

Nonprofit Management Essentials – Micro-credentials Program

Canada-Ontario Job Grant Application Overview

The [Canada-Ontario Job Grant \(COJG\)](#) is a government-funded subsidy that offsets the cost of training new and existing employees. The goal of this program is to help employers invest in their workforce by sharing the cost of training – ultimately, to support job creation, increase job quality or provide job advancement opportunities.

Program Benefits:

Eligible employers, including nonprofit organizations, can save up to 5/6 of training costs, with reimbursement of up to \$10,000 per trainee.

Contact Your Local COJG Service Provider

For training applications involving 25 or fewer participants, the COJG service provider will make grant funding decisions and manage/administer grant agreements with employers.

Employers should reach out to their local COJG service provider to confirm eligibility and schedule a needs assessment.

To locate the nearest COJG service provider, simply search online for "COJG Service Provider in [your town/city]" or call 1-800-387-5656, or go to <https://feat.findhelp.ca/> and complete the following:

- STEP 1: Tell us what kind of help you need (select Support for Employers, from the dropdown menu select Canada-Ontario Job Grant)
- STEP 2: Tell us where you are (enter your postal code, town or city) and click on GO! Button at the bottom of the page.
- Next: Locate an organization near you, visit their website, and reach out to them directly.

Gather Required Information

To fill out the application, you will need the following information:

1. Employer Information:
 - Legal Business Name and Operating Name
 - Canada Revenue Agency Number
 - Contact Information
 - Year Business/Organization Registered

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2. Employee Information:

- Number of employees you plan to train
- For each employee: their job title, current wage, and details about the training

3. Training Program Details:

- Training Provider Name: Trent University
- Training Provider Address: 1600 West Bank Drive, Peterborough, ON, K9L 0G2
- Canada Revenue Agency Number: 119268928RT0001
- Contact Name: Alison Peek
- Contact Number: 714 748 1011 Ext 6012
- Type of institution: University
- Training Provider: Trent University
- Method of Training: Online
- Credential to Be Obtained: Certificate of Completion/Digital Badge or Certificate in Nonprofit Management Essentials
- PLUS: Cost of Training

Additional Information

1. Ensure all documents are in order, including the training provider's credentials and a clear breakdown of costs.
2. The grant operates on a first-come, first-served basis, so apply early. COJG funding runs from April 1 to March 31.
3. Training must be completed within 52 consecutive weeks
4. Preference is given to Tier 1 applications - the goal is to provide workers with the skills necessary to stay competitive in the job market or adapt to changes within their industry. This tier supports both employee retention and career advancement, helping organizations build a skilled workforce while minimizing the impact of layoffs.
5. A slight salary increase is viewed positively.
6. Keep records of all communications, payments, and receipts related to the training.