



2024-25 Apprenticeship Capital Grant Call for Proposal

Ministry of Labour, Immigration, Training and Skills Development

Apprenticeship Branch

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Toronto, ON M5V 3A4

Organizations can begin to apply for funding through Transfer Payment Ontario (TPON) on March 7, 2024. Applications will be accepted for ministry review until April 4, 2024, by 11:59 p.m. Eastern Standard Time (EST).

Minister approved Training Delivery Agents (TDAs) must register with TPON to access the Apprenticeship Capital Grant (ACG) Call for Proposal (CFP) application form. TPON is the Province of Ontario's online application system for grant funding. It is important for applicants to understand the steps to register with TPON prior to application submission.

Once an applicant creates a TPON account on behalf of their organization and logs into TPON, the ACG CFP application form can be accessed through Service Provider (SP) Connect via the link that says, "Service Provider (SP) Connect – Apply for funding and manage agreements with MLITSD".

Applicants will be redirected to SP Connect where they will see available funding opportunities for the ACG CFP and any applications initiated. To access the application, the applicant then clicks on "List Funding Opportunities" and the link to the ACG CFP application.

- Information on registering and accessing TPON is available at: <https://www.ontario.ca/page/get-funding-ontario-government>.
- TPON website: <https://www.app.grants.gov.on.ca/tpon>

Questions or issues related to setting up a TPON account:

- Contact the TPON Customer Service Line at (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at TPONCC@ontario.ca.

Questions or issues related to the completing the application:

- Contact the ministry at contactEO@ontario.ca

Updated: March 7, 2024

Closing Date: April 4, 2024 by 11:59 pm EST

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1.0 Program Elements

1.1 Context

One of the Government's key commitments is to modernize the skilled trades and apprenticeship system. This vision includes improving the quality of apprenticeship in-class training that is delivered by minister-approved 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 ACG, the Ministry of Labour, Immigration, 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

The ministry will commit to three years of funding for eligible college and non-college TDAs based on a funding formula. The formula reflects the hours of apprenticeship training provided by each approved TDA and includes all delivery modes. Each approved TDA will be 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 eligibility criteria set out in the ACG Base Guidelines.

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 set out in section 1.4 of these guidelines. Separate guidelines and application process for the CFP will be issued each fiscal 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.

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 identified as in demand based on local labour market information and/or apprenticeship demand for in-class training;
- 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 2021-22 or 2022-23; and
- In-class training activity in 2021-22 or 2022-23 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 approved training site/campus seeking ACG CFP funding.

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

1.5 Project Eligibility and Activities

For 2024-25, this CFP will prioritize projects that:

- a. Increase capacity to deliver training for trades that are in demand, based on the high-volume trades listed in Appendix A.
- b. Support innovative approaches to apprenticeship in-class training delivery; and
- c. Include partnerships with employers/industry/sector.

Applicants can submit a maximum of one application per region. Applications are limited to one project and one of the following activities:

- Purchase of equipment (equipment may be new and/or used or replacement of existing) for one primary trade
 - Note: projects that include the purchase of equipment may include minor modifications to facilities to accommodate installation.
- Facility improvement
- Addition to building

Separate applications must be submitted for sites located in a different region. Applications that include more than one activity will be deemed ineligible and will not be reviewed. Activities and projects must align with curriculum standards for the trade.¹

Projects must meet at least one program objective (listed in Section 1.3) and one 2024-25 program priority (Section 1.5).

1.6 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.²

Eligible expenditures can include:

- Construction of **additions to buildings** to accommodate additional training space (please refer to Section 1.8 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 overall;
 - Mobile training units may only 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 off-the-shelf 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.

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

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

- Replacement of existing equipment to meet industry standards and support growth in apprenticeship enrolment and completions;
- Improvements to facilities or the purchase of equipment that removes accessibility barriers for hands-on apprenticeship in-class training;
- 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.

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

TDAs that receive ACG Base funding may apply to the CFP to top-up their program funding or request funding for a new project. This additional funding is to provide TDAs 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.

1.7 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 **new free-standing building** (i.e., storage structure or constructing a new building from the ground up that requires a foundation);
- 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.

1.8 Additions to Building Projects

In certain circumstances, TDAs 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 CFP for the construction of an addition to a building must:

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

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

1.9 Accessibility

TDAs are expected to comply with all applicable federal, provincial and municipal statutes and codes.

2.0 Program Activities and Accountability

2.1 Payment Schedule

TDAs 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.

TDAs 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 CFP 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 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 CFP agreement will contain further instructions about reporting requirements. Reports can be submitted prior to the due date if completed early.

2.3 Roles and Responsibilities

Role of the TDA approved for 2024-25 ACG CFP funding 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 CFP project by contributing funding, information about program guidelines, and requirements to the recipients. To this end, the ministry will:

- 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.

2.4 Performance Management

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

2.5 Additional Considerations

The Recipient will not use funds for unapproved activities. The use of funds to support unapproved expenditures may result in the cancellation of the Project and recovery of funding.

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

3.0 Application Process

3.1 Overview

The ministry is seeking proposals for the 2024-25 ACG CFP.

TDAs must submit their project proposals to the ministry for review and approval by completing the ACG CFP Application. Late applications will not be considered. TDAs must acquire equipment or complete training facility/lab improvements, including any construction projects, through a process that promotes the best value for money.

Interested proponents that meet the eligibility criteria listed in Section 1.4 must complete and submit the ACG CFP Application. Information on how to access to the ACG CFP application is located in the preamble to these guidelines and on the [EOPG webpage](#).

3.2 Application requirements

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

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, as outlined above in section 1.5. Separate applications must be submitted for sites located in a different region

3.3 Schedule of Events

Event	Date
CFP Guidelines and Application Issued	March 7, 2024
Deadline to submit questions to the Ministry	March 14, 2024
Responses to questions posted by Ministry	March 26, 2024
CFP Closing Date	April 4, 2024
Proponents notified of the outcome of their submission	Anticipated summer of 2024
Approved project start	Following negotiation and signing of the Transfer Payment Agreement*

[Amendments to the timelines may be made at the discretion of the ministry.](#)

*TDAs approved for funding under this CFP will receive written confirmation of approval and will be required to enter into an agreement) with the province prior to receiving any funding or commencing any portion of their project.

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

3.4 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 **March 14, 2024** to: ACGCFP@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 26, 2024.

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.

3.5 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. 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 identified as in demand, based on local labour market information and/or apprenticeship demand for in-class 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 identified as 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.

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. In the event of any conflict or inconsistency between this Guideline and any terms or conditions in the ACG Capital agreement, the agreement shall prevail.

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