Canada-Alberta Workforce Resilience Initiative

Employer-Led Training Grant

Applicant Guidelines

Funded in part by the Government of Canada through the Canada–Alberta Workforce Tariff Response Agreement

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What is the Canada-Alberta Workforce Resilience Initiative Employer-Led Training Grant?

The purpose of the program

The Government of Alberta, in partnership with the Government of Canada, is launching enhanced workforce supports for workers and employers impacted by tariffs. Tariffs are creating uncertainty and higher costs for Alberta businesses, making it harder for them to plan, invest and keep their workforce stable during unpredictable conditions. These pressures are impacting economic activity across the province, and adding strain to employers who are already navigating challenges tied to changing energy market conditions and broader trade tensions.

The Canada-Alberta Workforce Resilience Initiative Employer-Led Training Grant will provide funding to eligible organizations to develop and deliver training for employed workers in tariff-impacted industry sectors.

Program outcomes include:

- Support workers with opportunities to access training, develop new skill sets and retain employment
- Support employers and industry facing tariff impacts to meet their skill and workforce challenges, sustain operations and/or advance their economic competitiveness in the labour market

Eligible stakeholders are responsible for reviewing this document carefully, as it forms one part of the grant agreement that must be signed to qualify for funding.

Federal funding requirements

This program is delivered under the Government of Canada's Labour Market Development Agreement (LMDA), Canada-Alberta Workforce Tariff Response LMDA amending agreement, and related *Government Organization Act* ministerial order. Program and reporting criteria reflect mandatory federal requirements.

Separate instructions on funding acknowledgment requirements, including wordmarks and text, will be provided to all grant recipients.

Project duration

All projects must be completed by March 31, 2028. The anticipated start date of projects will vary based on proposal approval and signed agreement date.

Overview of application and review process

Grant funding will be administered through a two-step process.

1) Expression of Interest (EOI)

All interested applicants will be required to complete an EOI. The EOI will be assessed on a first-come, first-served basis. Only those projects that propose training that will meet outcomes and eligibility criteria will be invited to submit a full proposal application.

EOI template. Refer to alberta.ca/WorkforceResilience for the template.

EOI must be submitted via email to JETI.ResilienceGrant@gov.ab.ca

2) Grant Proposal Application

Eligible applicants will be invited to submit a proposal application. The application will detail the proposed project including curriculum development, training delivery, budget, implementation plan and outcomes the project will address. Grants will be funded on a first-come, first-served basis. Intake period is open until September 30,2026, or until funding is fully allocated.

Proposal applications must be submitted during the intake period via email to JETI.ResilienceGrant@gov.ab.ca

See the **How to apply** section for the complete application and review process.

Funding caps

Eligible grant projects can receive a minimum of **$100,000** and a maximum of **$1 million** in grant funding.

Allocation limits	
Curriculum costs	Funded projects may allocate up to 20 per cent of the funded grant amount towards curriculum costs.
Wage subsidy costs	Funded projects may allocate up to 15 per cent of the funded grant amount towards wage subsidies. Individual trainees cannot be allocated more than $15,500 per participant.
Administrative costs	Funded projects may allocate up to 15 per cent of the funded grant amount towards administrative costs.
Trainee cap	Funded projects may allocate up to $15,500 per participant, inclusive of all training-related costs (including wage subsidy costs).

Payment process

Funding installments/payments will be dependent on the project and negotiated during the Grant Proposal Application stage.

The Ministry makes final decisions

The Ministry of Jobs, Economy, Trade and Immigration ("Ministry") will make all decisions regarding eligibility and eligible costs at its sole discretion. The Ministry reserves the right to:

- decline incomplete or incorrect applications
- decline applications where the proposed activities are determined to present reputational, legal, policy or public interest risks to the Government of Alberta
- decline applications where proposed activities are determined to be inconsistent with program objectives
- refuse to fund, or require repayment of costs (curriculum development, wage subsidy, administration, marketing and promotion or training) or grant funding to parties who provided misleading or incorrect information to circumvent the program guidelines and receive funding
- contact employers, industry or sector associations, unions, municipalities, economic development organizations, First Nations or Métis Settlements, trainees, training providers, post-secondary institutes or any other person to substantiate training activities, trainee counts, outcomes, partnership involvement or other related matters

Please note that the Ministry may decline an application if it would result in duplication or overlap of programming or funding provided by other government programs.

Contact us

Inquiries about the resiliency grant or application process can be directed to JETI.ResilienceGrant@gov.ab.ca

Who can apply?

Eligible applicants

Organizations that operate in, or support employers that operate in tariff-impacted sectors are eligible to apply if their projects directly support the reskilling or upskilling of workers from tariff-impacted sectors.

Applicants must be a for-profit employer, industry/sector association, employer organization or community economic development organization. The program is designed to support employment-focused training for workers in tariff-impacted sectors (as deemed by the Ministry). To ensure training is relevant, lead applicants must be organizations that can demonstrate capacity to effectively deliver workforce development projects.

