

Ontario Job Grant
Application Guidelines

EFFECTIVE May 1, 2026



Table of Contents

1. Program Overview	4
2. Eligibility	5
2.1 Eligible Applicants	5
2.2 Eligible Trainees	7
2.3 Eligible Training	8
2.4 Eligible Training Providers	8
3. Training Costs and Expenditures	12
3.1 Employer Contribution Requirements	12
3.2 Eligible Training Costs	13
3.2.1 Ministry Review of Eligible Costs	13
3.3 Ineligible Training and Expenditures	15
4. Application Process	16
4.1 Transfer Payment Ontario (TPON)	16
4.2 Applications	17
4.3 Value for Money in the Expenditure of Government Funds	17
4.4 Ministry Discretion in Reviewing Applications	18
4.5 Application Assessment Selection Process	19
4.6 Notification of Selected Applicants, TPA Negotiations, and Grant Distribution	19
5. Performance Measurement	20
5.1 Follow-ups	22
6. Performance Management	22
6.1 Reports	23
6.2 Employer Monitoring	24
7. Access to Information and Protection of Privacy	24
7.1 Information Provided by Applicants/Recipients	24
7.2 Personal Information of Trainees	25
8. Acknowledgement of Government Support	25

The Ontario Job Grant (OJG) Application Guidelines (the “guidelines”) are intended to support the Ministry of Labour, Immigration, Training and Skills Development (the “ministry”) staff, OJG applicants and transfer payment (TP) recipients that have been approved for OJG funding.

In the event of any conflict or inconsistency between the guidelines and any term or condition in a OJG transfer payment agreement (TPA), the TPA shall prevail.

The guidelines are not a legal document. The guidelines are intended as a resource for information and assistance only and should not be used as or considered legal advice. The guidelines do not replace or modify any legislation, regulations, or contractual agreements, and are only intended to provide general information about the OJG program. The guidelines do not cover every situation, and the information provided in the guidelines may not apply to all circumstances.

The guidelines are not intended to provide interpretations of the law or identify all laws that may apply. Please consult the relevant legislation, regulations, and contractual agreements that apply to your situation as necessary. If you need help understanding your legal rights or obligations, you may wish to seek legal advice.

Funding Source

OJG costs are offset, in part, by the Canada-Ontario Labour Market Development Agreement (LMDA). The partnership between Canada and Ontario advances workforce development by supporting efforts to build an inclusive, integrated, client-centered, outcomes-driven employment and training system that responds to the evolving needs of individuals, employers, and communities. The LMDA also gives the province the primary responsibility for the design and delivery of labour market programs and services in Ontario.

1. Program Overview

The Ontario Job Grant (OJG) provides funding to help employers train their employees and update their skills. This helps employers ensure their workforce has the right skills to adapt to a changing economy. The grant lets employers choose who to train, and what skills to focus on to address their needs. Employers can use the grant to train new hires and incumbent employees to upgrade their skills.

Under OJG, a new hire is a trainee with an identified job opportunity within the employer's workforce that has been provided with an offer of employment prior to training.¹

Funding is available to eligible applicants to help offset the costs of training purchased for the employees selected by the employer. Each employer application and, if successful, subsequent TPA, can support up to a maximum of 25 trainees.

OJG is intended to:

- Help employers retain a skilled and adaptable workforce able to meet evolving labour and market demands;
- Connect unemployed² people to the job market by supporting upfront skills training upon recruitment; and,
- Bolster Ontario's economy by ensuring that small and medium-sized employers can access essential and technical skills training in a timely manner to upskill, reskill, and advance their workforce.

See Section 4: Application Process for more information on how these priorities are considered as part of the application assessment process.

The OJG is delivered through cost-sharing TPAs between individual employers and the government. Under the TPAs, the government covers eligible training costs up to the following maximum amounts per trainee:

- **Up to \$10,000** ministry contribution per trainee for direct training costs for training

¹ The offer of employment may be permanent, or conditional upon the individual having completed training, and subject to the employer's regular probationary period.

² For the purposes of OJG, an individual is deemed unemployed if they were without work, were available for work, and were actively seeking work prior to training. Individuals can be considered unemployed if they:

- are working less than an average of 20 hours/week.
- have accepted an interim job after their initial lay-off.

Whether an individual receives a salary continuance, severance pay, or EI benefits does not impact their unemployed status in OJG. Unemployed seasonal workers or workers on temporary lay-off returning to the same employer are not considered unemployed individuals for the purpose of OJG. Validation of unemployed status is required.

employees.

