

# 2014 Summer Experience Program (SEP)

## Program Guidelines

**APPLICATION DEADLINE:**

**Applications must be submitted by midnight, Eastern Standard Time  
(EST) Friday, March 21, 2014**

All applicants are encouraged to read these Guidelines before completing an application form.



Ministry of Citizenship and Immigration  
Ministry of Tourism, Culture and Sport

# Contents

<b>Introduction</b> .....	<b>4 – 6</b>
Program Goal	
Program Objectives	
Tourism	
Tourism Priorities for SEP Positions	
Culture	
Culture Priorities for SEP Positions	
Sport and Recreation	
Sport and Recreation Priorities for SEP Positions	
Citizenship and Immigration, Women and Seniors	
Citizenship Priorities for SEP Positions	
Application Deadline	
<b>Eligibility</b> .....	<b>7 – 8</b>
Eligible Applicants	
Eligible Employment Opportunities	
Eligible Students	
<b>Funding Criteria</b> .....	<b>9 – 10</b>
<b>Assessment Process and Criteria</b>	
Process	
Criteria.....	<b>11</b>
<b>Who to Contact</b> .....	<b>12</b>
<b>How to Apply</b> .....	<b>13</b>
<b>Next Steps for Successful Applicants</b> .....	<b>14</b>
Reporting Requirements	
Final Report	
<b>Appendix A: Terms of Employment</b> .....	<b>15 – 17</b>
Training	
Recruitment and Assessment of Potential SEP Employee Applicants	
Supervision	
Student Safety	
Liability Insurance	
Workers' Compensation coverage for employees	

**Appendix B: Application Instructions.....18 – 23**

**Applications Sections**

- Section A – Organization Information
- Section B – Organization Address Information
- Section C – Organization Contact Information
- Section E – Grant Payment Information
- Section F – Application Contact Information
- Section G2 – Additional Questions
- Section I – Performance Measures
- Section N – Program Estimates
- Section Y – Terms & Conditions
- Section Z – Declaration / Signing

# Introduction

The Summer Experience Program (SEP) provides funding to eligible not-for-profit organizations, municipalities, Aboriginal organizations and First Nations in order to create meaningful summer employment opportunities for students.

The summer employment positions must focus on activities supporting key sectors within the ministries of Citizenship and Immigration and Tourism, Culture and Sport.

## Program Goal

To provide supervised work experience for students in summer positions that develop skills that are career related and transferable to the general labour market.

## Program Objectives

The objectives of the Summer Experience Program are:

1. To provide quality, supervised work experience for students in summer positions that develop skills that are career related and transferable to the general labour market.
2. To make positions available in communities through the province with some concentration in areas of high unemployment, e.g. Northern Ontario.
3. To provide barrier-free access to potential students through a fully accessible recruitment process.
4. To provide transfer payments to eligible organizations in our ministries' sectors to support capacity, summer service delivery and specific projects that align to ministry priorities, as outlined below.

## Tourism

The Ministry of Tourism, Culture and Sport (MTCS) engages in policy development and research to support Ontario's tourism industry and bring more visitors to the province. It supports economic development by attracting private sector investment to Ontario, implementing the Regional Tourism Strategy, supporting tourism regional planning and industry-led tourism development initiatives, and investing in tourism agencies and attractions to increase tourism and promote historic sites and cultural heritage. The ministry stimulates economic growth and investment in the tourism sector by providing leadership, building partnerships and helping to create an environment that allows Ontario to compete successfully in the rapidly-changing world of travel and leisure.

## Introduction - continued

### **Tourism Priorities for SEP Positions:**

- Work in the tourism sector to attract new tourism investment and provide support to tourism regions, sector associations and Aboriginal tourism organizations.
- Support product development, marketing, workforce development and investment attraction.
- Provide tourists with educational, cultural, recreational, entertainment experiences and opportunities.