Applicant	*Description*
Employer	For-profit business (incorporated and unincorporated businesses).
Industry and sector association	An organized group of individuals and businesses that collaborate to promote the business interests of a specific industry. Industry associations often focus on improving standards, providing training and advocating for the interests of their members. Associations may be national or provincial.
Employer organization	A group of employers or businesses that collectively represent member interests, skills and workforce development, regulatory advocacy and broader economic priorities (e.g. Chamber of Commerce).
Community economic development organization	A group of organizations that support the community's economy by providing business support, strategic planning, capacity building and community investment services.

Eligible tariff-impacted sectors

Projects must directly support the reskilling or upskilling workers from the below tariff-impacted sectors. For this grant program, North American Industry Classification System (NAICS) codes are used to verify that eligible participants working in tariff-impacted sectors.

Eligible industry	Eligible industry description
Manufacturing: **NAICS 31–33**	Industries engaged in transforming raw materials into new products through physical, chemical or mechanical processes. Subsector examples include: steel and softwood lumber

Classification: Public

Eligible industry	Eligible industry description
	Wood Product Manufacturing (NAICS 321) Paper Manufacturing (NAICS 322) Primary metal manufacturing (NAICS 331) Includes food, textiles, metals, machinery and equipment manufacturing.
Agriculture, Forestry, Fishing and Hunting: NAICS 11	Industries involved in crop and animal production, forestry and logging and related support activities. Subsectors: softwood lumber Foresty and Logging (NAICS 113)
Wholesale Trade: NAICS 41	Businesses primarily engaged in wholesaling goods and providing related logistics services to retailers, businesses or other wholesalers.
Mining, Quarrying and Oil and Gas Extraction: **NAICS 21**	Industries focused on extracting minerals, crude petroleum and natural gas, including quarrying and related support activities.
Transportation and Warehousing: NAICS 48–49	Industries providing transportation of passengers and cargo, warehousing and storage and related support services.

Eligibility requirements

This section outlines the requirements that applicants, projects, training and trainees must meet to be eligible for the grant program.

For applicants

1. Applicants must be incorporated, registered or established under provincial or federal legislation for at least one year

Applicants must have an established business presence in Alberta for at least one year before they apply. For employers, this means they must be registered in Alberta and be operating as a business for at least one year. For an association or employer organization, it means they must be registered or established under provincial or federal legislation for at least one year.

2. Applicants must operate in Alberta and/or serve Alberta employers and workers

Employers and employer organizations must have an Alberta mailing address and operate in the province. Associations are not required to have an Alberta mailing address; however, they must serve Alberta members and demonstrate the project will benefit Alberta employers and workers.

3. Applicants must be in good standing with the province of Alberta

Depending on the applicant organization, good standing may include:

- providing safe working conditions
- compliance with all relevant legislation, including Alberta's *Employment Standards Code*, *Occupational Health and Safety Act*, *Workers' Compensation Act* (if applicable)
- being in a solvent financial position and not currently involved in matters relating to filing for protection from creditors under the Companies' Creditor Arrangement Act (CCAA), Bankruptcy and Insolvency Act, or any form of bankruptcy, insolvency receivership or creditor protection that would impact the project

Good standing must be maintained at the time of application and for the duration of the grant term.

4. Applicants must ensure project partners maintain good standing

Applicants are required to ensure all project partners, including employer partners, maintain good standing with Alberta and commitment to achieve project outcomes.

Employer partners should:

- provide safe working conditions for their employees and trainees
- adhere to all relevant legislation, including Alberta's *Employment Standards Code*, *Occupational Health and Safety Act* and *Workers' Compensation Act* (if applicable)
- maintain compliance with membership requirements, if applicable (example: industry association or chamber may have requirements to be a member of the association)

5. Applicants must comply with provincial agreements

Applicants must meet or have met all obligations, terms and conditions under current or previous agreements with Alberta (including within the Ministry or other ministries).

Ineligible applicants include:

- Individuals
- Post-Secondary Institutions (PSI)
- Training or service providers
- Unions
- Provincial and federal public sector organizations (example schools, school boards, hospitals, health authorities) and
- Governments: municipal, provincial, and federal (including Crown corporations)

For projects

1. Project must target tariff-impacted workers within eligible industries and must result in skills development

Eligible projects must focus on developing and delivering training which is primarily focused on reskilling and/or upskilling employed workers in tariff-impacted industries. Applicants must include labour market information to highlight tariff impacts in the industry and how training will support workforce adjustments or address workforce challenges.

2. Project must occur in Alberta

Eligible projects must take place in Alberta. Online training is considered taking place in Alberta.

3. Project must have at least one employer partner

Employers directly influence hiring and retention decisions. Their involvement ensures training is aligned with operational needs. They are also best positioned to identify workers and invest in training that supports business continuity.

For a project to be eligible, it must have at least one employer partner, except when the employer is the lead applicant. The employer partner must:

- play a defined role in supporting employment and training outcomes
- be incorporated/registered/established under provincial or federal legislation for at least one year
- have an Alberta mailing address and operate in the province
- operate in Alberta and/or serve Alberta employers and workers for a minimum of one year

All employer partners must be identified. This includes at the time of application and/or throughout the project term.