- **Up to \$15,000** ministry contribution per trainee for direct training costs for employers with fewer than 100 employees training new hires who were previously unemployed.

Direct training costs may include:

- **Up to \$500** per trainee for costs related to training materials, textbooks, and software.
- **Up to \$500** per trainee for travel costs, only if the distance travelled to attend training is greater than 24km, one way.

For information on Employer Contribution Requirements, see Section 3.1. For more information on eligible and ineligible costs, see Sections 3.2 and 3.3.

2. Eligibility

2.1 Eligible Applicants

Eligible applicants include private and non-profit employers that meet the requirements set out below. Eligibility criteria apply to all employers regardless of whether they are training one or multiple individuals.

An employer must meet the following requirements:

- Contribute the required employer share in accordance with Section 3.1 (including the specific exception for employers with fewer than 100 employees training new hires who were previously unemployed). Recruitment will be confirmed through a documented offer of employment that may be conditional upon the individual having completed training;
- Employ the individual(s) selected for training at the time of training;
- Be a legal entity and continue to be a legal entity throughout the term of the transfer payment agreement;
- Have a physical location in Ontario and have been actively operating or carrying out business at that location for at least one year prior to application;
- Comply with all applicable legislation, including, but not limited to, the *Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, the *Occupational Health*

and Safety Act (OHSA), and the Employment Standards Act, 2000 (ESA);

- Maintain and declare appropriate Workplace Safety and Insurance Board (WSIB) or private disability insurance coverage, as applicable, to cover the cost of work-related injuries/occupational diseases, as well as adequate third-party general liability insurance.

An applicant must not be any of the following:

- Federal, provincial, or municipal government and/or agency;
- Designated broader public sector organization, as defined by the [Broader Public Sector Accountability Act](#);
- District social services administration board established under the *District Social Services Administration Boards Act*, notwithstanding their exclusion under the *Broader Public Sector Accountability Act*;
- Employment Ontario or integrated employment services service provider or service system manager; or
- Organization currently in receipt of other government funds related to the same, or substantially similar, skills training for the same trainee(s).

Employers must not use trainees to displace existing staff or replace staff who are on lay-off and must not compel or permit a participant to pay any part of the employer's OJG training contribution, either directly or indirectly. In the ministry's sole and absolute discretion, an employer may be deemed ineligible for OJG funding if:

- The employer has abused similar funding in the past;
- Any person related to,³ affiliated with, or having control or influence over the employer has abused similar funding in the past;
- The employer has failed to comply with any current or previous agreement with the Government of Ontario; or
- The employer has an outstanding debt owing to the Government of Ontario.

³ This includes board members, shareholders, and their immediate family members, such as spouses, common-law partners, adult interdependent partners, children (biological, step, adopted), parents, and siblings.

If any of the above circumstances apply, the applicant should provide an explanation on the OJG application.

2.2 Eligible Trainees

Trainees must be:

- Resident in Ontario;
- Canadian citizen, permanent resident, or a refugee claimant, or other protected persons under the Immigration and Refugee Protection Act (Canada);
- Legally authorized to work in Canada; and
- Employed with and identified by the employer applying to OJG. Employers must provide the ministry with a copy of the permanent or conditional job offer for each newly hired individual.
 - The job offer must include the trainee's name, job title, employment start date, and trainee's signature.

Employers must not train more than one newly hired employee for each position for which they have provided an offer of employment.

Trainees must not be participating in:

- Any other government training intervention that offers funding support for the same tuition, books, or other training related costs (e.g., Better Jobs Ontario, Skills Development Fund); or
- Privately funded full-time training or education which may adversely impact participation in OJG funded training.

The following individuals are ineligible as trainees:

- Employer (including self-employed individuals);
- Any person related to, affiliated with, or having control or influence over the

employer⁴;

- Individuals who are not employed by the employer (e.g. contractors and volunteers); and,
- Individuals working in Canada temporarily or who have temporary status, such as temporary foreign workers.

2.3 Eligible Training

Training delivered under OJG must:

- Be delivered in Ontario;
- Be delivered by an eligible training provider;
- Be provided only to trainees identified by the eligible employer in the application;
- Must be completed within 52 weeks of the training start date; and
- Be eligible to receive funding and not include any ineligible expenditures as set out in Section 3: Training Costs and Expenditures.

