

## 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 Minister of Citizenship and Multiculturalism (the “Ministry”).

The Career Launch initiative is the **first** 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 Launch initiative application, please read the entire Career Launch Program Guidelines.

You may also submit questions about the Career Launch initiative to [youthengagement@ontario.ca](mailto: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 Launch funding initiative, including supporting materials, must be submitted no later than **Wednesday, March 23, 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

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[www.ontario.ca/page/get-funding-ontario-government](http://www.ontario.ca/page/get-funding-ontario-government) or contact Transfer Payment 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](mailto: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](mailto:youthengagement@ontario.ca) and hosting virtual community information sessions on how to apply for funding under the Career Launch initiative. For more information and to register for this session please visit <https://www.ontario.ca/page/available-funding-opportunities-ontario-government>.

Dedicated information sessions for funding initiatives **two** and **three** 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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## French Language Services (FLS)

All applicants applying 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 French Language Services (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)*.

## Funding for Existing Initiatives

Applicants may apply for funding to enhance an existing initiative (e.g., additional human resources, training/professional development to increase program capacity). Applicants must clearly demonstrate how a proposed enhancement is in line with the desired outcomes and priorities of the Career Launch initiative. Any funding provided for an enhancement is conditional on a selected applicant agreeing to an amendment to their existing government funding agreement.

**NOTE:** See **Part 7: Funding** for more information on funding parameters.

## 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 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:

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- In Ontario, Black youth ages 15-24 are less likely to be in the labour market or employed, and more likely to be unemployed.<sup>1</sup>
- 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.<sup>2</sup>
- 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.<sup>3</sup>
- In 2020, out of 1,600 corporate boards of directors in Canada, only 13 members were Black, and only two were Black women.<sup>4</sup>
- In Ontario, only 15% of small and medium sized enterprises (SMEs) financed in 2017 were owned by visible minorities.<sup>5</sup>

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-quality<sup>6</sup> 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:

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<sup>1</sup> [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.

<sup>2</sup> [Statistics Canada \(2020\)](#).

<sup>3</sup> [Brookfield Institute for Innovation and Entrepreneurship \(2019\)](#).

<sup>4</sup> [Diversity Institute \(2020\)](#).

<sup>5</sup> [Statistics Canada \(2018\)](#).

<sup>6</sup> “**High-Quality**” for the purpose of the Career Launch 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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**VISION:** *Black Ontarians have equitable access to economic resources and high-quality opportunities and are equipped and empowered to fully participate in prosperous, 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
<b>SUCCESS UNDER THIS PILLAR WILL LOOK LIKE:</b>	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
<b>OPEN</b>	February 23, 2022	March 9, 2022	March 23, 2022
<b>DEADLINE</b>	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 <a href="https://www.ontario.ca/page/available-funding-opportunities-ontario-government">https://www.ontario.ca/page/available-funding-opportunities-ontario-government</a> .
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## 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

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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 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 Launch initiative: Overview

The Career Launch initiative is designed to help Black children, youth, and young adults cultivate the skills, knowledge, and supports they need to succeed in education and the job market of today – and in the future. Locally developed initiatives will help build career pathways, promote in-demand skills, and provide access to professionally relevant networks to support participants’ exploration of – and entry into – a chosen high-opportunity field.<sup>7</sup>

Sector/industry-based approaches have been linked with positive participant outcomes (e.g., employment and earnings).<sup>8</sup> Selected applicants will identify and demonstrate an understanding of a **specific sector/industry or career trajectory**<sup>9</sup> and how it will inform the design and implementation of their local Career Launch initiative. This includes **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).

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<sup>7</sup> “**High-opportunity**” for the purpose of the Career Launch initiative is defined as the potential to secure a “high-quality” job/career in a high-growth or emerging sector/industry.

<sup>8</sup> [Ontario360 \(2019\). \*Skills-Training Reform in Ontario: Creating a Demand-Driven Training Ecosystem\*.](#)

<sup>9</sup> A “**sector**” or “**industry**” for the purpose of the Career Launch 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), and “**career trajectory**” is an individual’s career path within a chosen field of expertise (e.g., entrepreneurship).

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Selected applicants may also leverage a **career pathway** approach to create “on and off ramps” between the labour market and educational institutions to meet the needs of both younger and older participants, including those who are launching or re-launching their careers.