4. Projects with partnership must include identification and role(s)

Projects are encouraged to have partnerships. Investment and involvement of partner(s) demonstrate support and commitment to addressing tariff workforce challenges. There is no limit on the number of project partners.

Partners can include, but are not limited to, the following**:**

- employers (all projects must include at least one employer partner, unless the employer is the lead applicant)
- industry associations
- service and training providers
- post-secondary institutions or private career colleges
- First Nations or Métis Settlements
- other funding organizations (including economic development organizations)
- contractors/sub-contractors (involved in the development and/or delivery of training and paid through the grant funding)

- governments, including municipal and federal
- others as deemed appropriate by the Government of Alberta

Partners should assume a role that demonstrates support or commitment to the project. This may include:

- financial (cash) or in-kind contributions
- work experience opportunities
- training assessments
- coaching and mentoring
- curriculum design
- onsite training opportunities and facilities (rooms, audio-visual, etc.)
- training delivery (instructor, speaker, etc.)
- participation in training (refer employees for training)
- adoption of training curriculum and/or recognition of training certificates or credentials

If a partnership does exist, the lead applicant will apply on behalf of the partnership. If awarded, the lead applicant will become the grant recipient responsible for coordination of the grant partnership, submitting all reporting requirements and acting as the fiscal agent for the grant (including distribution of funding for sub-contracting or wage subsidy costs).

Please note financial partner contributions (in-kind or cash) are not mandatory. There are no thresholds or criteria requiring project contributions.

5. Project can include activities that directly support the design, delivery or success of training

Eligible project activities can vary but must support the design, delivery and success of training. These activities may include the following:

- Elements of engagement (such as surveys) and research (focused labour market information studies) to design training and inform what employers or workers should participate in training.
- Trainee skills assessment to shape training design and participant pathways. Skills assessments can be used to identify workforce skills gaps and to develop training curriculum.
- Support services for trainees such as career planning, coaching and mentorship.

Projects must lead to employment-related outcomes for trainees and training delivery must help workers keep their current jobs or move into new roles.

6. Project must be completed within the timelines of the grant

Project activities (including curriculum development and training) must be completed by the project completion date established in the grant agreement. All projects must be completed by March 31, 2028 at the latest. **No extensions will be granted.**

Curriculum development should not exceed one-third of the total project term. The majority of the project activities should be focused on training implementation and delivery.

For example, a total grant term of 12 months would equate to a maximum of four months for curriculum training and eight months for training delivery.

Ineligible projects /activities include, but are not limited, to those which:

- create long-term funding dependencies with the Government of Alberta
- duplicate existing services already available in the community and/or training which employers regularly provide
- focus on research, seminars or conferences
- apprenticeship training
- do not focus on training as the primary outcome

For training

1. Training must be the core project component

The project's main component must focus on designing, developing and delivering training. The project's implementation plan and budget should clearly demonstrate how training will lead to employment outcomes.

2. Training must provide upskilling or reskilling

Training provided within the project must include upskilling or reskilling that aligns with current or emerging labour market demand. Training should support continued employment within a tariff-impacted industry.

Training must improve the performance, skills or employability of employees in current or new roles and trainees should gain transferable skills to maintain employment. Projects may include training for skilled tradespeople.

Training completion could result in either a record of completion, grade, mark, certificate or credential that is recognized, transferable or valued by employers or industry.

3. Training must occur in Alberta

Training must take place in the province. Online training will be considered as taking place in Alberta. Trainers may be based outside Alberta, but they must deliver in-person training within the province.

4. Training must be group or cohort-based

All training courses must be delivered in a group or cohort setting to ensure efficient delivery and cost effectiveness. A cohort is defined as a grouping of at least three participants in a course.

5. Training delivery can be third-party, in-house or both

Training may be delivered by a third-party trainer or service provider, in-house (including employer, industry association or union), or a combination of both.

6. Training can be innovative or an expansion of existing training

Training can be either brand new or an expansion of something that already exists. New training needs to be developed during the curriculum design phase. Existing training — often called “off-the-shelf”— also qualifies. This can include training that is expanded to serve more people, needs limited modification or adjustments to curriculum, is delivered in a new way (from in-person to online) or is new to Alberta.

7. Training format is flexible

Training can be full-time or part-time, and have any delivery format: online, on-site and/or in a classroom. Organizations will have flexibility to implement a training schedule that fits their current work timetable, recognizing that individuals may be working while being trained.

There is no minimum or maximum number of instructional hours of training. Instructional hours will vary by skill development, occupation and industry. Multiple training intakes with eligible trainees are permitted.

Individual trainees may participate in a specific training program only once.

8. Training must finish within the duration of the grant agreement

Project-funded trainees must complete the training and receive completion recognition within the grant term. Training not completed by term end will be deemed unsuccessful and may result in a return of grant funds back to the Ministry.

