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Funding: Canada Summer Jobs – Apply

From: [Employment and Social Development Canada](#)

Current status of the call for applications: Open

Thank you for your interest in Canada Summer Jobs. The call for applications is open from January 30, 2020, to February 24, 2020.

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Step 5. Apply

Application process

i The application deadline is **February 24, 2020, 12:00 p.m. (Noon) (Pacific Standard Time)**.

Applications received or postmarked after the deadline date will not be considered.

How to submit your application

Applications may be submitted in several ways:

1. using an online fillable application
2. using Grants and Contributions Online Services
3. in person
4. by mail

Applications received by fax or by email will not be considered.

1. Online fillable application

You may submit a fillable application [online](#).

Important technical notes

- **The fillable form will be available for a maximum of 20 hours.** If you do not successfully complete it within this timeframe, it will expire and you will have to start over
- Your application cannot be saved and accessed at a later time

If you submit using the fillable form, note that you will have the option to print a copy of your application for your records prior to completing your submission.

i Note:

You must still click “submit” after the “print” screen in order to complete your application. If you do not click “submit”, your application will not be received and processed.

Confirmation of Receipt: Once a fillable application has been successfully submitted, a confirmation number will be immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. You will also receive a confirmation of receipt sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.

2. Online services

For 2020, you can also register with ESDC's Grants and Contributions Online Services (GCOS). Creating a GCOS account takes a few weeks but is a one-time process.

GCOS can be used to apply for various funding opportunities with Employment and Social Development Canada in a secure web environment. GCOS allows you to submit and track your application status, sign agreements, manage active projects, submit supporting documents, and review past projects submitted through GCOS.

You can create your account ahead of time so you are ready to apply for future grants and contributions funding opportunities. You will have convenient 24/7 access to your account including on all mobile devices.

A step-by-step process to create an account is available on the [GCOS website](#).

If you have an active GCOS account and need details about completing the application online, visit [Access GCOS](#).

Confirmation of Receipt: Once a GCOS application has been successfully submitted, a confirmation number will be immediately generated by the system. This confirmation is considered the acknowledgement of receipt of your application. You will also receive a confirmation of receipt sent by email. If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly.

3. In person:

Your [application](#) must be received before the close of business of the Service Canada Office **on February 24, 2020**. Consult the [Service Canada website](#) for the hours of service of the Service Canada Offices. Please note additional administrative delays might apply.

Confirmation of Receipt: For employers applying in person, an acknowledgment confirming receipt will be emailed to you within 10 business days. Please retain this confirmation as you will need it for future communication with Service Canada.

4. By mail:

Your application must be postmarked **on or before February 24, 2020**. Consult the Canada Summer Jobs website for the address where to send your application. Please note additional administrative delays might apply.

Confirmation of Receipt: For employers applying by mail, an acknowledgment confirming receipt will be emailed to you within 10 business days. Please retain this confirmation as you will need it for future communication with Service Canada.

Please note that **only one copy of your application** should be submitted to Service Canada. Submitting multiple copies of the same application or submitting the same application by using various methods will cause longer processing times for your application.

How to write your application

Before you start

Please consult this section while filling in the Application for Funding as it provides important details on the information and supporting documentation that we require to assess your application. Provide your answers on the application form and attach only the documents requested. All fields are mandatory.

You must carefully read this Applicant Guide and the Articles of Agreement before completing the application form. You should also read about the assessment process detailed in this Guide in order to better understand how your application will be assessed.

Note that the order of the questions may vary slightly between the paper and online applications, however the same information is required.

To complete your application form, you will need the following information:

- legal name of your organization
- common name of your organization (if different from the legal name)
- CRA business number
- email address of the employer representative
- mailing address of your organization
- number of full-time employees working in Canada
- date that your organization was created

Constituency

Complete only one application form if all the jobs requested are within the same constituency. The location of the proposed activities, not your organization's address or location, determines the constituency for which the application will be assessed. Please note that if you submit multiple applications within the same constituency, Service Canada may merge your applications into a single application.

You must submit a separate application form for each constituency if you are applying for multiple jobs based in more than one constituency. To determine the constituency in which the activities will take place, consult the [Elections Canada](#) website.

Information to be posted publicly

As in previous years, Service Canada will post the contact information, including the email address and the contact for the organization, of employers approved for funding on the Government of Canada's Canada Summer Jobs website

In addition, Service Canada will again automatically post all positions funded by Canada Summer Jobs online at Job Bank.