In addition to promoting *individual* pathways to labour market success, selected initiatives will be guided by culturally relevant and holistic approaches that recognize the diverse experiences, needs and strengths of Black Ontarians and strive to address a range of *systemic* barriers to their equitable participation in economic and social life (e.g., financial, educational, anti-Black racism and discrimination).

## Priorities

Research shows that systemic issues (e.g., discrimination) can limit the potential of Black youth and young adults to obtain necessary skills and credentials and to access meaningful opportunities in their pursuit of education and employment.<sup>10</sup>

Career Launch prioritizes initiatives that are tailored to the **unique experiences, needs and strengths of Black Ontarians**, to help promote academic/career development spaces that are more inclusive of Black youth and young adults. These spaces, in turn, will improve channels to build social capital and promote the talent of Black youth and young adults, helping them to thrive in high-opportunity careers and along their individually chosen career paths.

Applicants should clearly demonstrate how their proposed initiative aligns with the Career Launch 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).<sup>11</sup>
- 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).<sup>12</sup>
- Sectors where there is an **identified or upcoming skills shortage** (e.g., automotive, environmental, hospitality, health care).<sup>13</sup>
- Career pathways with identified opportunities for **business ownership and control** (e.g., entrepreneurship).

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<sup>10</sup> See, for example: [Boston Consulting Group, et al. \(2019\)](#); [DasGupta \(2020\)](#); [Social Planning Council of Peel, 2015](#); [Anucha, et al. \(2021\)](#).

<sup>11</sup> [Invest Ontario \(2021\)](#).

<sup>12</sup> [Government of Canada \(2021\). Job Bank: High Paying Programs.](#)

<sup>13</sup> [Flavelle, D. \(2020\)](#); [ECO Canada \(2020\). Environmental Labour Market Supply \(2020\)](#); [Canadian Manufacturing \(2021\)](#); [The Canadian Business Journal \(2014\)](#).

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**2. Support the development of in-demand and transferable skills, competencies, and credentials, including:**

- **Essential skills and competencies:** non-technical attributes that enable an individual to effectively navigate a changing workplace, work well with others, perform well and achieve their goals (e.g., critical thinking [problem solving and analysis], social/interpersonal [teamwork, leadership, communication], foundational [digital literacy, financial capability],<sup>14</sup> emotional intelligence, and creativity).<sup>15</sup>
- **Technical skills, competencies and/or credentials:** related to specific sectors/industries or career pathways (e.g., coding, ability to read blueprints, schematics and manuals, analytical skills, software or hardware skills, business development and ownership).

**3. Provide access to professionally relevant networks, including:**

- Creating or facilitating academic or career connections, and/or exposure to economically valuable experiences.
- Increasing awareness of Black success in specific sectors/careers.
- Providing access to Black role models/coaches/mentors.

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.

## Organization

Selected applicants will be Black-led and/or Black-focused<sup>16</sup> organizations or be part of a partnership or coalition that includes such organization(s).

In addition, these organizations should demonstrate the following attributes/capacity:

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<sup>14</sup> “**Financial capability**” refers to having financial knowledge and competencies *and* being able to act on that knowledge through opportunities.

<sup>15</sup> [Lippman, L., et al. \(2015\). Workforce Connections: Key “Soft Skills” that Foster Youth Workforce Success.](#)

<sup>16</sup> For the purpose of the Career Launch initiative, a “Black-led organization” is defined as an organization that has a mandate to serve the Black community and has Black leadership at all levels (i.e., staff, executive, governance). A “Black-focused organization” is defined as an 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 organizations.



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- Subject matter expertise, including:
  - Localized understanding of a specific sector/industry/career trajectory.
  - Experience working with Black children, youth, and young adults to meet diverse academic/career development needs.
  - Experience with initiatives linked to economic empowerment (e.g., skills development, academic supports and career preparation, mentorship, and coaching, etc.).
- Existing relationships with and/or a clear plan to develop relationships/partnerships with experts and professionals in high-opportunity fields.

## Beneficiary Population

Eligible initiatives will support Black children, youth, and/or young adults at different stages in their career path (e.g., exploring career options, launching or re-launching their careers, transitioning to higher education).<sup>17</sup>

### *Geographic Scope*

Initiatives will be targeted to one of three existing Ontario BYAP catchment areas:

- Greater Toronto and Hamilton Area (includes Toronto, Hamilton, Peel, Durham, and York)
- Ottawa
- Windsor

The Career Launch initiative is aligned with the three existing BYAP catchment areas – communities where the majority of Ontario’s Black population resides. Information on funding initiatives **two** 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>.

