

# Canadian Agricultural Partnership - Agriculture Training Support Program

## Frequently Asked Questions

- 1. How will applications be processed under the Program?**
  - There is limited Program funding. Completed applications will be considered for approval on a first-come, first-served basis, subject to Program funding constraints.
- 2. Can I hire my sibling or child under the Program?**
  - No, a New Hire Employee cannot be an individual who is related to the Applicant (including executives/shareholders) by blood, marriage, adoption, common-law relationships, or have close business ties.
- 3. Do I need to provide a Proof of Employment for each New Hire Employee?**
  - Yes, the Proof of Employment is required to confirm that the New Hire Employee is in fact a new hire. Promotions, transfers or upward mobility of an existing employee are not eligible. New Hire Employees with a start date prior to March 15, 2020 are also not eligible under the Program. The Proof of Employment must include all the details listed in section 2.19 of the Program Terms and Conditions.
- 4. Are Temporary Foreign Workers and non-permanent residents residing in Alberta eligible under the Program as a New Hire Employees?**
  - No, for a New Hire Employee to be eligible under the Program, the new hire must be a Canadian citizen or permanent resident residing in Alberta, including students, that are newly employed, or will be newly employed, by an Eligible Applicant for a minimum of 25 hours per week, for a minimum of 12 continuous weeks.
- 5. Can I just train the New Hire Employee in their work-related duties and activities and still be eligible for the grant for this New Hire Employee?**
  - No, the Project **must** include *training for New Hire Employees in the area of COVID-19 safety procedures*, and **at least one of** *training for New Hire Employees in occupational health and safety* or *training for New Hire Employees in work-related duties and activities*. These Eligible Activities are listed in section 4.1 of the Program Terms and Conditions.
- 6. Is an employee that already works for me but is starting a new position in my business eligible under the Program?**
  - No, employees already working for the business are not eligible under the Program. This includes employees that are starting a new position within the business, transferring to another part of the business, or taking on new or additional duties within the business. The purpose of the Program is to provide a grant to Eligible Applicants to offset the costs of training and ensuring safety protocols are in place for new employees from the available domestic labour pool. These new employees could include people that are currently unemployed, or students.
- 7. How will I know if my Application has been approved?**
  - If an Application is successful, the Applicant will be sent a Grant Agreement outlining the terms and conditions under which the approved assistance is being offered. To indicate acceptance of the grant funding support, you are required to carefully review, sign, date, and return the Grant Agreement to the address provided.

# Canadian Agricultural Partnership - Agriculture Training Support Program

## Frequently Asked Questions

### 8. Can I use some of the grant to pay the salary/wage of the New Hire Employee?

- No, the grant can only be used for the Eligible Expenses listed in section 5.1 of the Program Terms and Conditions. Grant funds can not be used to pay any of the salary/wage of the New Hire Employee.

### 9. Can I apply more than once to the Program?

- Yes, you can submit additional applications for additional New Hire Employees. The total of all your applications cannot exceed the Program maximum of \$50,000 per Applicant.

### 10. Are students eligible for this program?

- Yes, however the student must be a Canadian citizen or permanent resident residing in Alberta that is newly employed, or will be newly employed, by an Eligible Applicant for a minimum of 25 hours per week, for a minimum of 12 continuous weeks.

### 11. Where can I find the Agriculture and Forestry Grant Regulation?

- The Agriculture and Forestry Grant Regulation can be found at:

[https://www.qp.alberta.ca/documents/Regs/1998\\_058.pdf](https://www.qp.alberta.ca/documents/Regs/1998_058.pdf)

### 12. What documentation do I provide to the Program once my New Hire Employee has completed their training?

- The Applicant must provide a completed Confirmation of Training Form for **each** New Hire Employee within 60 days of the completion of the Project. A Confirmation of Training Form for each New Hire Employee is provided to the successful applicant as part of the Grant Agreement.

### 13. Do I need to submit my receipts and documentation for the Eligible Expenses to the Program when I have completed my Project?

- Yes, you need to submit copies of relevant invoices, receipts or other expense documentation to fully account for the Eligible Expenses for the New Hire Employee. This documentation is submitted with the completed Confirmation of Training Form for each New Hire Employee.

### 14. When completing the Confirmation of Training form for the New Hire Employee, what are the definitions for the groups Woman, Youth – Male, Youth – Female, Indigenous, and Immigrant?

- Use the definitions below when selecting the group(s) for the New Hire Employee:
  - i. Woman: self declared
  - ii. Youth – Male: self declared male, age < 25
  - iii. Youth – Female: self declared female, age < 25
  - iv. Indigenous: self declared indigenous or treaty status
  - v. Immigrant: self declared immigrant, permanent resident, naturalized Canadian citizen or convention refugee