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# Ontario Job Creation Partnerships (OJCP)

## Applicant Guide

Employment & Training Division  
Ministry of Training, Colleges & Universities

**The Ontario Job Creation Partnerships program (OJCP)** provides work experience to eligible unemployed job seekers through projects that benefit the community or local economy. At the end of their participation, participants in the program will have recent work experience and additional skills to add to their resumes, increasing their chances of successfully finding long-term employment. While projects funded under the program provide community benefit, the primary focus must be on the individual's work experience.

Projects are unique, community generated and are negotiated, funded and managed at the Ministry of Training, Colleges and Universities (MTCU) regional and local levels. Typically OJCP is aimed at projects that involve three or more participants; however, single participant projects are also eligible to apply for support. The ministry looks for multi-partnerships projects that are finite, not dependent upon future funding, not part of a project sponsor's normal day to day activities and that focus on developing the skills of the individual to increase their chances of finding work. Projects must not be a duplicate of or in competition with existing Employment Ontario Employment Services and must be cost-shared by the sponsor. Projects may be from 12 weeks up to a maximum of 52 weeks in duration. The average duration of an OJCP project is typically 26 to 31 weeks.

### **Eligible Recipients:**

**Businesses, non-profit organizations, crown corporations, municipalities, First Nations councils, public health and educational institutions are eligible to provide work experience through this program by way of submitting a proposal to the ministry for a project.**

### **Funding**

- Financial assistance for projects is provided through a negotiated contract agreement with the Ministry of Training, Colleges and Universities. The intent is not to cover all of the costs of a project but, to assist with those eligible costs a project sponsor cannot raise from their own or other partnership sources. All project partners must contribute in some material way to the project.
- Eligible costs may include some overhead, however, it must be demonstrated to be essential to the project. The program's primary focus is the individual followed by benefit to the community at large. The ministry supports only those costs that are necessary for the individuals participating on the project to carry out the related activities for which they will acquire their work experience.
- The amount awarded to each project will vary depending on the project scope, duration, participant activities and contributions from other partners. All project proposals are assessed on their own merit by a ministry Employment and Training Consultant.

***Approval of projects, and the ministry's funding contribution, is determined based on the availability of funds, the degree of priority, partnerships support and local, regional and/or provincial environment.***

## KNOW YOUR FUNDER

- Carefully read all of the Job Creation Partnerships (OJCP) program information posted and jot down your questions as you go along.
- Visit the [ministry website](#) for program information, resources and more.

For information on this program, contact us at: **1-800-387-5656**  
 TTY (telephone service for the deaf): **1-866-533-6339**

- Make sure you understand the program criteria. Contact a local Employment Ontario office near you and speak to an Employment and Training Consultant to ensure that you meet the eligibility requirements and that your project idea fits, before spending hours developing a proposal. Use the technical expertise they can provide and confirm local priorities and funding available.
- Talk to other local groups who have gone through the process and/or to establish partnerships.
- Start developing your idea. Make sure that there's a need for what you are proposing and that it relates to Employment Ontario's priorities.

## Getting Started...

### Understand your role and responsibilities in:

- Developing & delivering the project;
- Recruiting and selecting eligible participants;
- Securing the involvement of partners;
- Managing the overall finances of the project;
- Adhering to good management practices, maintain accurate monthly progress reports & financial records;
- Providing daily support and supervision to participants;
- Ensuring accountability by tracking and reporting participant information related to follow-up.

### Preparation:

- Invite the right partnerships and people; seek out people with expertise to help plan your project.
- With multi-partnerships, confirm their participation BEFORE writing the proposal.
- Take the time to do a good job; allot thinking and writing time. Allow at least 16 weeks between the proposal and application submission date and the **project start date**.
- Projects **must clearly show a start and end date** which is negotiated and **known upfront**.
- Contact one of the [ministry's local Employment Ontario Employment Service Providers](#) to have them conduct the needs assessments for eligible program participants. This will help you understand the participant referral process timeline, which will in turn affect recruitment. Build this time into your project.

**Proposal preparation can be a lengthy process, but you can help the process along by providing all of the required information.**

### **Don't Rush It!**

- Give yourself enough time to do a good job.
- Write a thorough proposal. And when it's done, you've got a great blueprint for future projects.

## **Building your proposal...**

**Project Objectives:** This section of the proposal must provide a clear and measurable description of what the project is expected to achieve. The following format is recommended for the "Objective" statement of your project:

- **By** (project date/duration)
- **Who** (sponsor name)
- **Will Do** (key activities)
- **To Achieve** (what outcome and measurable results)
- **Number of Project Participants.**

**Proposal Description:** Ensure your proposal includes the information outlined below:

**Project Title:** The project title will be used when referring to the proposal. Please ensure the title does not include the word "program" or relate closely to any municipal, provincial or federal program.

**Project Summary:** Your summary must include the number of participants, location, duration, and overview of the activities.

**Proposed Activities and Timelines:** Identify and describe specific project activities and timelines, from project start date to project completion. Depending on the complexity of the activity, you may wish to detail the activities on a week-by-week basis.

- Outline how activities will support the project's objectives.
- Describe in a project work plan the individual tasks that will be undertaken and the processes that will be followed.
- Identify outcomes and quantify expected results.
- Explain how the project will be managed and how the project is incremental to your existing day to day business (e.g. how it is new or an enhancement).
- Confirm that the work be completed within the time requested.
- Confirm that the activities would not displace work performed by volunteers, existing or laid-off staff.
- Detail the number of project staff, their titles and roles.
- Identify the proposed location for the project activities and plans to ensure that the location provides accessibility (e.g., accessibility to public transit, wheelchair accessible).
- Detail monitoring of the project activities.
- Describe your processes and controls in place to manage personal and confidential information.
- Outline your organization's policy on dealing with conflicts of interest.

#### **Explain Why You Want to Do It**

- state why your project is needed or wanted, by whom and by how many people.

## **Promoting a Job Creation Project**

#### **Explain What You Want to Do**

- Your proposal tells a story. Be honest, realistic and specific. Be positive. Be convinced, and therefore convincing.
- Summarize what you want to do clearly and concisely.

#### **Promoting a Job Creation Partnerships Project**

- It's important to share the news about your project.
- When developing a communications strategy for announcing your project, please remember to contact your MPP's office. Funding from the Ontario government should be first announced by an MPP.
- Partnership projects are funded through Employment Ontario using funds from the Canada-Ontario Labour Market Development Agreement. Therefore it is essential that in any communication about your project you identify the source of funding this way: "This Employment Ontario project is funded in part by the Government of Canada."
- If you are planning a public event, such as a news announcement or an open house, make an effort to invite both your local MPP and MP. Invitations should be sent to both because the provincial and federal governments jointly funded the project.
- If you have a question about promoting your project, speak to the Employment and Training consultant who helped you with your application.