Ineligible Training:

- Training needed to maintain current skills or certification
- Apprenticeship training. Apprenticeship training is excluded as it involves regulated certification processes and structured learning which falls under the mandate of the Ministry of Advanced Education. Advanced Education oversees and funds apprenticeships through dedicated programs and legislation, ensuring alignment with provincial standards and regulatory requirements. Projects may include training for skilled tradespeople
- Training already provided by employers as part of their regular training requirements or onboarding
- Any stacking of funding for individual trainees will be reviewed to ensure no duplication of funding occurs

For trainees

1. Trainee must be at least 18 years old

Trainees must be at least 18 years of age.

2. Trainee must reside and work in Alberta

Trainees must reside (live) and work in the province.

3. Trainee must be legally authorized to work in Canada

A trainee must be a Canadian citizen, permanent resident, or protected person under the *Immigration and Refugee Protection Act* (Canada), with legal authorization to work in Canada.

4. Trainee employment status in Alberta

Only **employed** trainees are eligible to participate in this program. Employed means receiving wages for their work/labour and being engaged in day-to-day operations of the business/organization. Training must occur during employment and is intended to support the trainee to remain employed.

Seasonal workers may be eligible to participate in this program if they are employed during the training period and meet all other eligibility requirements.

Projects will require reporting on the employment status of trainees prior to training and upon training completion. Organizations must confirm the NAICS code of the trainee's current employment during intake to meet eligibility requirements.

5. Trainee cannot be charged for training costs

Applicants/organizations delivering training cannot charge trainees or employers participating in training as this program is intended to cover the cost of training. Trainees cannot be charged training registration or administrative fees. Employers cannot deduct employee wages to cover training costs or to recover costs from the trainee.

6. Trainee cannot be required to remain employed as a condition of receiving training

Applicants/organizations delivering training cannot require that trainees continue working for them as a condition of receiving training, nor upon completion of training.

Ineligible trainees include:

- Unemployed workers
- Contractors and self-employed contract workers
- Temporary residents (such as individuals on work or study permits)

***Workers Compensation Act* Coverage**

For this project, all trainees will be covered under the Government of Alberta's 2018 Deeming Order. Under the deeming order, trainees attending employment and training programs funded by the Government of Alberta (GoA), are deemed to be a worker of the GoA for the sole purpose of receiving workers' compensation benefits under the *Workers' Compensation Act*.

Work-share trainees/employers

1. Work-share participants are eligible

Work-share is defined as employers who have a current Employment Insurance (EI) Work-Sharing agreement with the federal government. These workers are defined as employed and are eligible to participate in training under this program.

2. Work-share participants are not eligible for a wage subsidy

Participants who are registered in work-share agreements are ineligible for a wage subsidy. The applicant is responsible for ensuring participants are eligible for a wage subsidy and may require partner employers to produce receipts or invoices to verify that funds have been used appropriately.

Classification: Public

Project costs

This section outlines eligible and ineligible project costs. Please review this section carefully as only eligible project costs should be included in the lead applicant's Itemized Training Budget.

Training costs should be reasonable and be aligned with industry averages.

Applicants are not allowed to charge training fees if they are also using grant funding to cover the same training costs.

Eligible costs

Eligible costs are those which are **directly associated** with the delivery of the project.

The list of costs in this section is not exhaustive. Other costs associated with the project may be deemed eligible or ineligible at the discretion of the Government of Alberta.

Eligible costs	Description
Curriculum development	Expenses for development of educational materials to support training. Includes: • staff wages and travel costs for those developing the training. Eligible travel expenses include airfare (economy, with checked luggage and carry-on), intercity bus fares (economy), standard accommodation, mileage reimbursement, and rental vehicle charges for a non-luxury vehicle and fuel • elements of engagement (surveys) and research (focused labour market information studies) to design training and inform what employers or workers should participate in training • materials/supplies (textbooks, software, physical supplies (workbooks, kits), technology, training guides or train-the-trainer manuals, etc. • development of virtual training services (example online learning portal) **Note:** Institutional academic program development is ineligible
Training, training delivery and support	*Training* • tuition fees or instructional fees charged by the training provider • examination fees • mandatory student fees • textbooks, equipment rental, software, digital tools or supplies needed to participate in training *Training Delivery* • skills assessment to shape training design and participant pathways

Eligible costs	Description
	• trainer replacements wages • travel costs for those delivering the training[1] • facility rental costs *Support* • support services such as career planning, coaching and mentorship (includes wages, materials, tools or fees)
Administrative	Funded projects may allocate up to 15 per cent of the funded grant amount towards administrative expenses related to the project. Administrative costs may include: *Staffing related to project* • staff wages for positions directly related to project management (including bookkeeping and accounting), monitoring, compliance and reporting of the grant *IT systems related to project management* • systems needed for tracking and reporting of participants, grant reporting requirements, project management *Financial Compliance* • Engagement Report - applicants may claim up to $8,000 for this reporting • Audited Financial Statement - applicants may claim up to $15,000 for this reporting
Marketing and promotion	*Marketing, promotion, and materials for training* • advertising/marketing costs of training program • costs associated with recruiting and selecting trainees for the program
Wage subsidy	Funded projects may allocate **up to** 15 per cent of the funded grant amount towards wage subsidy within the grant. Wage subsidy allocation calculation will be based on: • Estimated number of individuals participating • Length of course (hours) • Hourly wage of participant

