



**2023-24 Apprenticeship Capital Grant
Call for Proposal**

Ministry of Labour, Training and Skills Development

Apprenticeship Branch

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1.0 Program Elements

1.1 Context

One of the Government’s key commitments in the 2019 Ontario Budget was to create a “client-focused apprenticeship and skilled trades system.” This vision includes improving the quality of apprenticeship in-class training that is delivered by ministry-approved Training Delivery Agents (TDAs).

TDAs play an important role in Ontario’s apprenticeship system as they deliver the in-class portion of an apprenticeship, which represents approximately 10% to 15% of total apprenticeship training. The remaining 85% to 90% of apprenticeship training is on-the-job.

1.2 Overview and Purpose

Through the Apprenticeship Capital Grant, the Ministry of Labour, Training and Skills Development (“the ministry”) recognizes the need for Colleges of Applied Arts and Technology (CAATs) TDAs and non-college TDAs to update their equipment and facilities in order to deliver relevant, high-quality training in support of Ontario’s workplace-based apprenticeship programs. This investment supports TDAs to meet the evolving needs of the workplace with innovative technology that increases training capacity, upgrades the skills of Ontario’s skilled trades workforce and contributes to an adequate supply of skilled journeypersons to meet demand and growth. Enhancing the apprenticeship system is essential to increasing the number of certified tradespersons Ontario needs to compete in today’s economy.

There are two sources of funding available through the ACG:

1. ACG base allocation (“ACG Base”)
2. ACG annual call for proposals (“ACG CFP”)

1.2.1 ACG Base Allocation

Starting in 2021-22, the ministry will commit to three years of funding for eligible college and non-college TDAs based on a funding formula. The funding formula is based on in-class training activity from the previous three fiscal years. The formula reflects the hours of apprenticeship training provided by each approved TDA and includes all delivery models. Each approved TDA has been advised of their allocation amount by letter.

An ACG base allocation is provided to all college and non-college TDAs that are approved and receive funding for apprenticeship in-class training, and meet the following eligibility criteria:

- Demonstrate three consecutive years of in-class training activity (2017-18, 2018-19, 2019-20); and
- Have been approved to deliver the trade associated with the project in the previous three full fiscal years (2017-18, 2018-19, 2019-20).

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Please note – applications for funding through the ACG CFP are separate from funding allocations provided through the ACG Base. More details about the ACG Base can be located on [Employment Ontario Partners Gateway](#).

1.2.2 ACG – Annual Call for Proposals (CFP)

Additional funding will be awarded through an annual CFP and will be open to both college and non-college TDAs who meet the eligibility criteria (see section 1.4 for eligibility). Separate guidelines and application process for the CFP will be issued each year.

Through an annual CFP process, the ministry welcomes applications for proponents to submit project proposals for additional funding, separate from the ACG Base allocation. The CFP funding can be used to supplement the existing approved base funding or for special initiatives announced in the CFP, as determined by the ministry. **This guideline is only for the 2023-24 CFP. To view the ACG Base guidelines, please refer to the ACG Base guidelines on the [Employment Ontario Partners Gateway \(EOPG\)](#).**

For 2023-24, this CFP will prioritize projects that:

- a. Increase capacity to deliver training for trades that are in demand;
- b. Support innovative approaches to apprenticeship in-class training delivery; and
- c. Include partnerships with employers/industry/sector.

1.3 Program Objectives

The objectives of the program are to support TDAs to deliver relevant, high-quality in-class training by:

- Modernizing and/or expanding training equipment and facilities to enhance the apprenticeship in-class training experience and meet the needs of employers;
- Increasing capacity to deliver training for trades that are in demand;
- Improving the health and safety, condition and efficiency of apprenticeship instruction and/or facilities; and
- Improving access to in-class training, including removing accessibility barriers and addressing gender equity.