The Application Form and this Applicant Guide identify which information will be posted publicly. Please pay close attention and keep this in mind when completing your application. If you have any questions about the information to be posted publicly, contact Service Canada.

Part A – Employer information

Please enter organizational information.

1. Canada Revenue Agency (CRA) Business Number

- Indicate the 15-character Business Number that the CRA assigned to your organization. Note that this should be the RP (Payroll) Business Number for your organization. An RP account with the CRA is required if your business pays employees, and you must have an RP Business Number prior to hiring youth through the Canada Summer Jobs program.

Note:

In order to complete an online application using GCOS or the online form, you will need a business number. To obtain a business number, consult the CRA website. If you do not have a business number in time to apply, you may proceed by using the paper application form.

However, you will need to obtain a CRA business number before your application can be considered for funding.

2. Legal Name of your Organization

Indicate the legal name of your organization that is associated with your CRA business number. If it is an acronym, indicate the legal name in full.

If your application is approved, the signed agreement returned to you will form a legally binding agreement with the Government of Canada and any payments issued will be made out to the legal name. Please note that payments will be issued using only the first 44 characters of the legal name.

3. Operating (Common) Name (if different from legal name)

Indicate the common name of your organization (it may be different than the legal name). If it is an acronym, indicate the common name in full.

This information will be posted publicly on:

- the Canada Summer Jobs website for youth to contact should they have questions regarding the job placement
- Job Bank

4. Telephone Number

Indicate the telephone number of your organization.

This information will be posted publicly on:

- The Canada Summer Jobs website for youth to contact should they have questions regarding the job placement
- Job Bank

5. Organization Type

Check the box that best describes your organization. In the case of a CRA-registered not-for-profit organization, the employer type is determined by the source of its operating revenues and to whom it must account for its activities. For example, a not-for-profit with the majority of its revenues from government sources may in fact be deemed "public" for the purpose of applying for Canada Summer Jobs funding (for example, a municipal library).

6. Organization Email Address

Indicate the email address of your organization.

This information will be posted publicly on:

- the Canada Summer Jobs website for youth to contact should they have questions regarding the job placement
- Job Bank

7. (a) Name of Employer Representative and Title

The employer representative must be a person with whom Service Canada can communicate regarding your application or any consequent agreement throughout the duration of the summer and regarding questions related to payment claims. This individual must be fully informed on both the application and the proposed activities.

7. (b) Telephone Number of Employer Representative

Indicate the telephone number of your employer representative.

8. Email Address of Employer Representative

The inbox for this email address should be monitored regularly since this email address will be used to send you information regarding Canada Summer Jobs and your application including the outcome of the assessment of your application.

Note:

This email address will receive mandatory reporting documents from Service Canada during and after the agreement.

9. Preferred Language of Communication

Indicate the official language in which you wish to communicate and in which you wish to receive correspondence.

10. Year the Organization was Established

Enter the year, month and day that your organization began operations.

11. Describe your organization's activities

Provide a summary of your organization's activities.

12. Number of Full-Time Employees Working in Canada

Indicate the total number of full-time employees working for your organization across the country (not only those working in your branch). Full-time employees are those who work 30 hours or more per week.

If there are only part-time employees working for your organization, enter "0".

13. Mailing Address of Organization

Indicate your organization's mailing address to which all correspondence will be sent, including any payments.

This information will be posted publicly on:

- Job Bank

14. Address of the Location of the Proposed Activities. If different from mailing address, please explain why.

Indicate the main address where the youth will be working if this address is different from the mailing address. This address cannot be a post office box (PO Box); it must be a civic address. If the mailing address of the organization and the address of the location of the proposed activities are different, please provide an explanation.

This information will be posted publicly on:

- Job Bank

Important: The employer must offer the job within the constituency for which the application is submitted. This includes cases where the youth will work remotely, at a personal premises (for example, employer's home), or away from the supervisor's location, or from somewhere else outside of a traditional work environment.

If the location of the proposed activities changes after you submit your application or after you are approved for funding (for example, once the youth is recruited and the work location can be confirmed), you must inform Service Canada. If the change occurs after you are approved for funding, Service Canada and the employer must both agree to the change, otherwise the job may be considered ineligible for funding.

If the work will be performed remotely, at a personal premises (for example, employer's home), or away from the supervisor's location, or from somewhere else outside of a traditional work environment, you are responsible for ensuring that the location respects provincial laws and municipal by-laws in regards to work being performed in a non-commercial building or area (for example, maximum number of employees).