[1]Funding will cover eligible costs for out-of-province trainers to come to Alberta and provide training. Travel costs must align with GoA travel, meal and hospitality expense policy (https://open.alberta.ca/publications/travel-meal-and-hospitality-expenses-policy-expenses-policy)

Classification: Public

Eligible costs	Description
	Applicants will work with Ministry representative during the grant application stage to calculate and submit their wage subsidy allocation budget. **Only employers** are eligible to receive wage subsidies. When an employer is not the applicant, the applicant is responsible for coordinating the payment process (example direct payments to the employer) The 15 per cent cap is to ensure the primary focus remains on training delivery rather than wage support. The wage subsidy is applicable *only during training time/hours*, not as a general employment subsidy applied to regular work hours. This ensures it functions as an incentive for participation and covers a portion of the training time outlined in the project. It cannot be applied or used to offset an employer's operating costs. Participants who are registered in work-share agreements are not eligible to receive a wage subsidy.

Ineligible costs

Any cost not directly associated with training will be ineligible for funding through this grant and cannot be included in the applicant's itemized budget.

Ineligible costs outlined below may be covered through partnership contribution and/or other funding sources.

Ineligible costs include, but are not limited to:

- Costs or fees not associated with direct training:
  - health care, dental fees/premiums (or other benefits)
  - childcare costs
  - athletics fees
  - U-Pass fee
  - membership or union fee
  - subscription fee
  - WCB fee
  - annual fees
  - professional association fees
- financial support for trainees to assist with the costs of attending training outside of grant wage subsidy costs (example: living allowances, completion bonuses, overtime, compensation wages, work placements or practicums, etc.)
- in-province or out-of-province travel or transportation costs for trainees
- day-to-day operational costs of running a business
- costs associated with résumé writing, interview skills, job search or other employability services
- costs related to other government (municipal, provincial or federal) or industry training already funded through another program
- direct financial incentives to trainees participating in mentorship or networking
- capital costs or expenses (fixed, physical, one-time expenses used in production of goods or in rendering services)

- patents, trademarks or copyrights
- purchase or lease of land
- costs incurred before the date of eligibility or after the project completion date

Trainee caps

The maximum cost per client (CPC) for funded projects is $15,500 per trainee, inclusive of all training-related costs. Training-related costs include costs identified under the eligible categories of training, training delivery, training support and wage subsidy.

Trainee CPC will be calculated in the project budget template for those applicants that complete the grant proposal application phase.

Reporting requirements

This program is delivered under the Government of Canada's Labour Market Development Agreement (LMDA), Canada-Alberta Workforce Tariff Response LMDA amending agreement and related *Government Organization Act* Ministerial Order. The province is required to report to the federal government on the cost of the program.

Grant reporting will be collected at both an individual/trainee level and by the employer and/or applicant. All reporting indicators are required to confirm eligibility, participate in the program and/or receive grant funding.

Individualized/Trainee Reporting Requirements
The following indicators are required from individuals/trainees:

Reporting period	Indicators	Collection method
Prior to training start date	• Social Insurance Number (SIN) • Name (legal first and last) • Telephone number • Email address • Date of birth • Address • Gender identity • Marital status • Number of dependents • Disability identity • Indigenous identity • Immigrant status • Immigration year (if applicable) • Visible minority • Highest level of education • Language of choice • Current employer name (may be provided by Applicant) • Employment status at intake • Employment start date • Employment annual salary / pay rate • Number of hours worked per week • Multiple employment (Y/N)	Trainees will be required to submit their information into a secure Government of Alberta portal. Trainee information is required to participate in training as per eligibility criteria. This information will be viewable by the Government of Alberta and shared with the federal government as per LMDA requirements.
After training completion **6-months and 12-months**	• Follow-up same employer (Y/N) • Follow-up employer name • Multiple employment (Y/N) • Hourly pay rate • Number of hours working per week - at time of follow-up	Trainees will be sent a Government of Alberta participant survey to complete via email.

Classification: Public

Trainees who are unwilling to provide mandatory personal information will not be eligible to participate in training. Applicants are required to monitor trainees to ensure they are eligible to participate.

Applicant reporting requirements for individual trainees
The following indicators are required from the applicant:

Reporting period	Indicators	Collection method
Monthly	Indicators are provided for each individual/trainee participating in training. • Trainee name (legal first and last) • Trainee email address • Current employer legal name • Current occupation title to determine employment NOC (Version 2021) • Employment hourly pay rate • Current employment industry or 5-digit NAICS (Version 2022) • Description of training course(s) • Average length of training course (by hours) • Target industry/ 5-digit NAICS (version 2022) • Type of skills learned (select essential, technical, management or soft skills) • Language of service • Training course start/end date • Training course completion (Y/N) and if no, why • Wage subsidy participant (Y/N) • Job title if different at end of training to determine employment NOC (Version 2021) • Credential/certification earned (Y/N) • Training outcome (retained employed/unemployed/workshare)	Applicants will be required to submit their information into a secure Government of Alberta portal. Trainee information is required to participate in training as per eligibility criteria. This information will be viewable by the Government of Alberta and shared with the federal government as per LMDA requirements.