2.4 Eligible Training Providers

Training must be provided by a training provider that maintains a physical presence in Ontario throughout the training term⁵ and that has been in the business of providing the applicable training for at least two years.

⁴ This includes board members, shareholders, and their immediate family members, such as spouses, common-law partners, adult interdependent partners, children (biological, step, adopted), parents, and siblings.

⁵ A P.O. Box will not be accepted. The ministry may conduct site visits to confirm the training provider's physical presence and training capacity. The ministry may make exceptions to the requirement of having a physical presence in Ontario in exceptional circumstances. Requests for an exception must be accompanied by evidence that the applicable training is not available from a training provider in Ontario. Decisions will be made on a case-by-case basis in the sole and absolute discretion of the ministry.

Training providers must also be one of the following types of third-party providers:

- Publicly assisted college, university or Indigenous Institute in Ontario;
- District School Board;
- Career college and vocational program provider registered under the *Ontario Career Colleges Act, 2005* (formerly known as the *Private Career Colleges Act, 2005*) and in compliance with the Act, or career college and vocational program provider that is exempt from registration in accordance with that Act;
- Union-based training centre;
- Sector Council; or
- Industry Association.

Product vendors may also provide training under certain circumstances.⁶

2.4.1 Additional Training Provider Considerations

Any previous experience delivering training under OJG, or other government-funded skills training programs, will be considered by the ministry in its assessment of the OJG application.

⁶ For OJG purposes, product vendor training is defined as any training where the vendor is involved in the creation/sale of the product and is also conducting the training. “Product” refers to business-related materials (e.g. technology/equipment, software, or proprietary process) purchased by the employer. Applications for training associated with the basic operations and implementation of a product or service are only eligible for funding under OJG when the training is delivered by a training provider that is not the product vendor. Basic operations are defined as any training on how to use the product or service. This includes scenarios where a product vendor has an exclusive agreement with a private trainer to conduct the basic training, or if basic training by a specific private trainer is stipulated in the purchase agreement, then the delivery of the basic training by that training provider will be ineligible. Product vendors are eligible to deliver “advanced” training. For example, if a company purchases a piece of equipment, the product vendor is ineligible for training in the basic operation of that equipment; however, the product vendor may be eligible to deliver training showing operators how to use the equipment for something other than its intended purpose.

In instances where a Career College is also a product vendor, in accordance with the above definition, the Career College shall be regarded and identified as a product vendor in the application. As stated above, product vendors may not deliver basic operational training.

An application may be denied if the employer proposes to use a training provider that:

- Has abused similar funding in the past; or
- Is related to, or affiliated with, the employer⁷ who has abused similar funding in the past.

2.4.2 Attestation

Training providers are required to share, in a manner prescribed by the ministry, the details of the training including what training will be provided, and the instructional plan related to that training. Training providers will also be required to specify the cost of the training and the ways in which the ongoing quality of the training will be monitored.

Employers who select career colleges or vocational program providers to deliver training are also required to attest to:

- The nature of their relationship with the training provider;
- Whether the training provider is exempt from registration under the *Ontario Career Colleges Act, 2005*, and the basis for the exemption; and
- Having established a training agreement with the training provider in which the training provider is informed that the ministry may require access to their records and/or conduct a site visit at any time.

The ministry may, at its sole and absolute discretion, request a copy of the course outline, course materials, instructor contact information, and any related material or information. The ministry also reserves the right to conduct site visits, either in person or virtually, to view the provider's training facilities and confirm their training capacity.

2.4.3 Qualifications of Instructors

Training must be provided by a qualified instructor. A qualified instructor must have experience working in the vocation or teaching a program to prepare a student for the vocation. Where training will not be provided by a publicly assisted college, university, or

⁷ This includes board members, shareholders, and their immediate family members, such as spouses, common-law partners, adult interdependent partners, children (biological, step, adopted), parents, and siblings.

Indigenous Institute or District School Board, the instructor(s) providing the training must meet the following requirements:

- 48 months of experience, acquired within the preceding 10 years, working in a profession/trade relevant to the training being provided, or teaching a program to prepare a student for the field (or a combination of the two); or
- At least 24 months of experience, within the previous 10 years, working or teaching in the profession/trade relevant to the training being provided, plus one of the following qualifications:
 - a Canadian bachelor's degree (or equivalent foreign degree);
 - a certificate of qualification issued under the Building Opportunities in the Skilled Trades Act, 2021; or
 - status as a graduate of a publicly assisted college, university or Indigenous Institute or registered Ontario career college (or equivalent institution outside Ontario).