15. If the proposed activities will take place in multiple locations, will they be held within the same constituency?

If the proposed activities will take place in multiple locations, you must ensure that these locations are in the same constituency. To determine the constituency, consult the [Elections Canada](#) website. Indicate all the other addresses where the youth will be working. These addresses cannot be post office boxes (PO Box); they must be civic addresses.

If the locations of the proposed activities are in multiple constituencies, a separate application must be submitted for each constituency. To determine the constituency in which the activities will take place, consult the [Elections Canada](#) website.

16. Have you applied or will you apply for other sources of funding for the job requested?

Please refer to Section 13.1(c) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answered "yes" and if the Canada Summer Jobs funding that is requested is in excess of \$100,000, you must complete Section 8.1 of the Canada Summer Jobs [Articles of Agreement](#) and attach it to your paper application.

17. Does your organization owe any amount to the Government of Canada?

Please refer to Section 13.1(e) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answered "yes", you must indicate the amount owing, the nature of the debt and the department or the agency to which the amount is owed.

Service Canada will verify whether your organization owes any amounts in the Departmental Accounts Receivable System (DARS). Owing money to the Government of Canada does not render your organization ineligible to receive funding. However, any amount your organization owes to the government may be deducted from the contributions that would otherwise be received, should your application be approved.

18. Is a payment plan in place?

If your organization does owe any amount to the Government of Canada, indicate if an arrangement was made for repayment (for each amount owing).

19. Please identify the health and safety practices you have implemented and describe how these practices relate to the work environment and the proposed job activities.

It is mandatory to have implemented practices to ensure that your work environment is safe.

Indicate how you will ensure that the youth is aware of health and safety practices in the work environment by selecting the appropriate boxes and describing the practices you have implemented. Your organization's health and safety measures will be evaluated in relation to the work environment and specific job type and activities. Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.

Health and safety practices may include:

- **providing information on the Workplace Hazardous Materials Information System (WHMIS):** WHMIS is Canada's national hazard communication standard. All of the provincial, territorial and federal agencies responsible for occupational safety and health have established WHMIS employer requirements within their respective jurisdictions. Employer requirements ensure that hazardous products used, stored, handled or disposed of in the work environment are properly labelled, that Safety Data Sheets are made available to workers, and that workers receive education and training to ensure the safe storage, handling, use and disposal of controlled products in the work environment.
- **listing work environment hazards:** Hazards may include chemical, ergonomic, physical, and psychosocial, all of which can cause harm or

adverse effects in the work environment.

- **providing necessary certifications:** When the proposed job activities require safety certifications, you are responsible for providing the youth with the necessary training and certification.
- **demonstrating work environment safety:** As part of training and supervision, you must demonstrate safe work environment practices, including an appropriate understanding of overall work safety procedures, knowledge of the safe use of work environment tools and equipment, and awareness of known and foreseeable work environment hazards.
- **other:** Please describe any additional health and safety practices you have implemented.

As per section 9.1(c)(d) of the Articles of Agreement, you are responsible for ensuring the job is carried out in a safe environment and for providing the youth with all information concerning health and safety, including for a remote work location (for example, personal premises or somewhere outside of a traditional work environment).

As per Section 31.1 of the Articles of Agreement, the Employer shall carry out the project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; any accessibility legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the project.

20. Please identify and describe the work environment policies and practices you have implemented.

It is mandatory to provide a work environment with non-discriminatory hiring practices that is inclusive and free of harassment and discrimination. Please identify and describe the policies and practices you have implemented.

- Hiring policies / practices
- Harassment policies / practices
- Conflict Resolution policies / practices
- Employee and/or Management Training
- Other: Please describe any additional practices you have implemented that demonstrate concrete efforts to create an inclusive work environment free of harassment and discrimination.

As per section 15.1 of the Articles of Agreement, the project will not consist of projects or activities that:

- restrict access to programs or, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
- advocate intolerance, discrimination and/or prejudice; or
- actively work to undermine or restrict a woman's access to sexual and reproductive health services.

Part B – Job details

In this section, you must describe, **in order of priority**, the jobs you are requesting and you must provide separate information for each job title. If you intend to hire more than one youth for the same job title, describe it only once.

If you are applying for more than 1 job title and you are applying using a paper application, you must copy an entire Job Details page for each additional job title and attach it to your application when submitting it. If there is not enough space to appropriately answer a question, you may answer it on a separate sheet and attach it to your application when submitting it.