Monthly project reports

Grant recipients will be required to provide monthly program updates to the Ministry.

Project updates will include aggregate data:
- implementation plan/timelines (on track or adjusted)
- training development and delivery update
- outcome process (milestones on track or achieved)

- information about successes, challenges or adaptations of the project
- industry/sector and trainee feedback (may include surveys)
- dollars utilized to date (identification of surplus dollars)
- partnership updates and employer partner details

Employer partner reporting	Collection method
All project employer partners will require the following information collected by the applicant: • Employer legal name • Type of employer (private, non-profit, public, other) • Employer contact email address • Industry/ 5-digit NAICS (version 2022) • Size of employer (small, medium, large) • Alberta main location (postal code)	Applicants will be required to submit their information via a secure Government of Alberta portal This information will be viewable by the Government of Alberta

Additional information may be requested for reporting purposes depending on the project. Reporting templates will be provided to grant recipients for completion.

Final report

Within 90 days or, within another period specified by the Minister of the grant term ending, the grant recipient must submit a final report to the Ministry.

Final report will include monthly reporting data until end of term with additional project reporting as indicated below:

A. PROJECT PURPOSE

- Brief summary of why project was undertaken/need for project.

B. PROJECT SUMMARY

- Brief summary of project components, activities, deliverables and outputs.
- Include numerical counts (example number of employees trained, courses completed, certificates/diplomas issued, etc.).

C. OUTCOMES AND MEASURES

- Describe project results (overview of training delivered, partnerships and trainee participants).
- How did program activities achieve the desired objectives and/or made progress to the overall goal or purpose (program outcomes)?
  - Were workers supported with opportunities to access training, develop new skill sets and ultimately retain employment?

    - Were employers and industry facing tariff impacts supported with meeting their skill and workforce challenges, sustaining operations and/or advancing their economic competitiveness in the labour market?
- What long-term effects/impacts are these efforts projected to have in achieving industry or employer goals?
- Measures of the success of the project (as identified in grant proposal outcomes).

D. FINANCIAL REPORTING

Include a final breakdown of actual expenses.

E. ANALYSIS

- Are there any takeaways or lessons learned for potential future tariff impacts?
- Project challenges encountered? Was project on time or were there delays? Was project on/under budget?
- Were there any changes to original plan and if so, why and how did that affect the overall project?
- How were risks mitigated (risks were identified during the proposal phase)?
- Do project results illuminate/identify any future industry workforce needs?

Financial statements/compliance

Within 90 days of the grant term ending, one of the following is required based on grant amount:

- Grant of $100,000 or less: Certificate of grant and financial statements.
- Grant of $100,000.01 - $250,000: Review Engagement Report and financial statements showing the grant income, expenditures, confirmation that training occurred and return of unused funds, if applicable. The Review Engagement Report must be conducted by a third-party, professionally Alberta designated accounting firm.
- Grant of more than $250,000: Audited Financial Statement of the organization including a schedule showing the grant income, expenditures, confirmation that training occurred and return of unused funds, if applicable. The Audited Financial Statement must be conducted by a third-party, professionally designated accounting firm.

Receipts may be requested at the reporting stage or later for auditing purposes. Recipients are required to keep all receipts for a minimum of five years.

The grant will allocate $8,000 in grant funding for Review Engagement Report costs or $15,000 in grant funding for Audited Financial Statement costs. The Itemized Project Budget will include estimated audit costs. Actual costs will be completed by the recipient upon grant completion.

Participant surveys

The Ministry will conduct participant surveys for this program. Participants (including applicant, employers, partners, and/or trainees) may be requested to provide feedback based on their participation/role within the project. Surveys will include general information on trainee participation, program strengths, perceived challenges, areas for improvement and overall satisfaction with the training received.

Classification: Public

How to apply

This section outlines the program's application process. Please follow these instructions carefully to ensure your application is complete and accurate.

Step 1 – Complete and submit the Expression of Interest (EOI)

Interested applicants will be required to complete an EOI, which will be assessed on a first-come, first-served basis. Only those projects which propose training that will meet outcomes and eligibility criteria will be invited to submit a full grant proposal application.

EOI template. Refer to alberta.ca/WorkforceResilience for the template.

The EOI requires the following information from the applicant:

- registered legal name
- operating name
- registered business address (headquarters and/or Alberta primary address)
- primary contact name/title, phone, email
- alternate contact name/title, phone, email
- industry sector
- organization's three-digit NAICS
- organization size in Alberta

Additional project information includes, but is not limited to:

- identify and describe how tariffs have affected the identified industry sector, industry employers/members and/or lead applicant's specific organization
- identify how tariffs have directly impacted the lead applicant's workforce
- identify the type of proposed training and skills that will be gained/developed
- an overview on how the training will support tariff-impacted industries and address workforce challenges

EOI must be submitted within the intake window via email to JETI.ResilienceGrant@gov.ab.ca

Ministry staff will review and evaluate EOIs against program outcomes and eligibility criteria. Ministry may contact the applicant for further information and discussion during the intake window. All applicants will be notified of their EOI application status via email (to the primary contact) but only those whose EOI is approved will be invited to proceed to Step 2.