### **Culture**

MTCS is responsible for policies and programs that optimize the contribution of the entertainment and creative cluster, arts, heritage, archaeology, libraries, museums and cultural agencies to Ontario's economic vitality and quality of life. It collaborates with the Ontario Media Development Corporation and other organizations to strengthen Ontario's entertainment and creative cluster. The ministry invests in cultural agencies to support innovative programming and collections; administers the Public Libraries Act and Ontario Heritage Act; licenses archaeologists; and provides funding and outreach to municipalities, libraries, museums and heritage organizations to optimize their contribution to Ontario's economic vitality and quality of life.

### **Culture Priorities for SEP Positions:**

- Work in culture agencies strengthening their vitality and sustainability, and the capacity of their sectors.
- Support services or program development and delivery in the culture sector that enable cultural stakeholders to protect, enable and provide access to heritage and archaeological resources, the arts and libraries.

### **Sport and Recreation**

MTCS supports participation, excellence and safety in amateur sport and recreation. It provides financial assistance to amateur athletes, enhanced coaching, training and competitive opportunities. Amateur sport, recreation and physical activity investments support broader social objectives, including the Youth Action Plan, Poverty Reduction Strategy, and reducing obesity. Hosting international sporting events strengthens Ontario's high performance sport system, enhances sport infrastructure, contributes to economic development and raises the profile of the province. The ministry also supports programs that give working families with children an affordable, safe, supervised after school option; supports provincial interests in trails; and delivers programming to target populations such as Aboriginal communities and seniors.

## Introduction - continued

### **Sport and Recreation Priorities for SEP Positions:**

- Contribute to delivery and sustenance of high quality policies and programs that strengthen the sport and recreation sectors, encourage physical activity and benefit all Ontarians.
- Contribute towards enhancement of the province's high performance sport system enabling athletes to achieve success.
- Support community-based organizations so they can deliver effective programming to diverse and vulnerable populations.
- Support delivery of programs to: celebrate Pan American culture and performance; leave a Games legacy of sustainable excellence; and, deliver the best experience for all athletes and participants of the Games.

### **Citizenship and Immigration, Women and Seniors**

The Ministry of Citizenship and Immigration promotes the social and economic benefits of immigration in Ontario and helps build stronger communities through activities focused on greater citizen participation. Through the Ontario Women's Directorate, it assists in the prevention of violence against women and their children and help advance women's economic independence. The Ontario Seniors' Secretariat assists in improving the quality of life for seniors and help ensure seniors' needs are considered in policies and programs that could affect a senior's quality of life.

### **Citizenship Priorities for SEP Positions:**

- Support the development and delivery of programs that are focused on the needs of our diverse population.
- Support women's equality, prevention of violence against women and enhancing women's economic security.
- Contribute to volunteer recruitment, retention and recognition.
- Support the development of policies and programs to meet the needs of seniors and help improve the quality of life for seniors.

### **Application Deadline**

Applications must be submitted online through Grants Ontario, [www.grants.gov.on.ca](http://www.grants.gov.on.ca) by **midnight (EST) on Friday, March 21, 2014.**

# Eligibility

## Eligible Applicants

Organizations eligible for Summer Experience Program funding include: not-for-profit organizations, municipalities, Aboriginal organizations and First Nations. Eligible organizations must be legally incorporated or be band councils established under the *Indian Act, Canada*.

Due to the limited number of positions, priority may be given to applicant organizations that have not previously received SEP funding.

## Eligible Employment Opportunities

SEP employment opportunities must offer training for future careers or work experience in skills transferable to the general workforce. The positions must focus on activities that support the key sectors of voluntarism, citizenship, women, seniors, tourism, culture, sport and recreation.

Position placements are expected to provide employment for a minimum of 30 days and a maximum of 34 days, at a minimum of 30 hours per week and a maximum of 36.25 hours per week. Overtime on an occasional basis is allowed, but SEP funding does not cover this cost.

## Eligible Students

Students hired by recipient organizations must meet the eligibility criteria of the program:

- All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years for persons with a disability, if disabled, within the meaning of s.10 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H.19, as amended from time to time.
- Proof of enrolment must be provided to the employer.
- Students must be residents of Ontario.
- Students must be eligible to work in Canada.

