

1. What You Need to Know Before You Apply

This Call for Applications package is issued by Her Majesty the Queen in right of Ontario as represented by the Ministry of Citizenship and Multiculturalism (the “Ministry”).

The Career Advance funding initiative is the **second** of **three** funding initiatives being released under the economic empowerment stream of the Black Youth Action Plan. Eligible applicants may apply to multiple funding initiatives. More information about the plan and upcoming opportunities can be found in **Part 4: Black Youth Action Plan – economic empowerment stream: overview**, and at <https://www.ontario.ca/page/available-funding-opportunities-ontario-government>.

Before completing your Career Advance initiative application, please read the entire Career Advance Guidelines.

You may also submit questions about the Career Advance initiative to youthengagement@ontario.ca. For information about the application process and Transfer Payment Ontario (TPON), please visit: [ontario.ca/getfunding](https://www.ontario.ca/getfunding).

2. Application Instructions

Deadline and Required Documents

Applications for the Career Advance funding initiative, including supporting materials, must be submitted no later than **Wednesday, April 6, 2022, at 5:00 p.m. Eastern Standard Time (EST)**. Applications can be submitted in either English or French. The Ministry reserves the right to not accept late or incomplete applications.

All applications, including required attachments, must be submitted through the Transfer Payment Ontario (TPON) system located on the TPON portal at [ontario.ca/getfunding](https://www.ontario.ca/getfunding).

A complete application includes:

- Complete answers to all questions in the online application form on TPON (see **Part 8: Completing the Application Form**).
- A digital signature by the applicant’s signing authority.
- All required attachments (see **Part 8: Completing the Application form**).

Using Transfer Payment Ontario

The Government of Ontario’s online grant management system, 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 visit www.ontario.ca/page/get-funding-ontario-government or contact Transfer Payment

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Ontario Client Care, available Monday to Friday from 8:30 a.m. to 5:00 p.m. except for government and statutory holidays, at:

Telephone: 416-325-6691 | Toll free 1-855-216-3090

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

Email: TPONCC@ontario.ca

Supports for Applicants

Ministry staff will be offering additional support to assist prospective applicants in English and French. This includes answering program-specific questions at youthengagement@ontario.ca and hosting virtual community information sessions on how to apply for funding under the Career Advance initiative. For more information and to register for this session please visit <https://www.ontario.ca/page/available-funding-opportunities-ontario-government>.

A dedicated information session for the **third** funding initiative under the Black Youth Action Plan economic empowerment stream will be held later this winter. Please check <https://www.ontario.ca/page/available-funding-opportunities-ontario-government> for updates.

3. Eligible Applicants

Applications may be completed by a single organization, or on behalf of a coalition or a partnership. Any coalition or partnership must include **at least one** eligible member (the “**lead organization**”).

The **lead organization** applying for funding must be a **legal entity** (e.g., non-profit, for-profit, board, association, First Nations band, municipality, university, college, school board, etc.).

NOTE: See **Part 8 – Section E:** Organization Capacity for more information on lead and partner organizations.

Individuals and non-legal entities are **not** eligible to apply.

Applicants who currently receive funding through the Black Youth Action Plan are not excluded from applying.

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NOTE: Applicants **must be employers and /or sector-based organizations¹** or must be **organizations or institutions** that are in a **partnership or coalition** with employers and/or sector-based organizations for the purpose of delivering their proposed initiative. See **Part 5 – Organizations:** For more information.

French Language Services (FLS)

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.

4. Black Youth Action Plan – Economic Empowerment Stream: Overview

The Black Youth Action Plan (BYAP) was created to help address persistent outcome disparities for Black children, youth, and families across life stages. The BYAP’s “cradle to career” approach views skills and career development as a vital step to long-term thriving.

As part of the 2020 Budget, [Ontario's Action Plan: Protect, Support, Recover](#), the Government of Ontario announced new investments to sustain existing BYAP programs

¹ A “**sector-based organization**” for the purpose of the Career Advance initiative is defined as an organization that has expertise, is delivering services and/or is connected to employers within a specific sector/industry (e.g., trade/business association, labour union).

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and to enhance the plan with a **new economic empowerment stream** that will support Black youth and young adults in achieving social and economic success.

While province-wide data is limited, evidence shows that:

- In Ontario, Black youth ages 15-24 are less likely to be in the labour market or employed, and more likely to be unemployed.²
- In 2016, although 94% of Black youth aged 15 to 25 said that they would like to get a bachelor's degree or higher, only 60% thought that they could.³
- Black Canadians are underrepresented in key high-growth sectors. For example, they have among the lowest participation rates in technology occupations and are among the lowest paid group at technology companies in Canada.⁴
- In 2020, out of 1,600 corporate boards of directors in Canada, only 13 members were Black, and only two were Black women.⁵
- In Ontario, only 15% of small and medium sized enterprises (SMEs) financed in 2017 were owned by visible minorities.⁶

While the BYAP shows promise in building pathways to jobs and promoting the skills young people need to launch their careers, more needs to be done. New targeted, economic-focused programming (e.g., essential and technical skills development, high-quality⁷ job opportunities, entrepreneurship, sector-led innovations) will help provide the supports Black Ontarians need to overcome barriers and enable them to equitably participate in a future-oriented economy.

The term “**Black**” is being used in its most inclusive sense to reflect the diverse ancestry, origins, ethnic identities, languages, and religious beliefs of individuals of African and Caribbean descent. The term is based on self-identification, is not mutually exclusive, and is recognized by Statistics Canada.

Stakeholder engagement helped identify three dimensions (or “pillars”) of economic empowerment key to supporting Black Ontarians, alongside outcome statements and an over-arching vision to guide economic empowerment programming under the Black Youth Action Plan:

VISION: *Black Ontarians have equitable access to economic resources and high-quality opportunities and are equipped and empowered to fully participate in prosperous,*

² Statistics Canada (2016): Black youth have a labour force participation rate of 52.2%; an employment rate of 38.8%; and an unemployment rate of 25.7%. The comparable rates for the general youth population are 60.2%; 49.6% and 17.6% respectively.