1.4 Applicant Eligibility

ACG CFP funding is designated for ministry-approved apprenticeship in-class training activities. College and non-college TDAs that are approved and receive funding for apprenticeship in-class training may be eligible to apply to this CFP if they have:

- Been approved to deliver in-class training for the trade(s) associated with the project in 2020-21 or 2021-22; and
- In-class training activity in 2020-21 or 2021-22 for the trade(s) associated with the project.

To be considered eligible for funding through the ACG CFP, all in-class training activities within the identified fiscal years must have occurred at the training site seeking ACG CFP funding.

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Multiple entities can partner together to apply. However, there must be one “lead” ministry-approved TDA. Applicants that enter into an agreement with the ministry will assume accountability for the project.

1.5 Eligible Expenditures

The ACG is a capital acquisition program. ACG-approved projects are meant to support apprenticeship in-class training, including Level 1 in-class training provided to Ontario Youth Apprenticeship Program (OYAP) and Pre-Apprenticeship Training Program participants. ACG CFP projects must align with curriculum standards for the trade.¹

Eligible expenditures can include:

- Construction of **additions to buildings** to accommodate additional training space (please refer to Section 1.7 for more detail);
- Alterations, renovations and enhancements to existing facilities, including mobile apprenticeship training units, used for hands-on apprenticeship training purposes to improve the condition and efficiency of apprenticeship training facilities;
 - Mobile training units should be used to deliver training that supports a TDA’s approved in-class training activity.
- Purchase of equipment to support alternate delivery methods for in-class training, such as online and/or simulated training, including:
 - Purchase of online learning, simulator and/or virtual reality software;
 - Purchase of videoconferencing equipment and software
 - Purchase of hardware and software (e.g. servers, networking equipment) to operate Virtual Private Networks or other supports for online learning;
 - Purchase of externally created digital content, such as training videos, learning modules, etc.;
 - Purchase of hardware, such as laptops, videoconferencing equipment, equipment to support simulator/virtual reality training, etc.
- Replacement of existing equipment to meet industry standards and support growth in apprenticeship enrolment and completions;
- Purchase of equipment that supports:
 - Training capacity growth;
 - Program delivery efficiencies, i.e., affecting more than one training program;
 - The inclusion of women in trades, (e.g., proper fitting safety equipment and gear for women and gender appropriate washrooms/changerooms onsite).
 - Improvements to remove accessibility barriers

ACG funding may be used to finance the purchase of equipment used in leased facilities, but the TDA must confirm the new location of the equipment prior to the expiry of the lease, and the equipment must continue to be used for apprenticeship training.

¹ Please find the curriculum standards for each trade on the STO website: <https://www.skilledtradesontario.ca/about-trades/trades-information/>

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Minor modifications to facilities, including leased facilities, to install equipment are permissible.

TDA's that receive ACG Base funding may also apply to the CFP to top-up their program funding. This additional funding is to provide TDA's with the opportunity to pursue and develop larger-scale projects. The ACG CFP is a competitive process with no guarantee that an application will be approved.

1.6 Ineligible Expenditures

Examples of ineligible expenditures include:

- Financing projects in areas that are not used for hands-on apprenticeship in-class training (e.g., student residences, automobile parking, recreation facilities, faculty space, classrooms) or that primarily accommodate administrative functions;
- Duplication of already-funded activities or replacement of non-Ontario Government funding sources already committed to such projects;
- Replacement of any institutional or partnership contributions for projects previously approved for the TDA unless special approval is granted by the ministry;
- Funds cannot be used to purchase land, buildings, portables or finance the construction of a **free-standing building** (i.e., constructing a new building from the ground up that requires a foundation);
- Operating expenses related to COVID-19 health and safety measures, such as:
 - Cleaning and sterilization of apprenticeship training classrooms and labs;
 - Medical supplies; and,
 - Other related operating expenses (i.e., structural barriers such as plexiglass; security to enforce physical distancing measures; additional tools to limit sharing between apprentices; etc.).
- Purchase of online learning software licenses.
- Internal development of digital content such as online training videos, learning modules etc.;
- Auditing costs;
- Costs eligible under the apprenticeship in-class training agreement; and
- Curriculum development.