Note: The student should be living in Ontario at the time they start work. The intention of the program is to provide career related experience to eligible students that are also eligible to work in Ontario.

*Student Rehiring:* Students may return to the same position within the same organization for a second summer to a maximum of two summers. Student rehiring must be over two consecutive summers.

## Eligibility - continued

---

Student's interests and career goals should relate to the job for which they have applied. Wherever possible, consideration should be given to hiring students from the local area. Funding received from SEP cannot be used for relocation expenses.



# Funding Criteria

The applicant employer must pay the SEP employee at least the applicable Ontario minimum wage. As of March 31, 2010, the provincial minimum wage rate, according to the *Employment Standards Act, 2000*, S.O. 2000, c. 41 is \$10.25 per hour. This rate will be increasing to \$11.00 per hour effective June 1<sup>st</sup> 2014. Organizations can pay the employee(s) more than minimum wage at their own expense, provided the wage rate is relative to other summer contract positions, and follows human resource policies or collective agreements in place within the organization.

SEP employees may be extended after the SEP contract expires however, it is important to note that the SEP program will not cover any additional costs for the period beyond that for which the funding was originally awarded.

Wage calculation for a SEP position:

$$\begin{aligned}
 & \$10.25/\text{hour} \times \# \text{ of hours/day} \times \# \text{ of days} + 4\% \text{ for vacation/statutory holiday} = \text{Total Salary} \\
 & + 6\% \text{ for Employer Cost (CPP, EI, Employer Health Tax)} = \text{Total}
 \end{aligned}$$

# of Positions	Rate / Hr	# of Hrs/day (max 7.25 min 6.00)	# of Days (max 34 min 30)	Vacation/stat. holiday (4%)	Total Salary	CPP, EI Employer Health Tax (6%)	Total
	\$10.25						

<b>Total Number of Positions:</b>		<b>Total Amount Requested:</b>	
-----------------------------------	--	--------------------------------	--

Please provide **projected** number of hours per day and number of days when completing Section N, Program Estimates of the SEP grant application. (See Appendix B).

**Note: Please do not use maximum number of hours/days if this does not apply to your proposal. Please use actual hours and days.**

The SEP funding includes:

- Vacation and statutory holiday pay at 4% and a contribution toward the employer’s cost of CPP, EI, Employer Health Tax at 6%. The employer is responsible for ensuring all such contributions are made to the appropriate level of government.
- Students required to work on a statutory holiday must be given compensating time off. There are no provisions for sick time.
- Overtime on an occasional basis is allowed, but SEP funding does not cover this cost.

## Funding Criteria - continued

---

- When an employee turns 18, employers have to start deducting and submitting Canada Pension Plan (CPP) contributions. Please follow the Canada Revenue Agency link for information on CCP deductions.  
[Canada Revenue Agency website](#)

The Summer Experience Program Application Form includes terms and conditions that must be adhered to by all applicants that receive a SEP grant.

# Assessment Process and Criteria

## **Process**

Applications, once received, are verified for completeness and eligibility. Organizations submitting applications that are incomplete will be contacted by ministry staff for additional information. Organizations that do not meet eligibility requirements will not be processed further.

Ministry staff will review all eligible applications using a standardized assessment template to determine how well the application meets the program criteria.

Funding under the Summer Experience Program is highly competitive and there is no guarantee of support. Due to the volume of applications the Ministry receives and the limited funds that are available, the total amount rewarded to successful applicants may be lower than the amount requested.

## **Criteria**

All eligible applications will be assessed based on the degree to which they meet the following criteria:

1. Application addresses ministry priorities outlined in the guidelines for the selected Target Sector.
2. Orientation best practices are used by organizations to prepare students for the summer positions.
3. Application identifies student's key duties.
4. Application describes the student's training plan and identifies the trainer and their qualifications.
5. Application describes appropriate and adequate supervision that will be provided for the student.
6. Employment opportunity supports business need identified by the organization, e.g. revenue generating operations in tourism attractions, seasonal museum activities, summer sport and recreation program.
7. Employment opportunity is located in an identified area of high unemployment.