³ [Statistics Canada \(2020\)](#).

⁴ [Brookfield Institute for Innovation and Entrepreneurship \(2019\)](#).

⁵ [Diversity Institute \(2020\)](#).

⁶ [Statistics Canada \(2018\)](#).

⁷ “**High-Quality**” for the purpose of the Career Advance initiative is defined as including: jobs/careers with high earnings potential; opportunities for long-term career advancement and professional development; and opportunities that are meaningfully aligned with an individual’s experiences, goals, aspirations, sense of community and purpose; and that provide a secure and supportive work environment.

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sustainable, and thriving communities. Long-term success for Black youth includes personal wealth, economic resilience, increased agency and influence, and improved well-being, which will better enable Black youth to contribute to – and participate in – Ontario’s economic prosperity.

PILLAR	1. Strengthening the Talent Pipeline	2. Jobs and Retention	3. Diversifying Economic Opportunities
SUCCESS UNDER THIS PILLAR WILL LOOK LIKE:	Black children and youth have the skills, knowledge, and supports to succeed in education and the job market of today and in the future	Black youth and young adults are supported to find and keep meaningful, safe, and dignified work in line with their skills, potential, and career aspirations	Black Ontarians are supported to succeed in entrepreneurship and create jobs.

The economic empowerment stream includes **three new funding initiatives**, aligned with each of the three pillars above. Funding will follow an open, competitive, initiative-specific application process:

FUNDING INITIATIVE	Career Launch	Career Advance	Sector Innovation Networks
OPEN	February 23, 2022	March 9, 2022	March 23, 2022
DEADLINE	March 23, 2022	April 6, 2022	April 20, 2022

For more information on the funding initiatives, including upcoming virtual community information sessions and other updates, please visit <https://www.ontario.ca/page/available-funding-opportunities-ontario-government>.

Guiding Principles

Black Youth Action Plan economic empowerment initiatives will be informed by a **common set of guiding principles** in line with the Ministry’s vision of economic empowerment:

1) Promoting Cultural Relevance

Initiatives support Black children, youth, and young adults to develop and enhance their identity, culture, and sense of belonging to their community as an important factor in working towards their goals.

2) Celebrating Black Excellence

Initiatives seek opportunities to recognize the achievements, successes, and

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contributions of Ontario’s Black communities. Knowledge of the rich culture and history of Ontario’s Black communities is foregrounded and celebrated.

3) Challenging Anti-Black Racism

Initiatives actively work to combat historical and ongoing anti-Black racism and create encouraging and supportive environments for Black children, youth, and young adults to thrive.

4) Participant Engagement

Individuals see themselves as full participants in creating and implementing programs and activities designed to help them succeed. Participants are meaningfully involved in the development of strategies to meet their goals and can exercise agency and influence in their lives and communities.

5. Career Advance initiative: Overview

From Fintech⁸ to STEM, high-opportunity⁹ sectors help make Ontario a place where the new economy is driving economic growth, offering prospects for employment and careers, and marking the province as a place of continuous innovation.¹⁰ With a growing and highly-educated youth population, Ontario has access to a diverse talent pool that is poised to be an engine for growth both now and in the future.

At the same time, Black youth and young adults continue to be underrepresented in these high-opportunity spaces, including in leadership positions.¹¹ Many do not have equitable access to the **networks, career development supports, and resources** that help their non-Black peers achieve long-term careers and gainful employment.¹²

Private sector employers have indicated that Black youth, including those already in the talent/employment pipeline, can benefit from tailored supports and opportunities to help them secure meaningful employment in line with their career/life aspirations and to advance and thrive throughout their career.¹³ It is also important they have access to holistic wrap-around supports that recognize diverse experiences, needs and strengths.

⁸ “Fintech” is new technology that seeks to improve and automate the delivery and use of financial services.

⁹ **High-opportunity** for the purpose of the Career Advance initiative is defined as the potential to secure a “high-quality” job/career in a high-growth or emerging sector/industry. **High-Quality** is defined as including: jobs/careers with high earnings potential; opportunities for long-term career advancement and professional development; and opportunities that are meaningfully aligned with an individual’s experiences, goals, aspirations, sense of community and purpose; and that provide a secure and supportive work environment.

¹⁰ [Invest Ontario \(2021\)](#).

¹¹ [Statistics Canada \(2020\)](#); [Cukier, Latif, Atputharajah, Parameswaran, & Hon \(2020\)](#).

¹² [DasGupta, et al. \(2020\)](#): compared to non racialized job seekers, Black job seekers are 30% less likely to be in a candidate pool as a result of their personal networks.

¹³ Private sector consultations [discussion brief].

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Individualized supports alone, however, are not enough. Anti-Black Racism and discrimination can limit the number and range of occupations that are open to Black youth and young adults.¹⁴ When they are able to secure meaningful employment, systemic barriers continue to have persistent negative impacts on their desire and/or ability to stay in a job or advance their careers.¹⁵

Creating the conditions for Black youth and young adults to thrive in high-opportunity careers will help build individual pathways to success. It will also strengthen Ontario's workforce, driving more growth and prosperity for all Ontarians.

An employer-driven approach is emerging as a promising model.¹⁶ Research from the U.S. indicates that sector/industry-led employment strategies tend to lead to higher incomes, more consistent work, higher job quality, and higher optimism among participants.¹⁷

In response, the Career Advance initiative is designed to be employer and/or sector-based.¹⁸ It focuses on helping Black youth and young adults **find and keep jobs and advance in high-opportunity sectors/industries**. Crucially, it also aims to improve work environment/cultures to help create the conditions that will enable Black youth and youth adults to succeed in the workforce.¹⁹

Core Services

The Career Advance initiative will fund employers and/or sector-based organizations (or a partnership/coalition that includes them) to provide the following core services in support of Black youth and young adults at different stages in their career/life path.

Applicants will propose activities under **one or both primary services**, as well as the **complementary service**, based on sector-specific opportunities and need.