1.7 Additions to Building Projects

In certain circumstances, TDA's can apply for funding for a project that involves the construction of an addition to a building to accommodate additional training space. An addition is a part added to an existing building and generally requires demolition, an architect, contractor and a building permit.

Due to the known risks associated with new construction projects, any TDA applying to ACG for the construction of an addition to a building must:

- **Contribute 50% of total project costs;**

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- Perform their due diligence to assess the building envelope and land involved in the project for potential risks that could cause cost or time overruns, e.g. asbestos in the walls, hidden oil tanks in the ground etc.;
- Prior to signing an agreement with the Province provide proof of sufficient funding of the recipient share of the project budget;
- Provide evidence of value for money;
- Make every effort to pay for and complete the project within 12 months. The ministry will not pay for any cost overruns nor make provisions for when the project is not completed or goes beyond 12 months; and
- Provide a contingency plan to address cost or time delays should these occur including evidence that monies have been set aside to complete the project.

Please note, ministry payments will be adjusted according to project billings.

1.8 Accessibility

TDA's are expected to comply with all applicable federal, provincial and municipal statutes and codes.

2.0 Program Activities

2.1 Payment Schedule

TDA's approved for funding under this CFP will receive written confirmation of approval and will be required to enter into a Transfer Payment Agreement ("the agreement") with the province prior to receiving any funding or commencing any portion of their project. The ministry will begin to release funds upon the signing of the agreement by both parties. TDA's will be required to comply with all terms of the agreement. The project proposal requires the signature of the Senior Financial Officer of the TDA.

All costs and expenditures for approved projects must occur as per the approved delivery plan. The ministry reserves the right to adjust the payment schedule if the project progress does not conform to the schedule in the agreement.

2.2 Reporting Requirements

TDA's in receipt of ACG funding will be subject to reporting requirements on its project, expenditures and reports by the ministry. This will provide the ministry with the opportunity to determine how effectively the TDA is completing the approved project as outlined in their signed Transfer Payment Agreement with the Province. For projects that are additions to buildings payments will be adjusted to project billing and there will be no upfront payment.

The overall success of the project will be determined through ongoing year-round monitoring, submission of reports and completion of risk assessment(s), if necessary.

The ACG Transfer Payment Agreements will contain further instructions about reporting requirements. Reports can be submitted prior to the due date if completed early.

2.3 Additional Considerations

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TDA use of funding for any project that has not received ministry approval may result in the recovery of funding by the ministry at its discretion, through a request for repayment. This may also affect the approval of funding in future years.

In situations of co-location of ACG with other programs and services, ACG funds must only be used to cover costs directly related to the delivery of ACG-approved project; this must be managed by applying Project Accounting principles.

3.0 Accountability

3.1 Overview

TDA's approved for ACG must submit their project proposals to the ministry for review and approval as per the ACG CFP 2023-24 Guidelines, using the ACG Application Template. Late applications will not be considered.

TDA's must acquire equipment or complete training facility/lab improvements, including any construction projects, through a process that promotes the best value for money.

3.2 Roles and Responsibilities

Role of the Recipient of the 2023-24 ACG CFP is to:

- Oversee project activities to ensure completion within the timelines indicated in the agreement;
- Make every effort to pay for and complete the project within 12 months of the agreement start-date. The ministry will not pay for any costs overruns nor make provisions for when the project is not completed or goes beyond 12 months;
- For projects that are also funded under the ACG Base allocation, ensure CFP-approved project activities and costs are tracked and reported on separately;
- Ensure that objectives and outcomes stated in the agreement are being met, keeping a record of progress and accomplishments to-date, and maintaining accurate financial records to ensure that funding is being used for its intended purpose;
- Manage the agreement with the ministry, submitting required reports and participating in monitoring and project evaluation;
- Acquire equipment or complete training facility/lab improvements, including any construction project, through a process that promotes the best value for money;
- Ensure their facilities are maintained in good repair, and that they provide a safe environment for faculty, staff, and students;
- Ensure that their facilities are accessible to persons with disabilities and that they are in compliance with all applicable federal, provincial and municipal statutes and codes; and
- Comply with the Fire Code (Retrofit Section) while undertaking projects funded under this program.