Each youth hired using Canada Summer Jobs funding must be assigned to one of the jobs approved by Service Canada. The details of the job (for example, job title, hourly wage and tasks and responsibilities) must be the same as the job details specified in your application. **If you want to change a job detail, you must contact Service Canada to obtain approval for the changes prior to instituting these changes.**

21. Job Information

A job is considered different when at least one of the following details varies: job title, tasks and responsibilities, hourly wage, number of weeks, number of hours per week or preferred level of education of the youth. Salaried jobs need to be calculated as an hourly wage rate. If your application is approved, it may not be for all the jobs requested.

Job Title

Indicate the job title and hourly wage of each job for which you are requesting funding.

If you are applying using the Fillable Form or Grants and Contributions Online Services, the form will use "predictive text" to help you complete the job title. Begin typing your job title and select the most appropriate option.

If you are applying using the paper form, please select your job title from one of the options listed on the form.

This information will be posted publicly on:

- Job Bank

Hourly Wage Rate

You must pay at least the adult minimum wage in effect at the time of the employment based on provincial and territorial regulations.

i Note:

Some Provinces and Territories have multiple minimum wages depending on the age and experience of the employee. It is your responsibility to confirm the minimum wage at the time of employment.

See [Section 3 – Screening for Eligibility](#) for more details.

This information will be posted publicly on:

- Job Bank

Tasks and Responsibilities

Indicate the tasks and responsibilities of the youth. If the tasks and responsibilities of the job change after you submit your application or after you are approved for funding, you must inform Service Canada. If the change occurs after you are approved for funding, Service Canada must approve of the change, as per section 24.1(1)(f) of the [Articles of Agreement](#), otherwise the job may be considered ineligible for funding.

The job activities must be eligible. See [Section 3 – Screening for Eligibility](#) for more details.

Language required for job

Select English, French, or Other. If Other, please indicate the required language.

This information will be posted publicly on:

- Job Bank

National Occupational Classification Code

The National Occupational Classification is the national reference on occupations in Canada. It comprises more than 30,000 occupational titles organized according to skill levels and skill types.

If you are applying using the Fillable Form or Grants and Contributions Online Services, the form will automatically select the correct code based on your job title.

If you are applying using the paper form, you do not need to identify a National Occupation Classification Code if you select one of the job titles listed. If you select "Other", please determine the National Occupational Classification Code for the proposed job activities. To find the correct code, type the proposed job title in the Quick Search box located at the top of the page to generate a list of possible occupations. When reviewing the potential occupations, the accompanying education, main duties and employment requirements should correspond to the job performed.

An FAQ is available. For more information, contact Service Canada.

This information will be posted publicly on:

- Job Bank

Supervision Plan

It is mandatory that your application describe your supervision plan. Indicate the elements of the supervision plan by selecting all applicable boxes and describe additional details.

The supervision plan should be task-oriented and focused on the specific job activities contained in your application.

To be eligible, you must provide each of the following mandatory pieces of information:

- nature of supervision (on-site, remote, or other)
- title of supervisor
- frequency of supervision (daily, weekly, other)

In the "Description of Supervision Plan" text box, you may include additional details such as how the supervisor will observe work, ensure completion of tasks, evaluate and provide feedback on job performance, and ensure the health and safety of the youth. Additional points will be awarded during assessment based on the quality and detail of the supervision plan.

***i* Note:**

The supervisor and mentor are not required to be the same person.

Remote Supervision:

If the youth will be working remotely, at a personal premises (for example, employer's home), or away from the supervisor's location, or from somewhere else outside of a traditional work environment, you must ensure that there is sufficient training and supervision to support the youth in obtaining a meaningful work experience. You must also ensure that the youth can still benefit from the experience of working with others, building interpersonal skills, and learning work environment protocols.

Your supervision plan should detail how this remote support will be provided and how the youth will attain these benefits. This could entail, for example, a minimum of one contact per day from the supervisor (by phone, chat or video-conference), having someone available at all times during the youth's work hours whom they can contact for help or direction, or involving the youth in team meetings with others. For remote work, Service Canada will consider each case on its merits, comparing the risks with the benefits for the youth.

Mentoring Plan

It is mandatory that your application describe your mentoring plan. Indicate the elements of the mentoring plan by selecting all applicable boxes and describe additional details.

Mentoring is a relationship between an experienced employee (the mentor) and a less experienced employee (the youth). Through regular meetings, the mentor will share their professional experience with the youth and support skills development to help the youth enter the labour market.