Primary Services:

Applicants must submit a proposal that includes **one or both** of the following primary services:

1. Supports to attain permanent employment in high-opportunity sectors

¹⁴ Witherspoon, K. M., & Speight, S. L. (2009).

¹⁵ Anucha, et al. (2021) [discussion draft]; [DasGupta, et al. \(2020\)](#): 50% of Black workers reported discrimination in promotion processes, and 53% of Black grads reported feeling the need to adjust their behaviour at work to integrate into a non-Black workforce.

¹⁶ The Career Advance initiative builds on the successes and lessons learned from the Black Youth Action Plan's Industry-Led Career Initiative. See also: [Ontario360 \(2019\). Skills-Training Reform in Ontario: Creating a Demand-Driven Training Ecosystem.](#)

¹⁷ [Conway, Blair, Dawson & Dworak-Munoz \(2007\).](#)

¹⁸ A "**sector**" or "**industry**" for the purpose of the Career Advance initiative is defined as a category of businesses focusing on delivering a similar type of good or service (e.g., information technology, financial services, life sciences).

¹⁹ Anucha, et al. (2021) [discussion draft].

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Activities that applicants may undertake to achieve this primary service could include, but are not limited to:

- Providing employment experiences that lead to permanent jobs (e.g., work placements, internships, apprenticeships, etc.).
- Providing industry-recognized training and/or credential-building that enable entry to employment (e.g., digital literacy credentials for finance professions, workshops with industry experts).
- Supporting job seekers to connect to and acquire meaningful employment (e.g., through networking supports, interview preparation, etc.).

2. Employment retention and career/skill advancement supports in high-opportunity sectors

Activities that applicants may undertake to achieve this primary service could include, but are not limited to:

- Providing sector/industry-specific supports/opportunities to fill skill/experience gaps or increase career advancement opportunities (e.g., web development workshops, leadership programs, credential-building/professional development to advance within a sector/industry).
- Providing opportunities to build and strengthen relationships with employers, peers, and Black professionals/community members to expand career/support networks, and provide empowering experiences within the workplace (e.g., networking supports, mentorship or coaching within the workplace).

Complementary Service:

Applicants must submit a proposal that includes the following complementary service:

3. Employer/sector readiness supports to help create the conditions for Black youth and young adults to succeed in the workforce, including addressing Anti-Black Racism.

Activities that applicants may undertake to achieve this complementary service could include, but are not limited to:

- Providing training/awareness initiatives to better equip employers to support Black youth (e.g., workplace culture training, Anti-Black Racism training, hiring/retention resources).
- Connecting employers with Black youth and young adults as a pool of potential employees, trainees, etc. to create a stronger, more diverse labour force within a sector/industry (e.g., events, joint workshops, networking opportunities).
- Creating sector/industry-based opportunities for Black-focused organizations/employers to gain representation, develop connections, build capacity, and demonstrate leadership (e.g., professional development, participation in industry spaces, such as conferences).

Priorities

Career Advance prioritizes initiatives that provide **meaningful and intensive supports and opportunities** to Black youth and young adults to help them succeed in high-opportunity careers over those offering short-term or “light-touch” experiences to as many individuals as possible.

Applicants should clearly demonstrate how their proposed initiative aligns with the Career Advance initiative **priorities**, which are to:

1. **Build pathways to high-opportunity careers, including:**

- Sectors where **Ontario has been identified as having a competitive advantage** (e.g., advanced manufacturing, life sciences, and technology).²⁰
- Sectors where **Black Ontarians are underrepresented** (e.g., science, technology, engineering, and mathematics [STEM], and the skilled trades).
- Sectors linked to **high earning potential and longevity** (e.g., financial and/or legal services, construction).²¹
- Sectors where there is an **identified or upcoming skills shortage** (e.g., automotive, environmental, hospitality, health care).²²
- Career pathways with identified opportunities for **business ownership and control** (e.g., entrepreneurship).

2. **Adopt a tailored and holistic approach to addressing barriers to program retention, completion, and success, including:**

- Providing remuneration for participation in employment and advancement opportunities to address financial barriers to program participation (e.g., paid internships, stipends for workshop participation).
- Facilitating access to community supports (e.g., mental health/wellness, individualized mentorship) to address home-life barriers and enable participants to stay engaged and be successful.

3. **Provide personalized supports that align with participants’ skills, potential and career aspirations. For example:**

- Tailored supports to navigate employment transitions (e.g., application and interview processes, workplace orientation, industry-specific information to support career planning and advancement).

²⁰ [Invest Ontario \(2021\)](#).

²¹ [Government of Canada \(2021\)](#). [Job Bank: High Paying Programs](#).

²² [Flavelle, D. \(2020\)](#); [ECO Canada \(2020\)](#). [Environmental Labour Market Supply \(2020\)](#); [Canadian Manufacturing \(2021\)](#); [The Canadian Business Journal \(2014\)](#).

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- Opportunities/supports that identify/provide alternative pathways to employment, training, and career/skill advancement (e.g., leveraging education, training or credentials received internationally).

For more information, see: <https://youthrex.com/economic-empowerment-of-black-youth> including best practice / promising program models. The information contained in the web content posted was not prepared for the Province’s use and represents the views and opinions of the original creators and does not necessarily represent those of the Province.

Organizations

Selected applicants will be **employers and/or sector-based organizations** or be part of a partnership or coalition that includes them.

Selected applicants will also be **Black-led and/or Black-focused**²³ or be part of a partnership or coalition that includes such organization(s).

In addition, applicants and/or partner organizations should demonstrate the following attributes/capacity:

- Have subject matter expertise, including:
 - Understanding of a specific high-opportunity sector/industry, including employer needs (e.g., “demand” for current and future skills), worker needs (e.g., “supply” in the context of participant interests and assets), and changing labour market conditions (e.g., a forward-looking understanding of the labour market).
 - Experience working with Black youth and young adults/the specified beneficiary population, and qualified and prepared to provide tailored and holistic supports for participants, including wrap-around supports.
 - Experience providing services and supports linked to economic empowerment (e.g., employment, training, skills advancement, credential-building, mentorship, career navigation, etc.).
- Existing relationships with and/or a clear plan to develop relationships or partnerships with employers and other key stakeholders across the sector.