# Who to Contact

All applicants should read these guidelines carefully and contact the Regional Services Branch or Ministry contact for more information. The Regional Services Branch contact list for the Ministry for Citizenship and Immigration (MCI) and the Ministry of Tourism, Culture and Sport (MTCS) is available

at: [http://www.citizenship.gov.on.ca/english/aboutus/regional\\_office\\_contacts\\_en.pdf](http://www.citizenship.gov.on.ca/english/aboutus/regional_office_contacts_en.pdf)

Note! Only one application is required if one or more positions are requested under the same sector. If the application is for two or more positions under different sectors, a separate application is required for each sector, i.e. one position for culture and one position for tourism will require two separate applications.

Provincial organizations may direct program-related inquiries to the applicable MTCS SEP contacts listed below:

## **Tourism Organizations:**

[http://www.mtc.gov.on.ca/en/tourism/contactus\\_tourism.shtml](http://www.mtc.gov.on.ca/en/tourism/contactus_tourism.shtml)

## **Tourism Agencies and Northern Travel Associations:**

Sarah Elliott, Senior Financial Consultant

Corporate Services Unit

Phone: 416-212-4169 Email: [sarah.elliott@ontario.ca](mailto:sarah.elliott@ontario.ca)

## **Arts Service Organizations:**

Edward Yanofsky, Culture Services Consultant

Culture Services Unit

Phone: 416-314-7786 Email: [edward.yanofsky@ontario.ca](mailto:edward.yanofsky@ontario.ca)

## **Provincial Heritage Organizations:**

Kate Oxley, Heritage Outreach Consultant

Culture Services Unit

Phone: 416-314-7155 Email: [kate.oxley@ontario.ca](mailto:kate.oxley@ontario.ca)

## **Culture Agencies:**

Jackie Hannays, Appointments Officer (Acting)

Culture Agencies Branch

Phone: 416-325-6183 Email: [jackie.hannays@ontario.ca](mailto:jackie.hannays@ontario.ca)

## **Provincial Sport and Recreation Organizations:**

Faye Blackwood, Sport & Recreation Consultant

Sport and Recreation Unit

Phone: 416-314-3785 Email: [faye.blackwood@ontario.ca](mailto:faye.blackwood@ontario.ca)

# How to Apply

**SEP Applicants who have already successfully registered with Grants Ontario** do not need to do so again. Applicants may log in to Grants Ontario at [www.grants.gov.on.ca](http://www.grants.gov.on.ca) and access the SEP application when it becomes available. For instructions on how to log in to Grants Ontario, please refer to the Grants Ontario System Applicant Reference Guide that can be found on the Grants Ontario portal, or at this link:

[Grants Ontario System Applicant Reference Guide](#)

**SEP applicants who have not already successfully registered with Grants Ontario** will have to first create a ONE-key account and password and then register for Grants Ontario before they will be able to apply. It is strongly advised that any organizations new to the SEP program this year complete this process no later than March 12<sup>th</sup> to avoid any potential delays in submitting an application.

For instructions on how to create a ONE-key account and register with Grants Ontario, please refer to the Grants Ontario System Applicant Registration Guide on the Grants Ontario Portal at [www.grants.gov.on.ca](http://www.grants.gov.on.ca) or click the link below:

[Grants Ontario System Applicant Registration Guide](#)

Please see Appendix B of these guidelines for detailed instructions on how to apply for a SEP grant on Grants Ontario.

**Application Deadline:  
Applications must be submitted online  
through Grants Ontario by  
Midnight (EST) on March 21, 2014**

# Next Steps for Successful Applicants

If a grant is approved, grant recipient organizations will receive a letter from the ministry confirming the grant, and payment will follow within 14 days through a cheque or electronic funds transfer from the Province of Ontario to the grant recipient organization.

Successful grant recipients should ensure the chief financial officer, treasurer or finance department is aware of the application and if successful, the pending financial transaction.

## Reporting Requirements

Recipient organizations are expected to keep ministry staff informed of any changes that affect the SEP position.