Applicants should provide a clear rationale for the need/benefit of the proposed initiative within their catchment area, drawing on evidence where possible (e.g., identifying a specific community and/or neighbourhood within the larger catchment area that would benefit; identifying gaps in local services the proposed initiative would address; identifying a strong industry presence; recognition of the area as an industry “hub”; alignment with regional economic initiatives).

### *Beneficiaries*

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<sup>17</sup> For the purpose of the Career Launch initiative “children”, “youth” and “young adults” includes individuals between the ages of 6-34. This aligns with Statistics Canada categories and is intentionally broad to include individuals who may be at different stages in their career pathway.

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

- The **specific stage of personal and/or career development or area of learning**<sup>18</sup> the initiative seeks to support (e.g., developing foundational skills, exploring opportunities, making decisions and setting goals, transitioning into higher education or employment) and consideration of how the proposed initiative is developmentally appropriate.
- Any **key characteristics** of the target population they plan to serve and how the proposed initiative will be tailored to their unique experiences, needs and strengths.<sup>19</sup>

## Desired Outcomes

### *Long-Term Goal*

Locally developed initiatives will align with the long-term goal of Career Launch: to ensure that **Black children and youth have the skills, knowledge, and supports they need to succeed in education and the job market of today and in the future.**

### *Long-Term Outcomes*

Applicants are **required** to identify **at least one of the following three** long-term outcomes their initiative will contribute to:

1. **Promoting Wellness and Resilience:** Black children and youth and their significant adults are equipped with the skills and resources they need to help them thrive.
2. **Academic Supports and Career Preparation:** Black children and youth have the competencies and credentials they need to succeed and feel like they belong in high-opportunity fields (e.g., STEM).
3. **Mentorship and Coaching:** Black children and youth are connected to caring adults and professionally-relevant networks that support their career and life aspirations.

**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

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<sup>18</sup> [Government of Ontario \(2013\). \*Creating the Pathways for Success: An Education and Career Life Planning Program for Ontario Schools.\*](#)

<sup>19</sup> 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).

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there may be overlap in relevant approaches and/or activities to achieve each outcome, there is no competitive advantage in selecting more than one outcome.

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.

**NOTE:** Where possible, selected applicants will be required to establish baseline data for direct beneficiaries at the outset of service delivery 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 within and across the catchment areas, 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.

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CRITERIA	WEIGHT
<p><b>Proposed Approach</b></p> <ul style="list-style-type: none"> <li>• The application identifies a specific sector/industry or career trajectory and demonstrates a thorough understanding of relevant trends.</li> <li>• The application clearly describes the need for/benefit of the proposed initiative within the identified BYAP catchment area, supported by research and evidence, where possible.</li> <li>• The application clearly identifies its target beneficiary population(s) and how the proposed initiative will be tailored to meet their unique experiences, needs and strengths.</li> <li>• The application clearly describes how the proposed initiative aligns with the priorities of the Career Launch initiative, and specifically describes how these priorities will be met through culturally relevant and holistic approaches.</li> <li>• 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.</li> <li>• The application identifies a programming type and clearly describes the service delivery model that informs the inputs and activities and provides evidence as to why the model is appropriate.</li> <li>• The application includes at least one BYAP economic empowerment long-term outcome(s); 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).</li> <li>• The application includes a clearly developed logic model (see <b>Part 8 – Section G: Question 9</b>; and the <b>Appendix</b>) with alignment between the inputs, activities, outputs, and outcomes. The BYAP economic empowerment long-term outcome is included in the logic model.</li> </ul>	<b>50%</b>
<p><b>Measurement and Reporting</b></p> <ul style="list-style-type: none"> <li>• The applicant demonstrates sufficient capacity to undertake reporting and measurement activities in connection with the proposed initiative.</li> <li>• The application clearly considers how reporting and measurement capacity will be leveraged to support specific activities relevant to the Career Launch initiative (e.g. Ministry-defined core service outputs, baseline data for direct beneficiaries).</li> </ul>	<b>15%</b>
<p><b>Initiative Delivery</b></p>	<b>10%</b>

