

# Questions and Answers for Interested Applicants

## 2024-25 Apprenticeship Capital Grant Call for Proposal

### 1. What is the difference between the 2024-27 Apprenticeship Capital Grant Guidelines (Base Allocation) and the 2024-25 Apprenticeship Capital Grant Call for Proposals (CFP)

Program Elements	Apprenticeship Capital Grant Base	Apprenticeship Capital Grant Call for Proposals
Training Delivery Agent (TDA) eligibility	TDAs that are approved and received funding for apprenticeship in-class training <b>over the past 3 three consecutive years</b> of in-class training activity (2020-21, 2021-22, 2022-23) may be eligible.	TDAs that are approved and received funding for apprenticeship in-class training <b>over the past year 2021-22 or 2022-23</b> may be eligible.
Project Eligibility	<p>TDAs can submit a maximum of one business plan for ten projects per region. The following are eligible capital activities:</p> <ul style="list-style-type: none"> <li>• Purchase of equipment (equipment may be new and/or used or replacement of existing)</li> <li>• Facility improvement</li> <li>• Addition to building</li> </ul> <p>In order for a project to be eligible for ACG funding, TDAs must have:</p> <ul style="list-style-type: none"> <li>• Been approved to deliver the primary trade at the training location/campus associated with the project for the last three full years (2020-21, 2021-22 and 2022-23); <b>and,</b></li> </ul>	<p>Applicants can submit a maximum of one application per region. Applications are limited to <u>one</u> project and one of the following activities:</p> <ul style="list-style-type: none"> <li>• Purchase of equipment (equipment may be new and/or used or replacement of existing) for one primary trade <ul style="list-style-type: none"> <li>○ Note: projects that include the purchase of equipment may include minor modifications to facilities to accommodate installation.</li> </ul> </li> <li>• Facility improvement</li> <li>• Addition to building</li> </ul>

	<ul style="list-style-type: none"> <li>• Received funding through the In-Class Enhancement Fund to deliver apprenticeship in-class training in the primary trade associated with the project for two of the last three fiscal years.</li> </ul>	
Objectives/Priorities	<p>The objectives of the program are to support TDAs in delivering relevant, high-quality in-class training by:</p> <ul style="list-style-type: none"> <li>• modernizing and/or expanding training equipment and facilities to enhance the apprenticeship in-class training experience and meet the needs of employers;</li> <li>• increasing capacity to deliver training for trades that are in demand based on local labour market information and/or apprenticeship demand for in-class training;</li> <li>• improving the health and safety, condition and efficiency of apprenticeship instruction and/or facilities; and</li> <li>• improving access to in-class training, including removing accessibility barriers and addressing gender equity.</li> </ul>	<p>In addition to the ACG Base objectives, the CFP includes the following additional priorities:</p> <ol style="list-style-type: none"> <li>a. Increase capacity to deliver training for trades that are in demand, based on the high-volume trades listed in Appendix A.</li> <li>b. Support innovative approaches to apprenticeship in-class training delivery; and</li> <li>c. Include partnerships with employers/industry/sector.</li> </ol>

Evaluation Criteria and Weighting	The proposal is broken into three main sections: Project Description and Delivery Plan, Project Impact and Budget; there is no weighting as the proposal is negotiated at the same time as in-class training contracts are negotiated.	The proposal is broken into the following sections: Project Summary (5%) Project Description and Delivery Plan (20%), Project Impact (60%), and Budget (15%) plus Employer support letters are optional.
Application Process	Recipients of ACG Base funding must submit a Business Plan every year within the three-year cycle for which they were approved.	Through an annual, competitive CFP process, the ministry welcomes TDAs to submit project proposals for additional capital funding, separate from ACG Base Allocation.

***For more information on the ACG Base and ACG CFP programs, please refer to the guidelines located on the [Employment Ontario Partners Gateway](#).***

**2. Are some activities more appropriate under the CFP or Base funding (e.g., dust collectors)?**

TDAs are responsible for determining which funding stream best fits their projects but should be aware that there is no guarantee of funding under the CFP.