## Final Report

Grant recipients will be required to submit a Final Report by September 19, 2014 that includes:

- Performance measures results.
- Actual expenditures.
- A project evaluation indicating the results that were met by the end of the work term.
- Any other details requested by the ministry.

The Final Report will be available on Grants Ontario.

# Appendix A - Terms of Employment

The period of employment for SEP funding falls between May 1 to Labour Day (September 1, 2014). This period of employment may begin and end at any time during these months as agreed to by the supervisor and the student.

A position may not be split between two students, each working part time, unless the employee has a disability. In the case of employees with a disability, if both the employer and the employee agree that the full work term would be too strenuous, the position may be split between two employees.

If a student does not complete the term, a replacement may be hired to do so. Students may be hired on separate employment contracts once their SEP work period ends. This cost is not funded by the ministry.

## Training

A training plan outlining employee's training and include the trainer and their qualifications **must** be provided, as part of the SEP Application.

Training must focus on career related transferrable skills the employee will gain through their employment with the 2014 SEP in preparation for a longer term employment and/or the student's current field of study.

## Recruitment and Assessment of Potential SEP Employee Applicants

Successful grant recipient organizations are responsible for all aspects of recruiting suitable candidates. Recipient organizations must ensure fair hiring practices and compliance with the *Ontario Human Rights Code*.

Recruitment for suitable candidates should be made through public notice which could include job posting boards at Canada Employment Centres; advertisements in newspapers; information sent to high schools, colleges, universities; postings with local disability employment services; job ads in local newsletters, etc.

Recipient organizations must not use the Grant to displace regular employees or contract employees normally hired by the Recipient organization during the summer.

All publicity materials or job advertisements related to the position must acknowledge the Ministry and the Ministry of Government Services as co-sponsors and indicate that the position is part of the Government of Ontario's summer employment program known as the 2014 Summer Experience Program.

In order to develop skills for future work opportunities, employers are encouraged to extend the student's work term to between 10 and 16 weeks, at their own expense.

## Appendix A - Terms of Employment - continued

In addition, advertisements or job notices for any SEP position must include eligibility criteria. (See Program Guidelines, Eligible Employment Opportunities and Eligible Students, pages 7 and 8).

Recipient organizations must be especially aware that SEP participants may not be hired or supervised by a person associated with the project who is a member of his or her family and is able to benefit financially from his or her involvement in the project.

Recipients should also advise employee applicants that under the SEP guidelines, they must be a student and at least 15 years of age and not yet reached the age of 25 to be eligible for employment. Employers are entitled to request proof of age and proof of enrolment **only upon a conditional offer of employment**.

### Supervision

Every student participant must be adequately supervised to ensure that the student's assigned duties are consistent with the approved job description and that job safety requirements are met.

### Student Safety

Workplace health and safety is important for student employees. The first stage of safety orientation should include familiarization with workplace emergency procedures, first aid procedures and workplace health and safety policies and procedures. As well, student employees should become familiar with the rights and responsibilities of workers, employer's duties, workplace hazards and procedures for reporting hazards and concerns.

**Liability Insurance** – All applicants must certify that they have Commercial General Liability insurance coverage to an inclusive limit of not less than **\$2,000,000** (two million dollars) per occurrence on property damage, bodily injury and personal injury and will provide copies upon request. (See Grant Application Form, Section N).

**Workers' Compensation coverage for employees** – All applicants must certify that they have valid Workplace Safety and Insurance Board coverage and will provide copies upon request. (See Grant Application Form, Section N).

If your organization is excluded from coverage under the Workplace Safety and Insurance Act, 1997, then your Insurance must include a policy endorsement for Employers Liability and Voluntary Compensation.

Potential applicants are advised to contact the WSIB to discuss potential coverage and/or their insurance carrier to determine the necessary coverage.