To be eligible, you must provide each of the following mandatory pieces of information:

- nature of mentoring (one-on-one, team, job shadowing, other);
- title of mentor; and,
- frequency of mentoring (weekly, monthly, other).

In the "Description of Mentoring Plan" text box, you may include additional details such as how the youth will be matched with a mentor, how the mentoring goals will be established and achieved, and how the mentor will

help the youth develop skills and/or gain experience. Additional points will be awarded during assessment based on the quality and detail of the mentoring plan.

i Note:

The supervisor and mentor are not required to be the same person.

What skills will the youth develop during this placement?

Indicate all skills that the youth will develop during the placement. You must describe the steps you will take to assist the youth to develop the skills you have selected, demonstrating how the work experience will build both job specific skills (for example, client service, digital skills) and transferable skills (for example, teamwork, leadership, communication). You may also select "Other" to include additional skills.

See Section 4 – Assessment Criteria for more details.

Will this job be a career-related work experience?

The term "career-related" means the job provides a youth with work experience related to his/her current or future field of studies.

If Yes, indicate one or more fields of academic studies related to the job for which you intend to hire a youth, and demonstrate how the job is related to the current or future field of academic studies.

If your organization intends to hire to youth that would like to explore particular fields as a career, you are encouraged to explain how you will ensure that the work placement will provide the youth with the skills and experience to assist them in their chosen career path (in other words, through career-related training or on-the-job exposure to practical applications of their discipline).

Does your organization intend to keep the youth on staff beyond the duration funded under Canada Summer Jobs?

Indicate Yes or No.

See [Section 4 – Assessment Criteria](#) for details.

Preferred Level of Education of the Youth

Check the applicable box.

***i* Note:**

The preferred level of education of the youth is not a factor in assessment.

The Canada Summer Jobs program is open to all youth ages 15-30 regardless of level of education or student status.

This information is being collected for reporting and monitoring purposes.

This information will be posted publicly on:

- Job Bank

Does this job support a national priority?

If you answer yes, indicate one or more national priorities supported by the job and describe how the job supports the priority or priorities. You will not receive assessment points if you do not describe how the job supports the priority.

See [Section 4 – Assessment Criteria](#) for details.

Does this job support a local priority?

If you answer yes, describe which local priorities are supported by the job and describe how the job supports the priority or priorities. The local priorities that have been established for the constituency in which the

proposed activities will take place can be found on the [Canada Summer Jobs website](#).

i Note:

It is not mandatory for Members of Parliament to establish local priorities.

If your Member of Parliament has not established local priorities, select "No." You will not be penalized during assessment if your Member of Parliament has not established local priorities.

See [Section 4 – Assessment Criteria](#) for details.

Part C – Funding requested

22. Calculation of Employer's Total Cost Including Contribution Requested

i Note

The paper application form only provides space for information on five different job titles. If you are applying for more than five different job titles using a paper application, you must make a copy of the Calculation of Employer's Total Cost Including Contribution Requested page, complete the copy with information for each additional job title, and submit the copy with your application. Once you have entered all the information for all the job titles, indicate the total of the columns in the "Total" line at the bottom. This issue can be avoided by registering for a GCOS account and submitting your application electronically as it allows for an unlimited number of job titles.

22(a). Job Title

Indicate the job title for each job for which you are requesting funding. The job titles should be listed in the same order as in the Job Details section.

22(b). Number of Participants Requested

Indicate the number of youth you are requesting for each job title.

22(c). Anticipated Start Date

Indicate the date that you want the youth to begin employment. The earliest start date is May 11, 2020. Please note that the job's latest end date is August 28, 2020.

You cannot hire the youth before receiving the approval by Service Canada and the youth cannot start the employment before the start date approved by Service Canada.

If a youth is hired prior to the approval by Service Canada, this indicates that you would have hired the youth without the Canada Summer Jobs contribution. This makes the costs associated with the youth ineligible for reimbursement as per the Attestation and section 12.1 of the Articles of Agreement: "the Job(s) would not be created without the financial assistance provided under this Agreement."

This information will be posted publicly on:

- Job Bank

22(d). Number of Weeks Requested

Indicate the number of weeks for which you are requesting funding; it must be between six and sixteen weeks. You are encouraged to employ the youth longer than the requested number of weeks.

22(e). Number of Hours per Week Requested

Indicate the number of hours per week that the youth will be required to work; it must be between 30 and 40 hours per week.