Beneficiary Population

²³ For the purpose of the Career Advance initiative, “Black-led” is defined as an employer/organization that has a mandate to serve the Black community and has Black leadership at all levels (i.e., staff, executive, governance). “Black-focused” is defined as an employer/organization that delivers culturally relevant programming and/or services, has an organization leadership table that includes leaders who identify as Black, and regularly collaborates with Black-led employers/organizations.

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Eligible initiatives will support and build opportunities for Black youth and/or young adults²⁴ at different stages in their career/life path (e.g., launching or re-launching their careers, transitioning from education into employment, upskilling/advancing).

Geographic Scope

The Career Advance initiative is available to applicants across **Ontario**.

The Career Advance initiative is available province-wide in recognition of the prevalence of high-opportunity sectors outside of the BYAP catchment areas of the Greater Toronto and Hamilton Area, Ottawa, and Windsor. For example, advanced manufacturing in the Waterloo Region, technology in London and Guelph, mining in Sudbury.²⁵ Information on funding initiatives **one** and **three** under the Black Youth Action Plan’s economic empowerment stream, including information on geographic scope and eligibility, can be found at <https://www.ontario.ca/page/available-funding-opportunities-ontario-government>.

Drawing on evidence where available, selected applicants will **identify a specific high-opportunity sector and target geographic area(s)** in Ontario and provide a clear rationale for how the proposed initiative meets a clear need/presents real opportunities for Black youth and youth adults within that sector in the proposed geographic area(s). For example: identified labour shortages and growth opportunities in a competitive sector; a strong industry presence; recognition of the area as an industry “hub”; alignment with regional economic initiatives.

Beneficiaries

Applicants should demonstrate their understanding of the needs of their proposed beneficiary population by identifying:

- The specific stage(s) within a career trajectory the initiative seeks to support (e.g., transition from entry-level to mid-level position; transition from work placement to full-time employment) and consideration of how the proposed initiative is targeted to that stage(s).
- Any key characteristics of the target population they plan to serve (e.g., youth and young adults not in education, employment or training [NEET],²⁶ post-

²⁴ For the purpose of the Career Advance initiative “youth” and “young adults” includes individuals between the ages of 15-34. This aligns with Statistics Canada categories and is intentionally broad to include individuals who may be at different stages in their career/life pathway.

²⁵ [Destination Canada \(2018\). Industry Leadership – Advanced Manufacturing](#); [CBRE Research \(2020\). Scoring Canadian Tech Talent](#); [Invest Ontario \(2021\)](#).

²⁶ “NEET youth” are young people [typically 15-29 years old] who are not in employment, education or training (NEET). NEET youth can either be unemployed or not in the labour force ([Organisation for Economic Cooperation and Development](#)).

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secondary graduates, working parents, etc.) and how the proposed initiative will be tailored to their unique experiences, needs and strengths.²⁷

Desired Outcomes

Long-Term Goal

Initiatives will align with the long-term goal of Career Advance: to ensure that **Black youth and young adults are supported to find and keep meaningful, safe, and dignified work in line with their skills, potential, and career aspirations.**

Long-Term Outcomes

Applicants are **required** to identify **at least one of the following two** long-term outcomes their initiative will contribute to, in line with the primary core services outlined above:

1. **Employment:** Black youth and young adults pursue, and are successful in, a range of high-quality employment opportunities.
2. **Retention and Mobility:** Black youth and young adults retain employment and advance in their careers.

NOTE: Applications will be assessed according to their ability to demonstrate how a proposed initiative will help achieve progress towards the selected outcome(s). While there may be overlap in relevant approaches and/or activities to achieve each outcome, there is no competitive advantage in selecting both outcomes for the purpose of this application.

In addition, applicants are **required** to demonstrate how their initiative will help create the conditions for Black youth and young adults to succeed in the workforce, including addressing Anti-Black Racism, in line with the complementary core service.

Selected applicants will be required to participate in monitoring and performance measurement efforts by reporting on their selected outcome(s) and measures related to sense of belonging using standardized indicators that will be set out in the government funding agreement, in addition to core service outputs that relate to the following:

- Number of beneficiaries served;
- Demographics of beneficiaries; and
- Full-Time Equivalent (FTE) positions created.²⁸

²⁷ This may include consideration of intersecting identities and social experiences (e.g., race/ethnicity, gender identity, sexual orientation, religious background, dis/ability, special needs, youth in conflict with the law, youth in/or leaving care of a Children's Aid Society).

²⁸ Refers to the number of net-new FTE positions created to support implementation of the initiative.

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NOTE: Where possible, selected applicants will be required to establish baseline data for direct beneficiaries at the outset of service delivery in order to demonstrate progress toward their outcome(s).

NOTE: Selected applicants will be required to collect personal information from participants, including information on race, throughout delivery of the initiative. Selected applicants will have policies in place to protect the personal information and privacy of their participants, and are responsible for ensuring appropriate confidentiality, privacy and security of information they collect from participants and all other individuals that they serve when carrying out the initiative in accordance with statute, regulation, policy and best practices. Please see [Ontario's Anti-Racism Data Standards](#) for more information, including steps to follow for data collection, management and use.

6. Assessment of Application Criteria

A selection committee, which may include members from outside the Ontario Public Service, will review and assess the applications against the assessment criteria below to make recommendations for initiative funding.

Additional criteria such as cultural and linguistic diversity and the geographic distribution of services/supports across the province, will also be considered as part the Ministry's review and selection process.

See **Part 8 – Completing the Application Form** – for more details on how to complete each section.