Training instructors subject to professional requirements prescribed by regulation must also meet those requirements to be eligible under OJG. For example, a dental hygiene instructor must be registered as a dental hygienist with the College of Dental Hygienists of Ontario.

The ministry in its sole and absolute discretion and on a case-by-case basis may approve training to be provided by an instructor who does not hold the minimum qualifications as outlined above.

2.4.4 Conflict of Interest

The employer must declare any actual or perceived conflict of interest between the employer, trainees and/or training provider.

For OJG, a conflict of interest may include any circumstance where the following party/parties:

- a. the employer;
- b. training provider; and / or
- c. any person related to, affiliated with, or has the capacity to influence the employer's or training provider's decisions⁸

has/have outside commitments, relationships, or financial interests that could, or could be

⁸ This includes board members, shareholders, and their immediate family members, such as spouses, common-law partners, adult interdependent partners, children (biological, step, adopted), parents, and siblings.

seen to, interfere with the program's objectives and integrity.

3. Training Costs and Expenditures

3.1 Employer Contribution Requirements

Employer and ministry contribution requirements are set out below:

Employers with 100 or more Employees

- Employer contribution requirement: 50%
- Maximum ministry contribution \$10,000 per trainee

Employers with 100 or more employees are required to make a minimum 50% cash contribution towards eligible training costs, regardless of whether employees were previously unemployed.

Employers with fewer than 100 Employees

- Employer contribution requirement: 1/6
- Maximum ministry contribution \$10,000 per trainee

Employers with fewer than 100 employees are required to contribute a minimum of one-sixth cash towards the training costs of each individual participating in training funded through the program. The only exception is as follows:

Employers with fewer than 100 Employees training new hires who were previously unemployed

- Employer contribution requirement: n/a
- Maximum ministry contribution \$15,000 per trainee previously unemployed

Employers with fewer than 100 employees who are training new hires who were previously unemployed are eligible for up to \$15,000 per trainee and are not required to make a minimum contribution to training costs funded through the program.

Total eligible training costs and expenditures claimed for funding must fall within the maximum amount available per trainee. The maximum amounts are not applicable to training supports for persons with disabilities (see Section 3.2.4).

3.2 Eligible Training Costs

Eligible training costs include:

- Tuition or other training provider fees;
- Mandatory student fees;
- Examination fees;
- Up to \$500 per trainee for textbooks, software, and other materials required to complete skills training (e.g., training clothing, tools, equipment);
- Up to \$500 per trainee for travel costs; and
- Training Support for Persons with Disabilities (see Section 3.2.4).

3.2.1 Ministry Review of Eligible Costs

All eligible costs will be reviewed by the ministry prior to approval.

Employers must provide at least three quotes from training providers (see Section 4.5 Employer Application Assessment), and at least one quote for any request for disability-related costs. As part of its review, the ministry may:

- Consider factors such as total training costs per trainee, duration and intensity of training, cost and location of similar training, whether training results in an industry-recognized credential, availability of training and the appropriateness of the training relative to the intended outcomes;
- Request additional quotes from different training providers; and/or
- Request additional quotes as appropriate, including disability-related costs.

3.2.2 Bundling Individual Trainee's Funding

For applications that involve multiple trainees, the maximum ministry contribution of \$500 per trainee for textbooks, software, and other necessary materials, and the maximum of \$500 per trainee for travel cannot be combined to support larger purchases or more expensive travel for a single trainee (e.g., three trainees combining their maximum support of \$500 per trainee to purchase one \$1,500 piece of equipment or one \$1,500 first class

airplane ticket). In addition, the \$500 per trainee support cannot be combined with a cash contribution by the employer to support large purchases (e.g., combining the maximum of \$500 support with a \$500 cash contribution from the employer to purchase equipment).

3.2.3 Travel Costs

Travel costs are those that are incurred by the trainee to commute to the training location on the training dates. Travel costs outside of the approved training dates are not eligible, unless approved by the ministry before being incurred. Travel costs are only eligible when the distance is more than 24 km one way. If the use of a vehicle is required, the rate of reimbursement is \$0.40/km. Local public transportation should be used wherever possible. Accommodation and meals cannot be claimed as expenses.