22(f). Hourly Wage to be Paid to the Participant

Indicate the hourly wage including the contribution from Service Canada and other sources to be paid to the youth.

This information will be posted publicly on:

- Job Bank

See [Section 3 – Screening for Eligibility](#) for details.

i Important:

You are responsible to ensure that the youth is paid and for making the necessary pay-related remittances to the CRA, in accordance with labour regulations in the province or territory where the employment is located, and as per section 31 in the [Articles of Agreement](#).

22(g). Hourly Wage Requested

Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial adult minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial adult minimum hourly wage. For more information, please refer to "What Costs Are Eligible" in the [Screening for Eligibility](#) section of this Guide.

22(h). Mandatory Employment Related Costs (MERCs) Requested (if applicable)

Not-for-profit employers are eligible for reimbursement of MERCs for up to 100% of the adult minimum hourly wage in the province or territory where the activities will take place. All other employers are not eligible for funding to cover MERCs, in whole or in part.

If you are a private or public sector employer, indicate "0."

See [Section 3 – Screening for Eligibility](#) for details.

22(i). Total Contribution Requested

Indicate the total contribution requested by using this formula:

$(\text{Column B} \times \text{Column D} \times \text{Column E} \times \text{Column G}) + \text{Column H}$

$(\text{Number of Participants Requested} \times \text{Number of Weeks Requested} \times \text{Numbers of Hours per Week Requested} \times \text{Hourly Wage Requested}) + \text{MERCs Requested.}$

If you are applying online, this total will be calculated automatically.

22 (j). Total Employer Contribution

Indicate the total amount of the contribution you will pay towards hiring a youth by using this formula:

$((\text{Column D} \times \text{Column E}) \times \text{Column F}) - \text{Column I}$

$((\text{Number of Weeks Requested} \times \text{Number of Hours per Week Requested}) \times \text{Hourly Wage to be Paid to the Youth}) - \text{Total Contribution Requested}$

If you are applying online, this total will be calculated automatically.

If you are a not-for-profit employer, will you require an advance payment to pay the youth?

If you are a not-for-profit sector employer, check the box. Private and public sector employers are not eligible to receive an advance to pay the youth.

The conditions under which advances may be provided are outlined as per section 6 of the Canada Summer Jobs Articles of Agreement. The maximum advance that may be obtained is 75% of the total value of the agreement.

 Important:

If your application is approved, you must submit the Employer and Employee Declaration form for each youth before Service Canada can issue an advance payment. This form must be completed on the first day of work and must be returned to Service Canada within seven days of the youth beginning employment.

Service Canada will also validate your CRA business number, postal address, and primary contact information prior to issuing a payment.

Attestation and Signature of Employer

Once completed and submitted, this Canada Summer Jobs application, if approved by Service Canada, will form part of the agreement between the Government of Canada and you. The organization will then be subject to the Canada Summer Jobs Articles of Agreement. The organization agrees under this agreement to provide the job at the hourly wage, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document. This document will be included in the approval package. The submission of an application does not constitute an agreement. An official agreement between the organization and the Government of Canada exists only once an **application is approved and an agreement is signed by Service Canada. It is important that you read the Applicant Guide and Articles of Agreement in their entirety before you sign the application.**

Therefore, it is important that an authorized person signs the application or submits the online application. Please read Section 34 of the Articles of Agreement prior to signature: "The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require."

When submitting your application, you are asked to check the box "I attest" to confirm that:

1. I have read, understood and will comply with the Canada Summer Jobs Articles of Agreement;
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization;
3. the job would not be created without the financial assistance provided under a potential contribution agreement; and,
4. any funding under the Canada Summer Jobs program will not be used to undermine or restrict the exercise of rights legally protected in Canada.

To "undermine or restrict" means to weaken or limit the ability to exercise rights legally protected in Canada.

ⓘ Note:

The Attestation is required for the application (submitted on a paper form or online) to be considered complete. If you are submitting your application online, you must check this box in order to proceed, otherwise the system will not allow you to continue. If you are submitting a paper application you must check this box in order for your application to be assessed.

Should an application or a project not be compliant with program eligibility and/or the Articles of Agreement, your project may not be funded.

The provision of false and misleading information will affect eligibility and funding may be revoked.

Related Links

- [CSJ Applicant guide 2020 \(PDF\)](#)
- [Canada Summer Jobs \(CSJ\) Contact information](#)

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[Next →](#)

Date modified:

2020-01-30