CRITERIA	WEIGHT
<p>Proposed Approach</p> <ul style="list-style-type: none"> The application identifies a specific high-opportunity sector and target geographic area(s) in Ontario, and clearly describes how the proposed initiative addresses needs/presents opportunities for Black youth and young adults, supported by research and evidence, where available. The application clearly describes the proposed activities to deliver one or both primary core services and demonstrates how they are aligned with sector-specific opportunities and need. The application clearly articulates how the proposed initiative will help create the conditions for Black youth and young adults to succeed in the workforce, including addressing Anti-Black Racism, in line with the complementary core service. The application describes how the proposed initiative is meaningful and intensive, and clearly demonstrates how it aligns with the priorities of the Career Advance initiative. 	<p>50%</p>

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<ul style="list-style-type: none"> • The application clearly identifies its target beneficiary population(s) and how the proposed initiative is tailored to meet their unique experiences, needs and strengths, and is targeted to a specific stage(s) along the career trajectory. • The application has clearly defined activities and outcomes guided by the BYAP economic empowerment Guiding Principles. The application provides tangible examples of how the Guiding Principles inform both the design and delivery of the initiative. • The application includes at least one BYAP economic empowerment long-term outcome(s) (i.e., Employment and/or Retention and Mobility); relationships between initiative activities and expected outcomes are clear and supported by evidence; the application clearly demonstrates how the proposed initiative will contribute to/achieve its outcome(s). • The application includes a clearly developed logic model (see Part 8 – Section G: Question 10; and the Appendix) with alignment between the inputs, activities, outputs, and outcomes. The BYAP economic empowerment long-term outcome(s) is included in the logic model. 	
<p>Measurement and Reporting</p> <ul style="list-style-type: none"> • The applicant(s) demonstrates sufficient capacity to undertake reporting and measurement activities in connection with the proposed initiative. • The application clearly considers how reporting and measurement capacity will be leveraged to support specific activities relevant to the Career Advance initiative (e.g., Ministry-defined core service outputs, baseline data for direct beneficiaries). 	15%
<p>Initiative Delivery</p> <ul style="list-style-type: none"> • The application lists any relevant partner organizations and provides a brief description of their roles, responsibilities, and expected contributions. • The initiative work plan outlines key activities that will be achieved within a feasible timeline. Potential risks (including any associated with COVID-19) are identified, and mitigation strategies are provided. • The budget is reasonable and aligns with the initiative description, activities, outputs, and outcomes. 	10%
<p>Organization Capacity</p> <ul style="list-style-type: none"> • The application demonstrates the applicant(s) connection to the high-opportunity sector identified in the application, a thorough understanding of relevant trends, and capacity to facilitate connections to employers and other key stakeholders within the sector. • The application demonstrates the applicant(s) experience/capacity to deliver initiatives with comparable scope and objectives for the 	15%

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<p>benefit of Black youth and young adults (e.g., Black leadership in the governance, design and delivery of services and initiatives).</p> <ul style="list-style-type: none"> • The application demonstrates the applicant(s) relevant background that includes experience with initiatives linked to economic empowerment, including employment and retention, and ability to provide tailored and holistic supports. • Where applicable, the application provides sufficient information for the Ministry to determine whether an applicant(s) has the capacity to offer French-language services or will refer to a service provider offering services in French, or has demonstrated a clear plan to ensure French-language services will be available at the time of service delivery. 	
<p>Additional Information</p> <ul style="list-style-type: none"> • Two support letters clearly demonstrate the applicant(s) connection to, or knowledge of, the target sector identified in the application and its capacity to contribute to positive outcomes for Black youth and/or young adults through the proposed initiative (See Part 8 – Section K for more details). 	10%

7. Funding

While actual costs will be determined and negotiated with each selected applicant, the maximum amount of funding available for each Career Advance initiative is **up to \$625,000 per full fiscal year**.

Funding can be requested for up to two years (2022-23 through 2023-24). The funding amount for the first year of the initiative (2022-23) is to be pro-rated to the initiative's start date but may include costs associated with initiative **start-up**.

It is expected that selected applicants will begin delivering services in **Spring/Summer 2022**. The Year One (2022-23) budget should reflect this expected start date.

The Ministry does not guarantee that selected applicants will receive the amount of funding requested.

Eligible Costs

Eligible costs are budget items directly related to the provision of the Career Advance initiative. This could include:

- Salaries/wages and benefits
- Program delivery, including costs associated with:
 - Year One start-up
 - Supplies, materials, equipment, web-based platforms, etc.

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- Career advancement opportunities and supports (e.g., skills development activities, program and post-program career/labour market navigation supports, etc.)
- Employer engagement activities (e.g., workshops, networking opportunities for youth and employers, etc.)
- Mentorship/relationship-building activities (e.g., connecting Black youth and professionals).
- Wrap-around supports (e.g., staffing to support individual needs of participants, referrals, etc.)
- Participant/client remuneration (e.g., wages and or stipends for participants/clients).
- Career/employment-related equipment for participants/clients (e.g., laptops/software, etc.)
- Building accommodation
- Travel, staff recruitment and training
- Allocated central administration

Costs must be reasonable and necessary for the initiative's successful completion and implementation. Typically, the Ministry approves allocated central administration costs up to 10% of the total budget.

Ineligible Costs

Expenses that are not directly related to the provision of the Black Youth Action Plan's Career Advance funding initiative, with the exception of allocated central administration costs, are ineligible for funding consideration. This includes all major capital expenditures, such as the acquisition of land/buildings.

Accountability

- An application must be submitted by a single eligible applicant or lead organization, who is working with a coalition or partnership. If an application is selected for funding, this single eligible applicant or the lead organization will be the signatory to the funding agreement with the province and will be identified as the funding recipient.
- If an application contains any coalitions or partnerships, a lead organization must take full responsibility for the application and, if selected, will be responsible for fulfilling all obligations set out in the government funding agreement.
- The distribution of any funding is subject to the successful negotiation of a funding agreement between the single eligible applicant or lead organization and the province that will set out the terms and conditions governing the funds, reporting, performance, and accountability requirements.
- Selected applicants will:

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- Be accountable to the Ministry for all monies and service components and will be the final decision-making authority among partner organizations for the initiative under the funding agreement.
 - Manage their implementation plan to meet financial and accountability reporting requirements and milestones, as identified in the funding agreement.
 - Be responsible for receiving, administering, and allocating funds to any partner organizations in accordance with the requirements of their agreements with partner organizations.
 - Be responsible for measuring results and reporting their performance as required by their funding agreement.
 - Report-back to the Ministry as required by the funding agreement.
- Funding will be paid in installments per a specific payment schedule that forms part of the funding agreement. Payment will depend on the funding recipient meeting all requirements under the funding agreement with the Ministry.