**3. What is the purpose of the CFP?**

The CFP provides a flexible model of funding that responds to the varying levels of support required by TDAs and complements the ACG Base Program. The ministry releases an annual CFP to support TDAs in making capital investments.

Please refer to the **2024-25 Apprenticeship Capital Grant Call for Proposal guidelines** located on the Employment Ontario Partners Gateway (EOPG).

**4. Will the CFP affect ACG Base funding?**

No, the CFP will not affect ACG base funding. The CFP can be used to supplement, not replace, the existing approved funding under the guidelines or for special initiatives announced in the CFP as determined by the ministry. If approved, funding for each contract must be tracked and audited separately, and the CFP application must clearly identify the separate deliverables, timelines and budget for the project.

**5. Do Pre-Apprenticeship or Ontario Youth Apprenticeship Program (OYAP) providers qualify for capital funding?**

In order to be eligible to apply to the ACG CFP, TDAs must meet the eligibility criteria outlined in the ACG CFP guidelines.

ACG 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.

**6. Can the CFP fund the purchase of equipment that will be used on site, as well as be used on a mobile basis, and/or at tradeshow?**

Projects that support the alterations, renovations, and enhancements of existing facilities, including mobile apprenticeship training units, are allowed if the units are used for hands-on apprenticeship training that supports a TDA's approved in-class training activity and will improve the condition and efficiency of apprenticeship training facilities overall.

Equipment for trade shows is not an eligible cost. Please refer to section 1.65 in the 2024-25 ACG CFP guidelines for more information on eligible expenditures.

**7. Are all approved CFP projects fully funded?**

Projects related to the construction of additions to existing buildings require a 50% contribution from the TDA. All other approved projects will receive 100% of approved funding.

**8. Are professional costs pertaining to additions to facilities, such as engineering, architectural or consulting fees, considered eligible costs?**

All costs required to "bring the asset into service", such as any professional fees, permits and other municipal or provincial charges directly related to the completion of the project can be included. If the project is additions to existing buildings, these costs are subject to the 50/50 cost sharing stipulation.

**9. How many applications can a TDA submit? Can TDAs submit multiple applications per region?**

While a TDA may have more than one campus in a region, they can only submit a maximum of one application per region.

Please refer to Section 1.4 and 1.5 in the ACG CFP guidelines for more information on applicant and project eligibility.

**10. Can costs be transferred between projects funded by base funding and projects funded by CFP funding, or between years? For example, can the construction be phased over the 3-year cycle of base funding?**

Audit and accountability requirements do not allow the transfer of funds between fiscal years or between contracts. TDAs may be approved for projects under both the base and CFP in contracts that pertain to the same year; however, funds must be recorded and tracked separately. TDAs will sign a separate contract for the base funding.

If a project is funded with base allocation and CFP funding, the funding for each project must be tracked separately as well as be audited separately at the end of the contract term.

However, if a TDA has a larger project that could span over the three years of their base allocation, they could work with their local ministry office to seek approval for a phased approach which spreads the cost of the project and associated milestones over multiple years.

If a TDA applies to the CFP for a phase of a larger project, they should be aware that the CFP is a competitive process and there is no guarantee that a phase of the project will be approved.

**11. Is there a cap to how much funding a single application can request through the CFP?**

While approval of all funding requested is not guaranteed, there is no cap to how much funding a TDA can request through the ACG CFP.

**12. What criteria will be used to evaluate applications for the CFP?**

In order to receive full consideration during evaluation, applications must provide a clear and detailed response to all sections listed in the Application. Ministry staff will review submitted applications and evaluate eligible applications against the program criteria. Notwithstanding the eligibility criteria set out, the ministry will have sole authority to decide which projects are funded.

Please refer to Section 3.0 of the ACG CFP guidelines for more information on the application process.