3.2.4 Training Supports for Persons with Disabilities

The ministry expects training institutions to provide any required support services and/or equipment to persons with disabilities who are enrolled there in skills training. Trainees who require accommodation or assistive equipment are encouraged to contact their training institution to discuss their support needs.

Services and equipment provided by training institutions to persons with disabilities may include:

- assessments or advice on learning strategies;
- academic materials in alternate formats including digitized text, Braille, large print, voice activated software, and assisted hearing devices;
- sign language interpreters or real time captioning for persons who are deaf or hard of hearing;
- adaptive technology and related training;
- in-class assistance from specialized professionals; and
- in-class support (e.g., tutors, interpreters).

If the training institution does not provide an individual with disability-related support services or equipment, alternate sources of funding should be explored.

If alternate funding cannot be obtained, the ministry may, in exceptional circumstances and at its sole and absolute discretion, approve financial assistance for costs associated with

support services and/or equipment for persons with disabilities who are enrolled there in skills training. Supporting documentation for the disability-related expense(s) must be provided to the ministry, including at least one quote for each expense type. The ministry reserves the right to decline any costs it determines to be unreasonable.

Employers must pay the approved financial assistance for disability-related costs directly to the trainee and the trainee must keep all receipts for purchases.

3.3 Ineligible Training and Expenditures

Any costs not listed above as eligible training expenditures are ineligible. More specifically, employers may not utilize transfer payment funding to support their own operations. Other ineligible expenditures include but are not limited to the following:

Type	Description
Membership Fees	Membership fees, subscription fees, annual fees, and professional association fees are all ineligible for OJG funding
Training Required by Law	The ministry will not provide OJG funding to an employer for training the employer must provide according to law, such as training required pursuant to the <i>Occupational Health and Safety Act</i> , or the <i>Accessibility for Ontarians with Disabilities Act, 2005</i> .
Executive Training	Executive training courses, such as Master of Business Administration (MBA) and Chartered Financial Analyst (CFA), are ineligible for OJG funding. This includes training that supports specialized learning and development programs for senior leaders within an organization, such as leadership and strategic planning, change management, communications, and emotional intelligence.
Preparatory Training Courses	Preparatory training courses for the Law School Admission Test (LSAT), Medical College Admission Test (MCAT), or Graduate Management Admission Test (GMAT) are ineligible for OJG funding.
Business Consulting Services	Training through Business Consulting Services is ineligible for OJG funding.

Type	Description
Conferences	Training to be conducted at conferences or workshops is ineligible for OJG funding.
Curriculum Development	Curriculum development is ineligible for OJG funding.
Lobbyists and Consultants	OJG funds must not be used to compensate lobbyists or consultants to assist an employer with a OJG application.
Level 1 Apprenticeship in-class training	Apprenticeship training is ineligible for OJG funding.

4. Application Process

4.1 Transfer Payment Ontario (TPON)

Applicants must complete a two-step application process for OJG.

Step 1 – Apply through the OJG Online Application Portal

Eligible employers submit an application through the OJG Online Application Portal (access details/instructions will be available on Ontario.ca). The ministry will assess the application against program requirements and may contact the applicant to clarify or substantiate information provided.

Step 2 – If selected for funding, register in Transfer Payment Ontario (TPON) and finalize the Transfer Payment Agreement (TPA)

Applicants selected by the ministry for OJG funding will be contacted to finalize training activities and budget, which will be set out in a Transfer Payment Agreement (TPA). Selected applicants will be instructed to register with Transfer Payment Ontario (TPON) (a requirement for transfer payment recipients) and submit the required information/documentation to support TPA execution and payment set-up. This may include, as applicable:

- organization legal name and business information (e.g., address and primary contact details)

- payee details and banking information for electronic funds transfer (e.g., void cheque / direct deposit form)
- authorized signing authority information
- required insurance documentation (as specified by the ministry/TPA)
- any other supporting documentation requested by the ministry to complete TPON registration and TPA set-up

Information on registering for and accessing TPON will be provided upon notice of selection/approved funding. Funding will be distributed in accordance with the terms of a binding TPA, and costs incurred before the effective date of the TPA are not eligible for reimbursement.

4.2 Applications

Employers may only submit one OJG application at a time. Concurrent applications from an employer will be flagged by the ministry and could impact the ministry's assessment of those applications.

Employers may apply more than once in a calendar year for OJG funding, although the ministry will consider if an employer has applied multiple times when assessing the value for money of applications.