8. Completing the Application Form

Application to the Career Advance initiative **must be completed** using the application form located on the TPON platform.

- Section A – Organization Information
- Section B – Organization Address Information
- Section C – Application Contact Information
- Section D – Organization Payment Information
- Section E – Organization Capacity
- Section F – Partner Organizations
- Section G – Initiative Information
- Section H – Initiative Workplan
- Section I – Budget
- Section J – Performance Measurement
- Section K – Support Letters
- Section L – Terms and Conditions
- Section M – Declaration/Signing

In addition to completing sections above, applicants must also submit all the following attachments:

- Proof of legal entity status (e.g., certificate of incorporation, certificate of registration).
- Logic Model (See **Appendix** for template).
- Two Support Letters.

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Please complete the following sections, addressing the questions in each section within the character limits indicated in the application form.

The Ministry reserves the right to not accept incomplete applications.

Section A: Organization Information and **Section B:** Organization Address Information will be pre-populated based on your organization's account information in TPON. Please refer to the general TPON instructions to access and update your organization's account provided at ontario.ca/getfunding.

Complete **Section C:** Application Contact Information and **Section D:** Organization Payment Information as indicated on the application form.

Section E: Organization Capacity

This section asks for information about **both** the lead organization and any partner organization(s), where relevant:

- The **lead organization** is the signing organization on the government funding agreement to deliver services under the Career Advance initiative.
- **Partner organizations** are agencies that play a co-leadership, collaborative, or supportive role in the delivery of services outlined in the government funding agreement. Partner organizations may have formal or informal agreements with each other and/or the lead organization that may be outlined in a Memorandum of Understanding (MOU) or other contract. The Ministry would not have a contractual relationship with any partner organization.
 - See **Part 8 - Section F** for more details.

Question 1: Describe the core business or field of activity of the applicant(s) (Maximum 2,000 Characters)

- What is the applicant(s) core mandate/vision, its key objectives and goals and what beneficiaries does it serve?

Question 2: High-opportunity sector (Maximum 500 Characters)

- Identify the high-opportunity sector in which the applicant(s) has experience / connections.

Question 3: Applicant(s) experience (Maximum 3,000 Characters)

- List and describe applicant(s) experience in/connection to the high-opportunity sector identified in question #2.

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- List and describe any relevant experience the applicant(s) has in delivering services and supports with comparable scope (e.g., economic empowerment, intensive services), objectives (e.g., employment, retention, skills advancement, etc.), and beneficiaries (e.g., Black youth and young adults).
- Include any relevant past services or initiatives the applicant(s) was involved in, with particular attention to any that targeted Black youth and young adults.
- Identify the degree to which Black leadership can or will be found in the governance, design and delivery of the applicant(s) services or initiatives.
- Briefly describe any existing relationships with and/or a clear plan to develop relationships or partnerships with employers and other key stakeholders across the sector.

Question 4: Capacity to deliver services in French (Maximum 1,000 Characters)

- Indicate whether you are proposing to deliver services in one of the 26 [French-designated area of the Province](#), or province-wide.
- If **yes**, indicate and briefly describe the applicant(s) capacity to provide an active offer of services in French or provide a formal referral to a service provider offering services in French to any prospective participants who require/request services in French.
- If the applicant(s) does not currently have capacity, please describe the measures you have in place or a clear plan to ensure French-language services will be available at the time of service delivery.

NOTE: Active offer of French Language Services (FLS) is the set of measures to ensure that FLS are clearly visible, readily available, easily accessible, publicized, and of equivalent quality to services offered in English, and applies to all dimensions of service delivery (e.g., over the phone, in-person, signage, website, virtual and print materials, communications, events, and any third-party contracts).

NOTE: Selected applicants offering services in English will be required to develop a French Language Services (FLS) quality improvement plan, in the form provided by the Province, with a three-year strategy for improvement.

Section F: Partner Organizations

- Using the table provided, please list **any partner organization(s)** that has committed to participating in the proposed initiative, including a brief explanation of why each organization listed is involved in the initiative and how working/collaborating with this organization will improve initiative delivery and outcomes.
 - Listed partner organizations should be committed to, and aware of, their role in the initiative.

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Partner Organization Name	Contact Information	How will this partner contribute? (financial or in-kind)	Describe how working / collaborating with this organization(s) will improve initiative delivery / outcomes

Section G: Initiative Information

Question 1: Initiative Name (Maximum 250 Characters)

- Provide a short descriptive name that will easily identify the initiative.

Question 2: Geographic Area

- List in which geographic area(s), the proposed initiative will be delivered.
- Drawing on evidence, where available, provide a clear rationale for how the proposed initiative meets a clear need/presents real opportunities for Black youth and young adults within the identified high-opportunity sector in the proposed geographic area(s) [e.g., identified labour shortages and growth opportunities; strong industry presence; recognition of the area as an industry “hub”; alignment with regional economic initiatives, etc.].

Question 3: Beneficiary Population (Maximum 2,000 Characters)

- Identify the specific target beneficiaries your initiative will serve, including information on the specific stage(s) within a career trajectory the initiative seeks to support (e.g., transition from entry-level to mid-level position, transition from work placement to full-time employment, etc.), and any key characteristics of the beneficiaries (e.g. youth not in education, employment or training [NEET], post-secondary graduates, working parents, etc.).
- Describe how the proposed initiative will be tailored to the unique experiences, needs and strengths of the target beneficiaries.

Question 4: Requested Funding Term

- Indicate the funding term requested (between 1-2 years).

Question 5: Total Funding Requested

- Indicate the total amount of funding requested over the funding term.

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NOTE: While actual costs will be determined and negotiated with each selected applicant, the maximum amount of funding available for each Career Advance initiative is **up to \$625,000 per full fiscal year**. Funding can be requested for up to two years (2022-23 through 2023-24).