**13. Can one application contain multiple activities within the same scope of project? If so, would parts be approved, and other parts not approved?**

Applications may only include one project. A project 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
  - Note: projects that include the purchase of equipment may include minor modifications to facilities to accommodate installation.
- Facility improvement
- Addition to building

Applications that include more than one activity, will be deemed ineligible and not reviewed. For example: if an applicant is seeking funding to renovate a classroom through facility improvement, but the application also includes the purchase of equipment such as workstations, this would be deemed ineligible.

An application will be reviewed in its entirety and those that meet the eligibility criteria will either be recommended for approval based on a scoring matrix or not recommended.

**14. Understanding that a proposal can only include one activity, can a project proposal to purchase equipment, include the purchase of multiple pieces of equipment? Can the purpose of the purchase be a combination of replacement of equipment and new equipment?**

Yes, multiple pieces of equipment can be proposed under one project and the equipment can be a combination of replacement of previous equipment and the purchase of new or used equipment. However, the purchase of equipment must be within the same scope of **project and activity** and be for one primary trade. For example, the purchase of two new or used stove tops, two new or used range hoods and the replacement of one refrigerator for the kitchen lab to deliver training for Cook (415A).

Please refer to section 1.5 in the 2024-25 ACG CFP guidelines for more information on project eligibility and activities.

**15. Is there a definition of innovative teaching technology?**

The ministry is looking to TDAs for new ideas on innovative teaching technologies in their application. Innovation takes original, different, out-of-the-box, and/or creative ideas and turns them into new approaches in order to improve the quality of training and have a positive impact within the province's Apprenticeship program.

**16. Can the applicant partner with an organization that is not an approved TDA and receive financial and/or in-kind contributions?**

Yes, in-kind or monetary contributions to support a project can be provided by entities outside of the Training Delivery Agent network, such as employers or industry associations.

**17. Please clarify what the following statement means “Activities and projects must align with curriculum standards for the trade(s)?”**

ACG is meant to support apprenticeship in-class training. TDAs approved for and delivering in-class training must follow current curriculum standards.

As part of the CFP application, TDAs should link projects to the curriculum as evidence for why the project is needed. Please note, effective January 2022, Skilled Trades Ontario (STO) has assumed responsibility for the development and maintenance of these standards. Please use the current [curriculum standards for each trade on the STO website](#).

**18. Are there any restrictions on what is eligible for additions to buildings?**

The additional space must be added onto an existing building owned (not leased) by the TDA on an existing campus. Building a second floor or adding a room within an existing building, would be considered an addition and would be subject to the 50/50 cost sharing stipulation.

An addition to a building under construction is considered as an amendment to a construction project and not an eligible addition to an existing building as specified in the guidelines. The construction of a freestanding building or structure is not an eligible expense.

**19. What happens in the event a project runs overtime, i.e., beyond 12 months?**

All project activities must be completed within 12 months of contract start date. For equipment, this means it must be installed and functional by the end of the project transfer payment agreement (“the agreement”). The ministry will not pay for any cost overruns nor make provisions for when the project is not completed or goes beyond 12 months. As part of the application, TDAs should provide a contingency plan to address cost or time delays including evidence that monies have been set aside to complete the project.

**20. What are the timelines for the CFP?**

<b>Event</b>	<b>Date</b>
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 Transfer Payment Agreement*

Amendments to the timelines may be made at the discretion of the ministry.

**21. Can proponents connect with their local MLITSD office with questions regarding the content of their proposal submission?**

To ensure that consistent and accurate information is provided, proponents will have the opportunity to submit questions through a formal Questions and Answers process.

Questions regarding the 2023-24 ACG CFP should be submitted by e-mail by **March 14, 2024** to: [ACGCFP@ontario.ca](mailto: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 16, 2024.

Following March 14, 2024, no further questions on proposals will be accepted to ensure a fair and competitive process. If you have questions about the form itself, not the content of your proposal, you may contact your local regional office.