The role of the ministry is to facilitate the ACG project by contributing funding, information about program guidelines, and requirements to the recipients. To this end, the ministry will:

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- Review and approve proposed projects in accordance with the ACG CFP Guidelines;
- Negotiate, complete and administer an agreement with approved TDAs. Administration will include:
 - Receiving and commenting on project reports; and
 - Monitoring progress and performance against agreement activities and outcomes;
- Collect and review reports and outcome data to evaluate the project; and
- Provide direction on reporting.

3.3 Schedule of Events

The ACG Transfer Payment Agreements will contain further instructions about reporting requirements. Reports can be submitted prior to the due date if completed early.

See [Employment Ontario Partners' Gateway](#) for a schedule of events.

3.4 Performance Management

Performance management will be undertaken through monitoring and reporting updates which all recipients are required to complete. Performance management for all recipients will also be undertaken as part of the Apprenticeship In-Class Training program.

4.0 Program Evaluation

The ministry will analyse data related to capital investments and the delivery of in-class training. Data will be used for both internal reporting and public announcements. All TDAs approved for funding are required to participate in any performance measurement/program evaluation exercises undertaken by the ministry.

5.0 Administration

5.1 Acknowledgement of Ontario Government Support

It is expected that full acknowledgement of Ontario government support will be provided in all published material and on TDA websites. Instructions on how to communicate using the [Visual Identity and Communications Guidelines for Employment Ontario Services](#).

5.2 Additional Considerations

The guidelines may be amended or cancelled at any time at the sole discretion of the ministry.

6.0 Application Process

6.1 Introduction

The ministry is seeking proposals for the 2023-24 Apprenticeship Capital Grant CFP.

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Interested proponents that meet the eligibility criteria listed in Section 1.4 must complete and submit the ACG CFP Application Template located on the [Employment Ontario Partners Gateway](#) (EOPG) webpage.

6.2 Application requirements

Proponents must complete and submit the Application Template, and provide all required attachments, before the closing date and time in order to be considered for funding under this CFP. Electronic signatures are encouraged.

The completed application informs the ministry as to how the proponent will use funding received under the CFP. This enables the ministry to ensure that funds will be utilized for the intended purpose and that anticipated expenditures are captured. If funding contributions or partnerships are an element of the application, letters of support must also be included in the application.

Proponents can submit a maximum of one application for one project per region. Separate applications must be submitted for sites located in a different region. An application is limited to one project which is limited to one of the following activities:

- Purchase of equipment (equipment may be new and/or used or replacement of existing) for one primary trade
- Facility improvement
- Addition to building

Applications that include more than one activity will be deemed ineligible and will not be reviewed. However, projects that include the purchase of equipment may include minor modifications to facilities to accommodate installation, the details of this should be included in the description of the equipment expense. Activities and projects must align with curriculum standards for the trade.²

Applications for an addition to a building that do not include a 50% financial contribution by the TDA for associated costs will be deemed ineligible and will not be reviewed.

6.3 Timelines/Schedule of Delivery

Event	Date
CFP Guidelines and Application Template Issued	February 7, 2023
Deadline to submit questions to the Ministry	February 14, 2023
Responses to questions posted by Ministry	March 14, 2023
CFP Closing Date	March 21, 2023

Please note: Amendments to the timelines may be made at the discretion of the Ministry of Labour, Training and Skills Development.

² Please find the curriculum standards for each trade on the STO website: <https://www.skilledtradesontario.ca/about-trades/trades-information/>

6.4 Question and Answer Process

In order to ensure consistent and accurate information is provided, formal responses to questions will be issued. Questions should be submitted by e-mail by **February 14, 2023** to:

Northern Region mailbox: MLTSDNorthernRegion@ontario.ca
Western Region mailbox: ETDWesternRegion@ontario.ca
Eastern Region mailbox: EastRPU@ontario.ca
Central Region mailbox: CentralRegionApprenticeship@ontario.ca

Responses to any questions submitted will be added to the ACG CFP Question and Answer document and posted on the Employment Ontario Partner's Gateway by March 14, 2023.