The funding amount for the first year of the initiative (2022-23) is to be **pro-rated** to the initiative's start date but may include costs associated with initiative **start-up**.

It is expected that selected applicants will begin delivering services in **Spring/Summer 2022**.

Question 6: Total Cost of the Initiative

- If the total cost of the initiative exceeds the requested amount, please identify other sources of funding in your budget.

Question 7: Initiative Summary (Maximum 500 Characters)

- Please provide a high-level summary of your initiative. If the initiative is selected, the Ministry may include this description on its website.

Question 8: Selected Outcome(s)

- Identify which of the two Black Youth Action Plan economic empowerment long-term outcomes (i.e., **Employment** and/or **Retention and Mobility**) your proposed initiative will contribute to.

REMINDER: Applicants must select **at least one** of the two long-term outcomes.

Question 9: Creating the Conditions for Success in the Workforce (Maximum 1,000 Characters)

- Describe how the initiative will help create the conditions for Black youth and young adults to succeed in the workforce, including addressing Anti-Black Racism.

Question 10: Logic Model

- Using the table provided in the **Appendix**, please provide a visual representation of how your proposed initiative is intended to work, including:
 - **INPUTS:** What is *invested* in the initiative or what is *available* for initiative activities, such as staff, volunteers, time, money, technology, and partnerships.
 - **ACTIVITIES:** What will be *done* as part of the initiative. For example, in-class training sessions, paid work placements/internship opportunities, participant and employer “matching”.

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- **OUTPUTS:** Products or services *produced through activities* and who is reached. For example, number of participants who complete program, number of participants who complete paid work placements/internships, number of employers who hire participants at program completion.
- **OUTCOMES:** Changes that occur as a result of activities. Applicants are encouraged to include **short and medium-term outcomes** for their initiative that support the long-term outcome(s). The logic model **must include the Black Youth Action Plan economic empowerment long-term outcome(s) selected in question #8.**

Sample Logic Model

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
<p>**Example**:</p> <p>Funding for:</p> <ul style="list-style-type: none"> • Program coordinator (1 FTE) • Wrap-around support worker (1 FTE) • Participant remuneration • Participant protective personal equipment (i.e., footwear, eyewear, headwear, gloves, etc.) • Participant transportation (i.e., tokens) • Workplace safety insurance coverage <p>Partnership with high-opportunity sector/industry</p>	<p>**Example**:</p> <p>Youth outreach/ recruitment (i.e., via email blasts, workshops, flyer distribution, posting through networks).</p> <p>Youth participants have 1 on 1 weekly meetings with wrap-around support worker to develop personalized plan.</p> <p>Youth participant orientation.</p> <p>Industry partner (employer) orientation.</p> <p>Safety training for youth participants (e.g., WHMIS, workplace, Health and Safety, First Aid, etc.) prior to work placement.</p>	<p>**Example**:</p> <p>50 youth participants enrolled.</p> <p>All youth participants have a holistic individualized plan to meet their needs.</p> <p>All youth participants and relevant partner employees complete program orientation.</p> <p>All participants receive safety training prior to their work placement/internship.</p> <p>Youth participants participate in/ complete 3 “TedTalks” on industry topics.</p> <p>100% of youth participants secure paid work placements.</p>	<p>**Example**:</p> <p>Short term: Youth participants acquire skills to transition into employment.</p> <p>Medium term: Youth participants gain meaningful employment experience that meets their needs.</p> <p>[REQUIRED] Long term: Black youth and young adults pursue, and are successful in, a range of high-quality employment opportunities.</p> <p>[Black Youth Action Plan economic empowerment long-term outcome #1 - Employment].</p>

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Access to dedicated space for training and workshops.	<p>In-person “TedTalks” led by certified tradespeople.</p> <p>Participant matching and work placements.</p> <p>Anti-Black Racism training for employees and management.</p> <p>Professional development workshops for youth participants.</p>	<p>All industry partner staff, including management, complete Anti-Black Racism training.</p> <p>All youth participants complete 3 professional development workshops.</p>	
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- Applicants may choose to use and upload another format to present the Logic Model, such as a diagram or other visual representation of the initiative, if all the required elements (inputs, activities, outputs, outcomes) are included.
- Please note that all applications require a Logic Model to be considered for funding.

NOTE: Additional guidance on Logic Models, including sample templates and definitions, can be accessed on the Youth Research & Evaluation eXchange’s (“YouthREX”) [website](#). Additional logic model samples can be found on the Public Health Ontario [website](#).

Question 11: Initiative Description (Maximum 3,000 Characters)

This question asks you to provide detailed information about the key features of your proposed initiative and how it operates, including alignment with the Career Advance initiative’s priorities:

- Using evidence, demonstrate how the proposed initiative responds to or anticipates trends in the identified high-opportunity sector in Ontario (e.g., employer needs, worker needs, labour market conditions).
- Describe how the proposed initiative and associated activities align with **one or both primary core services, as well as the complementary core service** (i.e., supports to attain permanent employment AND/OR employment retention career/skill advancement supports AND employer/sector readiness supports) and demonstrate how they are aligned with sector-specific opportunities and need.
- Describe how the proposed initiative will provide meaningful and intensive services, including wrap-around supports.

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- Describe how the proposed initiative aligns with the priorities of the Career Advance initiative (i.e., build pathways to high-opportunity careers, tailored and holistic approach to addressing barriers to program retention, completion and success, personalized supports that align with participants’ skills, potential and career aspirations). If the initiative does not align with one or more priorities, please provide rationale, supported by evidence, for the departure.
- Describe any risks, challenges, or obstacles that you anticipate while running the proposed initiative (including potential impacts of COVID-19) and planned mitigation strategies you will apply to ensure successful outcomes.

Question 12: Alignment with Black Youth Action Plan’s Economic Stream Guiding Principles (Maximum 1,000 Characters)

- Describe how the proposed initiative aligns with the Black Youth Action Plan economic empowerment stream’s common set of guiding principles (see page 5). If the initiative does not align with one or more of the principles, applicants should clearly explain why in their application and address how the quality and integrity of programming will be ensured.