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CRITERIA	WEIGHT
<ul style="list-style-type: none"> <li>• The application lists any relevant partner organizations and provides a brief description of their roles, responsibilities, and expected contributions.</li> <li>• 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.</li> <li>• The budget is reasonable and aligns with the initiative description, activities, outputs, and outcomes.</li> </ul>	
<p><b>Organization Capacity</b></p> <ul style="list-style-type: none"> <li>• The application demonstrates the organization’s experience/capacity to deliver initiatives with comparable scope and objectives for the benefit of Black children, youth, and young adults (e.g., Black leadership in the governance, design and delivery of programs and initiatives).</li> <li>• The application demonstrates the organization’s relevant background that includes experience with initiatives linked to economic empowerment, including academic/career development.</li> <li>• The application demonstrates the organization’s connection to the sector/industry/career trajectory identified in the application and/or capacity to facilitate connections to the identified sector/industry/career trajectory.</li> <li>• The application provides sufficient information for the Ministry to determine whether the organization 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.</li> </ul>	<b>15%</b>
<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>• Two support letters clearly demonstrate the organization’s connection to, or knowledge of, a target sector/industry/career trajectory identified in the application <b>and</b> its capacity to contribute to positive outcomes for Black children, youth, and/or young adults through the proposed initiative (See <b>Part 8 – Section K</b> for more details).</li> </ul>	<b>10%</b>

## 7. Funding

While actual costs will be determined and negotiated with each selected applicant, the maximum amount of funding available for each Career Launch initiative is **up to \$231,900 per full fiscal year.**

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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. In addition:

- Applicants may apply for funding to enhance an existing initiative (e.g., additional human resources, training/professional development to increase program capacity) or to deliver a new initiative. Applicants must clearly demonstrate how a proposed enhancement is in line with the desired outcomes and priorities of the Career Launch initiative.
- 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 Launch initiative. This could include salaries/wages and benefits, program delivery (e.g., Year One start-up costs, participant/client remuneration, supplies, materials, equipment, web-based platform), building accommodation, travel, staff recruitment and training, and 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 Launch 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.

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- 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.
- For enhancements to existing initiatives, the distribution of any funding is subject to the successful negotiation of an amendment to the existing agreement between the province and the selected applicant that will set out the terms and conditions governing the funds, reporting, performance and accountability requirements.
- Selected applicants will:
  - 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 Launch 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

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- 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.

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](http://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 the lead organization:

- The **lead organization** is the signing organization on the government funding agreement to deliver services under the Career Launch 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 lead organization's core business or field of activity (Maximum 2,000 Characters)

- What is the lead organization's core mandate/vision, its key objectives and goals, and what beneficiaries does it serve?

### Question 2: Applicant Experience (Maximum 2,000 Characters)



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- List and describe any relevant experience the lead organization has in delivering initiatives with comparable scope (e.g., economic empowerment), objectives (e.g., academic and career success), and beneficiaries (e.g., Black children, youth and young adults).
- Include any relevant past programs or initiatives your organization was involved in, with particular attention to any that targeted Black children, youth and young adults.
- Identify the degree to which Black leadership can or will be found in the governance, design and delivery of the lead organization's programs or initiatives
- Briefly describe any existing relationships with and/or a clear plan to develop relationships or partnerships with experts and professionals in high-opportunity fields.

**Question 3: Capacity to deliver services in French (Maximum 1000 Characters)**

- Indicate and briefly describe your organization's capacity to provide an active offer of services in French or provide a referral to a service provider offering services in French to any prospective participants who require/request services in French.
- If your organization does not currently have capacity, please describe the measures your organization has 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: Catchment Area

- Indicate in which BYAP catchment area (i.e., Greater Toronto and Hamilton Area, Ottawa, or Windsor) the proposed initiative will be delivered.
- Applicants may select more than one catchment area, where applicable.

#### Question 3: Beneficiary Population (Maximum 2000 Characters)

- Provide a clear rationale for the need/benefit of the proposed initiative within the larger BYAP catchment area, including any evidence where available (e.g., identifying a specific community and/or neighbourhood within the larger catchment area that would benefit; identifying gaps in local services the proposed initiative would address; identifying a strong industry presence; recognition of the area as an industry “hub”; alignment with regional economic initiatives).
- Identify the specific target beneficiaries your initiative will serve, including information on their specific stage of personal and/or career development and any key characteristics (age or cohort, individuals entering/re-entering school or the labour market, etc.).
- Describe how the proposed initiative will respond to the multiple and intersecting 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

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

**NOTE:** While actual costs will be determined and negotiated with each successful selected applicant, the maximum amount of funding available for each Career Launch initiative is **up to \$231,900 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: Initiative Outcome(s)**

- Identify which of the three Black Youth Action Plan economic empowerment long-term outcomes (i.e., Promoting Wellness and Resilience; Academic Supports and Career Preparation; Mentorship and Coaching) your proposed initiative will contribute to.

