subsidies may only be used to subsidize the participant's wages during the paid work placement. Employers who receive a wage subsidy through Job Connect for the workplace component of this program will not be eligible for wage subsidies through this program and vice versa,
- Costs related to accommodating women with disabilities to participate in the training program based on demonstrated need and subject to approval by OWSEO
- Travel, meals and hospitality expenses directly related to program delivery. These costs must be less than or equal to those outlined in Ontario's Travel, Meals and Hospitality Expense Directive. (see Appendix B)
- Research, planning and development (e.g., costs related to determining how to develop and/or implement the project),
- Production costs for resource development (e.g., graphic design, printing, translation into other languages or alternative formats),
- Start-up or time-limited costs, directly related to the project that are not already accounted for through other sources of funding may also be approved by OWSEO (i.e., required equipment).

Ineligible Costs:

The following expenses will not be covered, even if they are related to the project

- Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code,
- Annual general meetings, budget deficits, membership fees, fundraising activities, committee and political meetings, or religious activities,
- Costs covered by other government funding,
- Contingency or unexplained miscellaneous costs,
- Costs not directly related to the project,
- Activities that take place outside of Ontario,

- Feasibility studies; infrastructure or large capital expenses including the construction or transformation of permanent spaces, parks or grounds; fixtures or other non-portable equipment,
- Portion of Harmonized Sales Tax (HST) costs that are refundable,
- Any expense incurred before receiving written Ministry approval,
- Costs associated with the preparation of a proposal in response to this CFP,
- Clothing allowances (projects may wish to partner with organizations that provide professional/business clothing or offer a clothing bank on –site).
- Gift cards (see Gift Card Policy – Section 9.2)
- Purchase of physical space (e.g., land, building)
- Mortgage payments, loans, interest, investments
- Rent allowances for participants.
- Provincial funding cannot be used to purchase alcohol.

9.2 Gift Card Policy

Gift cards may be used in exceptional, limited circumstances to address specific needs of clients who are facing barriers in reaching their employment goals. An exceptional circumstance includes, but is not limited to, clients that are facing immediate financial hardship and require the urgent purchase of resources. Decisions should always be based on value for money.

- Gift cards may not be used to reward clients for participating in activities.
- Service providers must obtain itemized receipts verifying that gift cards were used to purchase eligible items. All receipts must be retained in the client file.

9.3 Guidelines for Travel, Meal and Hospitality Expenses

Applicants are required to apply the following guidelines to any travel, meal and hospitality expenses.

- **Transportation:** Programs are expected to use the most practical and economical way to travel and explore alternatives such as teleconferencing where possible. Whenever practical, local public transportation/hotel shuttles must be used. Rail or air transportation are permitted if either is the most practical and economical way to travel. The standard is coach/economy class.
- **Reimbursement Rates for Personal Vehicle Use:** Southern Ontario = \$0.40 per km, Northern Ontario = \$0.41 per km.
- **Accommodation:** When a member requires overnight accommodation, single accommodation in a standard room is allowed. No reimbursement should be made for suites, executive floors, or concierge levels. A maximum of \$30.00 per night is allowed for private stays with family or friends (no receipt is required).
- **Meal Rates** (including taxes and gratuities): Cannot include reimbursement for alcoholic beverages. Maximum meal rates: Breakfast \$10; Lunch \$12.50; Dinner \$22.50. *Meal rates do not apply to training or other group events offered as part of the program.*
- **Non-Eligible Expenses:** Items of a personal nature.

Record Keeping:

Original receipts (not photocopies) must be collected and kept on file by the applicant. When the applicant decides to exercise discretion in making an exception to the above guidelines, and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and be attached to the expense claim.

Appendix B: Service Data Information

9.4 Service Data Definitions

| Service Data Name | Service Data Definition |
|---|--|
| # of participants who started the program | Unique, or unduplicated, number of participants who are enrolled in the training program at the beginning of the cohort. |
| # of participants who completed the program | Unique, or unduplicated, number of participants who completed the in-class training (and work placement – where applicable for Skilled Trade, IT and general employment streams). |
| # of participants who received GBV supports, referrals or attended GBV activities | Unique, or unduplicated, number of participants who accessed gender-based violence (GBV) supports, were referred to services or participated in GBV activities during the program. (e.g., counselling, support group, workshop, GBV information/system navigation) |
| # of participants who accessed wraparound supports | Unique, or unduplicated, number of participants who accessed wraparound supports (e.g., transportation, food, childcare etc.) during the program. |
| # of participants who began a job | <p>Unique, or unduplicated, number of participants who, at 6 months after completion of the program*, began a job.</p> <p>*Includes completion of work placement if applicable</p> |
| # of participants who began a paid apprenticeship | <p>Unique, or unduplicated, number of participants who, at 6 months after completion of the program*, began paid apprenticeship.</p> <p>*Includes completion of work placement if applicable</p> |
| # of participants who became self-employed | Unique, or unduplicated, number of participants who, at 6 months after completion of the program, became self-employed. |
| # of participants who pursued further training | Unique, or unduplicated, number of participants who, at 6 months after completion of the program*, pursued further employment training, education or upgrading. |

| | |
|--|--|
| | *Includes completion of work placement if applicable |
| # of participants who responded to the client exit survey | Unique, or unduplicated, number of participants who responded to a client exit survey after completion of the training program. |
| # of participants who reported the training improved employment opportunities | Unique, or unduplicated, number of participants who reported via the client survey that participating in the program increased and/or improved their employment/self-employment opportunities and options. |
| # of participants who reported improved economic security | Unique, or unduplicated, number of participants who reported via the client survey that participating in the program had enabled them to improve their economic security, or outlook |
| # of participants who reported increased resilience and emotional well-being | Unique, or unduplicated, number of participants who reported via the client survey that participating in the program has increased their resilience and emotional well-being. |
| # of participants who reported increased confidence and ability to act towards goals | Unique, or unduplicated, number of participants who reported via the client survey that participating in the program has increased their confidence and ability to act towards desired change and goals. |

**Please note: Applicants may be required to collect and report on other data at the request of the Ministry.*

Appendix C: Certificate of Insurance Guidelines

9.5 Certificate of Insurance (COI)

Approved recipients will be required to submit an insurance certificate that must:

1. Have an inclusive limit of not less than two million dollars (\$2,000,000) on a per occurrence basis, which references the grant by project name and file number. The COI must be valid and in effect for the entire duration of the project and any policy renewals and/or replacements that occur during the term must be provided to the Ministry promptly.
2. State that the insured party is the recipient organization with whom the Ministry has contracted. This is important since a policy will only cover the Named Insured on the policy.
3. Identify the date of coverage (e.g., the project duration, and should be updated if the project is extended).
4. Identify the Ministry as an additional insured in language that is consistent with the language used in the Terms and Conditions, at the end of the Application Form: "His Majesty the King in Right of Ontario, her Ministers, agents, appointees and employees". This phrase should appear on the certificate face under a memo heading or special note box.
5. Identify the type (a) and amount (b) of coverage (Commercial General Liability Insurance is listed and is on an occurrence basis for two million dollars).
6. Identify all the endorsements requested in the Terms and Conditions at the end of the application form.
7. Include a statement that the certificate holder (the Ministry) will be notified of any cancellation or material change within 30 days.
8. Include the signature of an authorized insurance representative.