Section H: Initiative Work Plan

- Please complete the Work Plan provided, indicating anticipated **key milestones** for the first two years, as applicable, of your initiative.
 - The Work Plan should provide an **overview of key events** and act as a **high-level roadmap**.

REMINDER: It is expected that selected applicants will begin delivering services in **Spring/Summer 2022**.

Section I: Budget

NOTE: For definitions of individual budget lines, please refer to the TPON application form instructions.

- Provide a budget for the proposed initiative in the table provided.
 - As a reminder, the budget should align with the INPUTS provided in your logic model.
- For multi-year initiatives, include your requested amount per year (costs can be equal across full fiscal years).
 - **Pro-rate the budget for Year One (2022-23)**, with a projected start date of no earlier than May 2022 (Note: this does not guarantee that the initiative will start in May 2022).
 - The funding amount for **Year One** may include costs associated with the **initiative start-up**.

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- Review “Eligible Costs” (**Part 7**) to ensure the expenses listed are eligible.

NOTE: Applicants may be asked to adjust the scale of their proposed budget, as a condition of funding.

NOTE: The Province’s fiscal year begins on April 1st of every year and ends on March 31st of the following year. Year 1 of the initiative is from April 1, 2022 to March 31, 2023. Year 2 of the initiative is from April 1, 2023 to March 31, 2024.

Section J: Performance Measurement (Maximum 1,000 Characters)

- Describe the applicant(s) capacity for data collection, performance measurement, and reporting, including:
 - Any relevant experience your organization has in collecting program data, tracking and reporting on performance metrics, and/or conducting program evaluations (i.e., how the organization has measured, reported and shared program impact(s)/lessons learned; transferable skills that demonstrate the organization’s readiness to undertake reporting and measurement activities);
 - Tools (e.g., surveys, software) or methods (e.g. case management, administrative tracking) your organization has used to support data collection, performance measurement, and reporting; or readiness to establish/adopt specific tools and methods.
- Describe how you will leverage existing capacity to support specific reporting and measurement activities in connection with the proposed initiative (e.g., Ministry-defined core service outputs, baseline data for direct beneficiaries).

Section K: Support Letters

Please provide **two (2) support letters** which identify:

- The applicant(s) connection to, or knowledge of, a target sector identified in the application; and
- The applicant(s) capacity to contribute to positive outcomes for Black children, youth, and/or young adults through the proposed initiative.

IMPORTANT: Support letters may be provided by any individual or organization that has knowledge of/can speak to the applicant(s) experience, expertise and/or capacity (e.g., chambers of commerce, private sector or community partners, sector/industry leaders, elected officials, program participants, etc.)

If you are applying as the **Lead Organization** on behalf of a partnership or a coalition, **at least one** support letter **must** be from a partner or coalition member. See **Part 8 –**

Section E: Organization Capacity for more information on lead and partner organizations.

Section L: Terms and Conditions

- Selected applicants delivering services in a French-designated area, or province-wide, shall provide an active offer of services in French. Where selected applicants are unable to deliver services in French, they shall refer the client to a service provider offering services in French.
- Selected applicants will have a written service complaint and problem resolution process that will be made available to participants upon request.
- Selected applicants must have policies in place to protect personal information and privacy of their participants.
- Selected applicants are responsible to comply with all applicable legislation when delivering services (e.g., *Child, Youth and Family Services Act*; *Youth Criminal Justice Act*; *Human Rights Code*; *Ontarians with Disabilities Act*).
- Selected applicants will be required to carry out the initiative and use the funds received from the Ministry pursuant to the initiative 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 initiative and the use of the funds.

For instructions on filling out **Section M: Declaration/Signing**, please refer to the TPON application form.

9. Further Information

Risk Assessment

- Selected applicants will participate in the Ministry's risk assessment business process and submit any information required by the Ministry on all areas of risk as set out in the risk assessment.

Compliance with Statutes

- Selected applicants will be required to confirm that they are in good standing with labour, environment and tax laws.

Confidentiality

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- The Ministry will disclose any information collected in this application if required by the provincial *Freedom of Information and Protection of Privacy Act*.
- The Ministry may also share application information with others, both within and outside of the Ministry, for the purpose of evaluating applications, assessing eligibility, and administering the Career Advance initiative.

Privacy and Personal Information

- Applicants are responsible for ensuring appropriate confidentiality, privacy and security of information that is collected from children, youth and families and all other individuals that they serve when carrying out the initiative.

Rights of the Ministry

In applying, the applicant is deemed to have acknowledged that the Ministry 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 these guidelines and related documents including the application form by way of new information on the designated website.
- Cancel this application and call for applications process at any stage of the application or evaluation process.
- Reject any or all applications in its sole and absolute discretion.
- Fund legal entities for similar initiatives regardless of whether these entities have applied in response to these guidelines.

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.
- Does not guarantee funding even if an application meets all Career Advance initiative criteria.
- Does not guarantee that the total amount of funding requested by a selected applicant will be approved.
- Shall not be responsible for any costs or expenses incurred by any applicant, including any costs or expenses associated with preparing and submitting responses to this call for applications.

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- Will require selected applicants to execute a funding agreement outlining the terms and conditions relating to any funding as a condition of and prior to receiving funding.

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10. Appendix

Logic Model

INPUTS (What is <i>invested</i> in the initiative or what is <i>available</i> for initiative activities)	ACTIVITIES (What will be <i>done</i> as part of the initiative)	OUTPUTS (Products or services <i>produced</i> through activities and <i>who</i> is reached)	OUTCOMES (Changes that occur as a <i>result</i> of activities)
			<p>REMINDER: <i>Applicants are encouraged to include short and medium-term outcomes for their initiative that support the long-term outcome(s).</i></p> <p>REMINDER: <i>The logic model must include the Black Youth Action Plan economic empowerment stream long-term outcome(s) selected in question #8 (i.e., Employment and/or Retention and Mobility).</i></p>