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

#### **Question 9: 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, workshops, training sessions, or industry events.

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- **OUTPUTS:** Products or services *produced through activities* and who is reached. For example, number of participants who attend an event, or number of resources developed.
- **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 the preceding question (#8).**

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**Sample Logic Model**

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
<p><b>**Example**:</b></p> <p>Funding for:</p> <ul style="list-style-type: none"> <li>• Mentorship coordinator (1 FTE)</li> <li>• Participant remuneration</li> <li>• Software (i.e., ZOOM license)</li> <li>• Google Chromebook refurbishment</li> <li>• Participant nutrition</li> <li>• Participant transportation (i.e., tokens)</li> </ul> <p>Partnership with professional association</p> <p>Access to shared space</p>	<p><b>**Example**:</b></p> <p>Youth outreach (i.e., via email blasts, workshops, flyer distribution, posting through networks)</p> <p>Mentor recruitment in collaboration with professional association</p> <p>Develop matching protocol</p> <p>Mentor Training Host sector-specific information workshops</p> <p>Partner organization develops career shadowing program</p> <p>Host online forum for youth</p> <p>Skill-building sessions for youth (coding)</p>	<p><b>**Example**:</b></p> <p>50 youth and 25 mentors reached</p> <p>10 x 1:1 mentor-mentee relationships established</p> <p>5 x group-based mentorship relationships established</p> <p>5 sector-specific workshops hosted</p> <p>25 youth complete job-shadowing opportunity</p> <p>1 youth forum completed</p>	<p><b>**Example**:</b></p> <p><b>Short term:</b> Youth participants gain increased access to industry contacts; develop foundational industry skills</p> <p><b>Medium term:</b> Youth participants experience increased mentorship opportunities and social capital</p> <p><b>[REQUIRED] Long term:</b> Youth participants are connected to caring adults and professional networks who support their career and life aspirations.  <i>[BYAP economic empowerment long-term outcome #3 - Mentorship and Coaching].</i></p>

- 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.

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**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 10: Initiative Description (Maximum 3000 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 Launch initiative’s priorities:

- Identify the specific sector/industry or career trajectory the proposed initiative aligns with. Using evidence, demonstrate how the proposed initiative responds to or anticipates trends in the sector/industry or career trajectory (e.g., employer needs, worker needs, labour market conditions).
- Describe how the proposed initiative aligns with the priorities of the Career Launch initiative (i.e., build pathways to high-opportunity careers; support the development of in-demand and transferable skills, competencies and credentials; provide access to professionally relevant networks). If the initiative does not align with one or more priorities, please provide rationale, supported by evidence, for the departure.
- Identify the programming type (e.g., mentorship/sponsorship, career guidance, pre-apprenticeship, tutoring, professional networking, etc.) and describe the service delivery model that informs the INPUTS and ACTIVITIES outlined in your Logic Model (e.g., case management, 1:1 vs. group-based or blended service delivery, virtual vs. in-person).
  - Provide rationale/evidence as to why this model is appropriate to the identified sector/industry or career trajectory and outcome(s) of the proposed initiative.
- Describe how the proposed initiative uses culturally relevant and holistic approaches as part of its service delivery model.
  - What kind of recruitment practices, training, capacity building and oversight will be implemented to ensure staff possess the relevant skills and experiences to serve the target beneficiaries?
- 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 11: Alignment with Black Youth Action Plan’s economic empowerment stream Guiding Principles (Maximum 1000 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

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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**.
- Review “Eligible Costs” (**Section 7**, page 14) 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 1<sup>st</sup> of every year and ends on March 31<sup>st</sup> 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 1000 Characters)

- Describe your organization’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

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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 your organization’s 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:

- Your organization’s connection to, or knowledge of, a target sector/industry/career trajectory identified in the application; and
- Your organization’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., service delivery 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 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*).



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- 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 TPN 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

- 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 Launch 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.

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- 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 Launch 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.
- 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

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