As noted in Section 1: Program Overview, each application for OJG funds is limited to 25 or fewer trainees.

4.3 Value for Money in the Expenditure of Government Funds

A key principle that guides government spending is value for money. Within the context of OJG, this principle is supported by a mandatory requirement that employers obtain three quotes for training (i.e., one quote from three different training providers) and include the quotes as supporting documentation with the application.

The employer must provide a rationale within the application if the lowest quote is not selected. As part of the ministry's commitment to value for money in the expenditure of government funding, applicants are required to submit quotes for tuition costs from three different training providers in their applications.

The ministry has the sole and absolute discretion to reject the application, regardless of the rationale or the lowest quote.

In exceptional circumstances, the ministry may consider applications with fewer than three quotes, if a rationale and supporting documentation is provided. In such situations, the ministry will assess whether the rationale and supporting documentation support the ministry's commitment to value for money prior to approving the application. The ministry has the sole and absolute discretion to reject the application, regardless of the rationale.

The ministry will undertake the following activities in its review of applications for value for money:

- Comparison of the three quotes from potential training providers submitted as part of the application;
- Verification of tuition rates and review of provided course descriptions; and
- Validating that a completed attestation form has been provided by the employer, which outlines the training to be provided.

Value for money may also be determined by considering elements such as, but not limited to, costs per client, duration and intensity of training, the cost and location of similar training, whether training results in an industry-recognized credential, the availability of training, and the appropriateness of the training relative to the intended outcomes.

4.4 Ministry Discretion in Reviewing Applications

The ministry in its sole and absolute discretion will make all decisions regarding approval of eligible applications for funding and the amount of reimbursable costs. Among other things, the ministry reserves the right to:

- Contact any persons (employers, training providers, and trainees) to substantiate claims for eligible costs, training activities, records, employee counts or other related matters;
- Refuse to fund training through OJG to parties who provide misleading or incorrect information or who demonstrated previous non-compliance or misuse of government funding;
- Decline incomplete or incorrect applications; and
- Demand repayment of funds if any parties or activities are found to be ineligible, or an applicant has provided misleading or incorrect information to the ministry.

4.5 Application Assessment Selection Process

The ministry will review and assess eligible applications against the program criteria as outlined below. The ministry has the sole authority to decide which applications will be funded.

Eligible applications will be evaluated against the following criteria:

Criteria	Interpretation
Alignment with Program Objectives (see Section 1)	The application clearly indicates how the training will support workforce development, including: how training will support workforce expansion and job creation if the employer plans to train new hires; how training will support workforce retention by enabling employees to obtain new skills to retain or advance in positions within the employer's organization; and, how the training will support the employer's workforce needs, particularly if the employer is a small- or medium-sized enterprise.
Training Quality and Relevance	The proposed training is provided by a qualified training provider as per Section 2.4, Eligible Training Providers; the curriculum is well defined, relevant, and includes measurable skill-based outcomes.
Value for Money	The application clearly demonstrates accurate and justifiable costs per trainee, based on the submitted quotes, the duration and intensity of training, the cost and location of similar training, whether training results in an industry-recognized credential, the availability of training, and the appropriateness of the training relative to the intended outcomes.
Outcomes and Impact of Training	The application clearly indicates that training will lead to measurable skills gains, e.g., the training leads to certification and/or has a strong link to employment retention, advancement, and/or promotion.

4.6 Notification of Selected Applicants, TPA Negotiations, and Grant Distribution

As noted above, the ministry retains sole and absolute discretion to decide which applications are eligible for funding. Applicants selected by the ministry for OJG funding will be contacted by the ministry to finalize training activities and budget, to be set out in a TPA. The TPA will also include financial and performance commitments and reporting requirements. The ministry retains the sole and absolute right to not enter a TPA with any selected applicant, notwithstanding any negotiations.

The Government of Ontario is not responsible for reimbursing any costs incurred by an applicant should their application not be approved, or if the selected applicant fails to enter a binding TPA with the ministry for any reason.

If a binding TPA is executed, funding will be distributed to the transfer payment recipient in accordance with the terms of the TPA. Any costs incurred before the effective date of the TPA are not eligible for reimbursement. The ministry is not obligated to pay any funds until the employer transfer payment recipient provides proof of their requisite insurance. The ministry is also not obligated to pay any instalments of funding until it is satisfied with the progress of the training.