Applicants must not attempt to communicate directly or indirectly with any representatives of the Province, including the evaluation team about this project described in this CFP, other than through the **Questions and Answers** process included in this document.

6.5 Proposal Evaluation

The objective of the evaluation process is for the ministry to select projects in a manner that is fair, defensible, transparent and well documented. The ministry will establish an Evaluation Team to complete the evaluation using prescribed steps in order to ensure the principles are met for the evaluation of each application.

In order to receive full consideration during evaluation, the application must provide a clear and detailed response to all sections listed in the Application Template. Each section will be weighted in the evaluation, as indicated below in brackets, with **5% to be awarded for viability of project** based on overall strength of the application.

A. Applicant Information, including Contact Information and Signature

B. Project Summary

C. Project Description and Delivery Plan (20%)

Part 3 of this section is only to be filled for a project involving the addition to a building. Parts 1 and 2 are for projects related to equipment or lab improvements.

D. Project Impact

Eligible projects must meet at least **one objective and one priority**.

Part 1 Objectives of the Apprenticeship Capital Grant (30%)

1. Modernizing or expanding training equipment and/or facilities to enhance the apprenticeship in-class training experience and meet the needs of employers. This can include upgrades to mobile training facilities
2. Increasing capacity to deliver training for trades that are in demand, based on local labour market information and/or apprenticeship demand for in-class

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training

- Please provide information about the labour market demand for the trade(s) associated with the project within your geographical area (e.g., has demand increased or remained stable).
3. Improving the health and safety, condition, and efficiency of apprenticeship instruction and/or facilities
 4. Improving access to in-class training, including removing accessibility barriers and addressing gender equity

Part 2: Priorities of the ACG CFP (30%)

Priority will be given to proposals that support the following:

1. Increase capacity to deliver training for trades that are in demand, based on the high-volume trades listed in Appendix A.
2. Support innovative approaches to in-class training delivery. Demonstrate how the new approach will improve upon existing methods.
 - Projects may include, but not be limited to:
 - Investing in technology and/or equipment to improve access to in-class training
3. Include partnerships with employers/industry/sector.
 - Demonstrate how the partnership(s) will benefit the apprenticeship system, for both employers and apprentices, as well as contribute to the project and strengthen the proposal.
 - Projects may include:
 - Financial and/or in-kind contributions from employers;
 - Collaboration and/or support from multiple TDAs delivering the applicable trades

E. Budget (15%)

- Note, there is no funding cap for individual proposals, however there is no guarantee that funding will be approved.

All proponents will be notified of the results of their application at the conclusion of the evaluation process.

Appendix A: High-Volume Trades

310S Automotive Service Technician
310B Auto Body and Collision Damage Repairer
410A Brick and Stone Mason
620C Child Development Practitioner
450A Construction Craft Worker
426A Construction Millwright
415A Cook
451A Drywall, Acoustic and Lathing Applicator
309A Electrician – Construction and Maintenance
636E Elevating Devices Mechanic
403A General Carpenter
429A General Machinist
332A Hairstylist
421A Heavy Duty Equipment Technician
636C Heavy Equipment Operator - Dozer
636B Heavy Equipment Operator - Excavator
636A Heavy Equipment Operator – Tractor Loader Backhoe
442A Industrial Electrician
433A Industrial Mechanic Millwright
420A Ironworker – Structural and Ornamental
306A Plumber
434A Powerline Technician
313A Refrigeration and Air Conditioning Systems Mechanic
313D Residential Air Conditioning Systems Mechanic
308A Sheet Metal Worker
427A Sprinkler and Fire Protection Installer
307A Steamfitter
430A Tool and Die Maker
310T Truck and Coach Technician
456A Welder