Step 2 – Complete the Grant Proposal Application

The Ministry will provide a proposal template package to eligible applicants (whose EOI was approved) and invite them to submit a full proposal application. The application will detail the proposed project including curriculum development, training delivery, budget, implementation plan and outcomes. Grants will be funded on a first-come, first-served basis during the intake period or until funding is fully allocated.

1. The Grant Proposal Application

The Grant Proposal Application requires a detailed project overview in the following sections:

I. Project overview and summary

II. Project description

III. Proposed training
IV. Training delivery
V. Training outcomes and impact
VI. Implementation plan
VII. Project outcomes
VIII. Partnership
IX. Sustainability plan
X. Risk management and mitigation
XI. Itemized budget

Step 3 – Grant Proposal Application submission and negotiation

1. Applicants submit grant proposal application

Applicants will submit their completed grant proposal application to the ministry at: JETI.ResilienceGrant@gov.ab.ca.

Hard copies will not be accepted.

The email subject line should be "[Your Organization Name]: Resilience Grant Proposal".

The submission must contain two attachments:

A. **Canada-Alberta Workforce Resilience Initiative Employer-Led Training Grant Call for Proposal Applicant Form**: Preferably a PDF document labelled "[Your Organization Name]: App Form".
B. **Itemized Budget Template:** Must be the GoA provided Excel document labelled "[Your Organization Name]: Budget Template."

2. Application undergoes initial screening

Applications are reviewed on a first-come, first-served basis. An initial screening is done to ensure that the application is complete. Ministry will assign the proposal to a grant manager to reach out to applicants for further clarification or negotiation as required.

3. Negotiation and revisions

Applicants will collaborate with Ministry grant managers to refine their project, establish an implementation plan, determine term length and payment structure. Only those projects finalized by Ministry, will be funded.

Step 4 – Grant agreement

If the applicant is approved, a Ministry representative will contact the applicant to complete and implement their grant agreement. Next steps:

1. Clarify and finalize information (including banking information)
2. Sign grant agreement
3. Issue payment(s) to recipient as per agreement payment Schedule B

4. Submit complete, timely and accurate reports
5. Submit final report and audited financial statement (due 90 days after term end)

All grant recipients are required to respond to information requests (as required or requested) and comply with the terms and conditions of the grant agreement.

Frequently Asked Questions (FAQs)

The below FAQs provide additional detail and clarity about the grant program. Further questions can be sent to: JETI.ResilienceGrant@gov.ab.ca

SECTION I: About the grant program / general inquiries

What is the purpose of the Canada-Alberta Workforce Resilience Initiative Employer-Led Training Grant?

Alberta's government, in partnership with the Government of Canada, has launched the Canada-Alberta Workforce Resilience Initiative Employer-Led Training Grant, which offers enhanced workforce supports for workers and employers impacted by tariffs. This grant program is designed to support employment-focused training for workers in tariff-impacted sectors and will provide funding to eligible organizations to develop and deliver training for workers in tariff-impacted industry sectors.

Why are other industries not included, and will they be added if additional tariffs are enacted?

The grant program supports many industries that are directly or indirectly affected by trade disruptions. The government reviewed labour market data to understand how tariffs and trade uncertainty are currently affecting jobs and how they may affect them in the future and used this information to decide which sectors are eligible. If new tariffs are introduced, the list of eligible sectors may be reviewed and updated.

Is this grant program intended to develop a trade apprenticeship program?

No, this grant program is not intended to develop a trade apprenticeship program. All recognized apprenticeship programs and/or trade designations must be developed/approved in partnership with the Ministry of Advanced Education which oversees and funds apprenticeship education through dedicated programs and legislation.

If a lead applicant develops training course curriculum, certifications and/or credentials for this grant program, who owns the intellectual property – the grant recipient or the Alberta government?

The Ministry defines "intellectual property" as a product of the intellect including designs, patents, trademarks, copyrighted materials, computer software, trade secrets and know-how. This definition also encompasses curriculum development, certifications or credentials.

As per the grant agreement, ownership of any intellectual property developed through the project will follow the policies and practices of the recipient. This means the recipient will own the right to the intellectual property. The Ministry will own any project reports provided by the recipient under the grant agreement.

Are employers who receive funding through this grant program able to apply for the Canada-Alberta Productivity Grant or other employer-funded training?

Employers are not allowed to fund the same training of a trainee through multiple provincial or federal funding sources, as this would be a duplication of funding.

SECTION II: Eligibility

Can a trainee be a family member?

Yes, trainees participating in training can be family members, provided they are employed part-time/full-time, and are on the employer's payroll (regardless of the length of time of their employment).

Can a trainee be a company owner?