The ministry may adjust the amount of funds it provides to a transfer payment recipient based on its assessment of information the recipient provides in its reports; and may recover funds if the transfer payment recipient breaches any term of the TPA, including failing to carry out the training or using the funds in a manner that is not in accordance with the terms and conditions set out in the TPA.

5. Performance Measurement

For monitoring and performance measurement purposes, OJG transfer payment recipients will be required to report to the ministry on the following set of key performance indicators. These indicators are tied to the intended target population and the program’s intended outcomes.

The following table distinguishes between performance indicators and key performance indicators (KPI). Performance indicators are important for monitoring the extent to which the program is reaching the intended population and will be useful for understanding the differential effects of the training on different subgroups. Key performance indicators are a subset of performance indicators that are strategically important and linked to ministry priorities and measurement of the program’s overall effectiveness. Reporting templates, instructions and timelines for submitting the information will be provided in the TPAs and corresponding documents.

Target Population	Indicators	Key Performance Indicators
Employees with skill gaps for meeting job requirements/workforce needs	# and % of participants (excluding trainees previously unemployed) # and % of participants who	n/a

Target Population	Indicators	Key Performance Indicators
New hires, previously unemployed, with skill gaps for meeting job requirements/ workforce needs and have offers of employment	were previously unemployed Participant demographics Pre-OJG NOC and NAICS codes (as applicable) Pre-OJG working hours (as applicable) Pre-OJG earnings (as applicable)	

Outcomes	Indicators	Key Performance Indicators
Enhanced job-related skills and competencies	n/a	% of participants that complete training, by participant type % of training completers that receive certification, by participant type
Advanced employment outcomes Employment retention	Employer feedback on participants' pre and post training roles and responsibilities	At exit, 3, 6, and 12 months, by participant type: % of new hires previously unemployed % of participants that receive a wage increase % of participants that receive a promotion from existing employer % of participants that attain a better job with a different employer Post-OJG NOC and NAICS codes

Outcomes	Indicators	Key Performance Indicators
		Post-OJG working hours Post-OJG earnings
Increased engagement/job satisfaction	Participant feedback on job quality/job satisfaction	n/a
Increased productivity/efficiency	Employer feedback on impacts of training on job performance	n/a

5.1 Follow-ups

Ministry follow-ups with both employers and trainees are required as part of the TPAs.

For Trainees:

Follow-ups involve the ministry's collection of information and feedback on the trainees' outcomes at exit, 3-, 6-, and 12-months, post-exit to capture short-term and intermediate training and employment outcomes. Collection, use and disclosure of any identifying information is subject to privacy standards, legislation, and associated provisions of the TPA.

For OJG, exit occurs when trainees have reached their training goal, no longer require training, are no longer actively participating in training, have decided against continuing with training, or cannot be further assisted.

For Employers:

Additionally, data collection is required from 100% of employers via an employer survey at completion of the TPA to capture feedback on the impacts of training from an employer perspective. The set of survey questions to be administered will be provided by the ministry.

6. Performance Management

Employers will be required to adhere to the reporting requirements as set out in the TPA. Failure to adhere to the reporting requirements may result in funds being held back or recovered.

The reports received by the ministry will be used to monitor progress on key aspects of funded training and TPA compliance. The ministry will maintain an open dialogue with transfer payment recipients throughout the term of the TPA in support of continuous progress towards achievement of project goals.

6.1 Reports

Mandatory reports include:

- **Activity Reports:** TP recipients must provide activity reports to the ministry on the progress achieved in carrying out the training and expenditures incurred in relation to the expected outcomes, milestones, KPIs, project timeline and budget set out in the TPA. It is expected that TP recipients will provide status updates on project- and ministry-specified program evaluation metrics. TP recipients will be given templates for these reports and instructions on the frequency in which they are to be completed and returned to their local ministry office.
- **Final Report:** TP recipients must submit a final report outlining the achievement of project objectives and any other content that may be required as set out in the TP.
- **Financial Reports:** Financial monitoring verifies that funds are spent in accordance with the terms and conditions as set out in the TPA, and that bookkeeping systems and accounting practices are in place to manage and control funds. Project expenditures will be monitored via an Estimate of Expenditures Report and a Statement of Revenue and Expenditures Report. TP recipients must use the templates provided for these reports and comply with instructions on the frequency of submission to the ministry. Unspent funds must be explained and, on demand, must be returned to the ministry. Funds that remain unspent or unaccounted for will be pursued by the ministry for collection.
- **Auditor's Report:** To ensure that funding is used judiciously, TP recipients who receive funding of \$150,000 or more from the ministry will be required to engage the services of a third-party auditor to assess the financial statements of the project and submit a report to the ministry. The report is typically due to the ministry within sixty (60) calendar days after the completion of project activities, as outlined in the TPA. Employers with a total funding amount of more than \$150,000 may be eligible to receive funding to conduct an audit.
- **Data collection from trainees:** Data collection from participating trainees is required at intake, throughout service plan delivery, and at exit and follow-up

timepoints. TP recipients must work with the ministry to ensure all required participant information is accurately reported in through the Employment Ontario Information System – Case Management System (EOIS-CaMS), a web-based, real-time software that supports the administration and management of clients participating in EO programs and services. Data collection is required from 100% of trainees as per Section 5.1.

6.2 Employer Monitoring

In accordance with the TPA, the ministry reserves the right to enter the TP recipient's premises to conduct an audit or investigation regarding the TP recipient's compliance with the TPA, such as assessing compliance with carrying out training activities and use of OJG funds. This includes obtaining documentation of the TP recipient's payments to training providers.

The ministry may also request additional reports or documentation as part of monitoring of the employer. The frequency and intensity of the ministry's monitoring may vary based on a range of factors that include the scale, cost, and complexity of training.

7. Access to Information and Protection of Privacy

7.1 Information Provided by Applicants/Recipients

Please note the ministry is subject to the *Freedom of Information and Protection of Privacy Act* ("FIPPA"). FIPPA is a provincial statute which regulates the collection, use and disclosure of personal information and access to information in the custody or control of governmental institutions.

Part II of FIPPA provides for a right of access to records in the custody or under the control of the ministry, subject to certain exemptions. Notably, Section 17 of FIPPA provides a limited exemption for third party information that reveals a trade secret, or scientific, commercial, technical, financial, or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any information submitted to the ministry in confidence should be clearly marked by the Applicant/transfer payment recipient.

The ministry will provide notice before granting access to a record that might contain information that is exempt for disclosure under FIPPA so that the affected party may make representations to the ministry concerning disclosure. Should the ministry decide not to disclose certain records, the requester has the right to appeal that decision to the Office of

the Information and Privacy Commissioner, who will decide on the disclosure of the record.

The names and addresses of TP recipients, the amount awarded, and the purpose for which the transfer payment is awarded is information the ministry may make available to the public.

7.2 Personal Information of Trainees

In accordance with FIPPA, the ministry must ensure that any individual whose personal information is indirectly collected by the ministry is provided a notice of collection. TP recipients are therefore obligated to provide each participant with a notice of collection, in the form mandated by the ministry, and to obtain his or her consent to the indirect collection of personal information by the ministry.

TP recipients have several additional obligations under the TPA with respect to the personal information of trainees collected for the purpose of meeting TPA obligations. Among other things, funding recipients must:

- Maintain a privacy policy that meets certain standards and complies with all applicable privacy laws;
- Designate an experienced official to be responsible for ensuring the TP recipient's compliance with its privacy policy and the privacy provisions of the TPA;
- Train any staff, contractors, or subcontractors who will have access to personal information on the requirements of the privacy policy and the privacy provision of the TPA and have them sign an agreement agreeing to be bound by the privacy policy and the privacy provisions of the TPA;
- Limit collection, use and disclosure of personal information to only what is needed to carry out training, and not use personal information for any other purpose;
- Use appropriate products, tools, measures, and procedures to protect the security of personal information, including storing the data in Canadian data centres that meet certain security standards;
- Give individuals access to their own personal information; and
- Notify the ministry of any breach of the recipient's privacy policy or the privacy provisions of the TPA and cooperate with the ministry in any investigation of the breach.

8. Acknowledgement of Government Support

Ontario Government

TP recipients will be required under the TPA to acknowledge the financial support of the Ontario government in any communications related to their government-funded activities,

whether written, oral, or visual.

Further details on acknowledging Ontario government financial support can be found in the [Visual Identity and Communication Guidelines](#)

Government of Canada

All products, events, services, or programming resulting from the Ontario Job Grant funding must include federal identification and recognize the Government of Canada's financial assistance.

Further details on recognizing the Government of Canada's financial support can be found in the [Visual Identity and Communication Guidelines](#)