Yes, trainees participating in training can be a company owner or an individual with an ownership stake in the company. Owners are eligible as they receive wages for their work/labour and are engaged in the day-to-day operations of the business/organization.

Can unemployed individuals participate in training?

No, as per eligibility requirements, trainees must be employed. By focusing on workers who are currently employed and at risk of lay-off, the program fills a critical gap in existing supports – prioritizing early intervention. These employees are targeted because with government intervention to support training, the employee is better positioned to keep their job or find a new job with the same employer.

Are individuals on a work or study permit eligible?

No, individuals on a work or study permit are not eligible. They are authorized to live and work or study in Canada for a specific job or academic program and only for a limited period of time. This grant program supports building a more permanent workforce within Alberta.

SECTION III: Partnerships

Why does the project need an employer partner?

As per eligibility requirements, all projects must have at least one employer partner, except when the employer is the lead applicant. Employers directly influence hiring and retention decisions, and their involvement ensures training is aligned with operational needs and leads to employment outcomes. Employers are best positioned to identify workers, skills needed, skill gaps and invest in training that supports business continuity.

If I have a partner, is there a mandatory contribution requirement (example monetary, in-kind, etc.)?

No, there are no mandatory contribution requirements (monetary or in-kind) or thresholds to meet. If a partnership exists, the lead applicant is required to provide details on the partnership in their application.

SECTION IV: Application process

We are not yet prepared to send an application. Can we apply next year?

Tariff impacts are an imminent issue. This program funding is limited and will be distributed on a first-come, first-served basis until the budget is fully expended. Applications will be processed in the order received, subject to the availability of funds.

Can an applicant submit more than one submission/application?

No, a lead applicant may only submit one project proposal. An organization, however, can be a partner in multiple projects.

If an applicant is unsuccessful in during the EOI process, could they submit another EOI?

Yes, if a lead applicant's first EOI was unsuccessful, they may submit a new EOI provided the new proposed project is different than the previous one. Please note that the new project must align with grant program outcomes and eligibility criteria to be considered.

SECTION V: Reporting

There is a significant amount of individual information required for collection. What happens if a trainee does not want to provide this information?

Trainees that do not provide the mandatory information will not be eligible to participate in training. This program is delivered under the Government of Canada's Labour Market Development Agreement and *Government Organization Act* Ministerial Order. The province is required to collect information on the applicant, employer partners and all trainees to participate in the program and receive funding.

Would it be acceptable to provide the Engagement Report or Financial Audit when an applicant does their annual internal company audit, rather than 90 days after the end of grant term (if the dates don't align)?

No, applicants who enter into a grant agreement must provide the required financial reporting 90 days after the grant's term end. The grant budget will include funding allocated to financial reporting requirements.

Appendix A: Terms and definitions

Cohort: a group of at least three participants taking the same training.

Contractor/sub-contractor: a person or company that carries out work (provides materials, training curriculum, labour or services) for a business or organization as part of a larger project.

Employer: an eligible business or organization who qualifies for grant funding, including individual employers and organizations acting on behalf of employers in the private and not-for-profit sectors. Employers must be for-profit to apply as a Lead Applicant.

Good standing: Workers' compensation premiums are paid; no outstanding or active Occupational Health and Safety (OHS) convictions; no stop-work orders and/or any Employment Standards orders are resolved. Additionally, applicants/recipients cannot be involved in matters relating to filing for protection from creditors, any form of bankruptcy, insolvency receivership or creditor protection at the time of application or duration of grant term.

Industry associations: For this program, industry associations are defined as an organized group of individuals and businesses that collaborate to promote the business interests of a specific industry. Industry associations often focus on improving standards, providing training, and advocating for the interests of their members.

In-house training: training or instruction that is designed specifically for a company's own employees.

Instructional hours of training: courses must have mandated or assigned training hours in which trainees are engaged in directed programming and learning activities and **interact with** the training provider. The instructional hours can be blended, provided individually or in a group setting and delivered online, onsite or in a classroom by an accepted third-party training provider.

Lead applicant (also referred to as "Applicant"): A lead applicant in a proposal is the primary individual or organization responsible for submitting an application, acting as the main point of contact, and signing the funding agreement. Project partners are **not** considered to be applicants.

Partnership: A partnership is an association or relationship between two or more individuals, corporations, trusts or partnerships that join to carry on a trade or business.

Primary contact: the person who has the legal authority to act on behalf of their organization (company or association) in submitting the application, has signing authority to legally bind the agreement and will act as the fiscal agent that attends to financial and administrative issues of the grant agreement.

Service providers: A service provider is an individual or entity that provides services to another party. The provision of services between a service provider and a company is typically governed by a service agreement.

Training providers: a person or organization who provides training, curriculum development, coaching, mentoring, consulting, etc.

Trainee: persons identified by the employer or industry association as someone who would benefit from a training course under the grant agreement.

Upskilling or upgrading: training required to advance, progress or move to a different and/or better job.

Workforce adjustment: Managing the effects of workplace changes (example downsizing, diversifying operations/markets, or closure) and provide, where possible, exploration of options like retraining, redeployment, or as a last resort, severance.