## Appendix A - Terms of Employment – continued

In addition to the student safety measures outlined in these guidelines, SEP employers may wish to provide an opportunity for their SEP student(s) to take the Health and Safety 101 course offered by WSIB. This is a free online course available through the [Health and Safety 101 website](#)

Employers also have the option to purchase a membership from Passport to Safety, which is a test that students would take to ensure that general health and safety principles are understood. Before taking the Passport to Safety Challenge, students should complete a generic health and safety orientation to prepare them for the Challenge. If you are interested, click on the link below to find the 3 steps of recommended health and safety:

Step 1: Orientation/Generic Health and Safety Information

Step 2: Passport to Safety Knowledge Assessment Test

Step 3: Job-specific Health and Safety Training

[Passport to Safety website](#)

# Appendix B: Application Instructions

***The application deadline date is Friday, March 21, 2014 by midnight (EST).***

Applications must be submitted, in either English or French through **Grants Ontario**, [www.grants.gov.on.ca](http://www.grants.gov.on.ca), an online grant application system for the Ministry of Citizenship and Immigration and the Ministry of Tourism, Culture and Sport. This requires a computer with internet access. For this reason, prospective applicants who have not already enrolled with Grants Ontario, are highly encouraged to undertake the Grants Ontario enrolment process as soon as possible and at least two (2) weeks prior to the SEP application deadline.

It is recommended that applicants print a copy of this Appendix or use a split computer screen to make sure they follow all specific application instructions for the SEP Grant Program.

Once a SEP application is started online, it may be saved at any point and returned to later to add additional information prior to submitting it on Grants Ontario. Applicants may also choose to download the application form and work on it offline, then upload the application form to submit.

The instructions in this Appendix will provide specific guidance to applicants on how and when to complete questions (e.g. some questions may not require a response). The SEP application has general instructions beside each heading, and by positioning the mouse cursor over a key word, additional information will appear.

Since organizations must be enrolled with Grants Ontario to access the online SEP application, most of the information requested in the first few sections of the application form (e.g., address, contact information, etc.) will already be pre-populated using data from the enrolment process.

As soon as an application is received by the Grants Ontario system, there will be an email sent to the email address of the application contact confirming the receipt of the application. If an applicant does not receive this email, they need to follow up with Grants Ontario Customer Service.

Grants Ontario Customer Service: For general inquiries relating to Grants Ontario and for assistance with enrolment. This service is available on weekdays between 8:30 a.m. to 5:00 p.m. The phone number is 416-325-6691 or toll free at 1-855-216-3090, the email address is [GrantsOntarioCS@ontario.ca](mailto:GrantsOntarioCS@ontario.ca)

Applicants who cannot complete an application online or download an offline form must inform their Ministry Regional Advisor or Ministry Consultant as soon as possible (reasons must be legitimate and will be considered on a case-by-case basis). For program assistance please contact your ministry SEP contact (see Who to Contact, Page 12).

## Appendix B: Application Instructions - continued

### Application Sections

The SEP application is broken into the following sections:

- A. Organization Information**
- B. Organization Address Information**
- C. Organization Contact Information**
- E. Grant Payment Information**
- F. Application Contact Information**
- G2. Additional Questions**
  - I. Performance Measures**
- N. Program Estimates**
- Y. Terms & Conditions**
- Z. Declaration / Signing**

#### Section A – Organization Information

This section displays basic information about your organization. The information is pre-populated after the organization's enrolment with Grants Ontario. If this information is not accurate, contact Grants Ontario Customer Service, at phone number 416-325-6691 or toll free at 1-855-216-3090, or send an email to [GrantsOntarioCS@ontario.ca](mailto:GrantsOntarioCS@ontario.ca)

#### Section B – Organization Address Information

Every organization must provide the address of where the organization is located. If there is a separate mailing address this should also be noted. The information in this section is pre-populated from the organization's enrolment. If this information is not accurate, contact Grants Ontario Customer Service, at phone number 416-325-6691 or toll free at 1-855-216-3090, or send an email to [GrantsOntarioCS@ontario.ca](mailto:GrantsOntarioCS@ontario.ca)

#### Section C – Organization Contact Information

This section collects information about key people in the organization, including whether they have signing authority. Note that only the first group of contact fields are mandatory. All other types of contacts are optional.

#### Section E – Grant Payment Information

If your application is successful, this information will be used to make payments. It is very important that this section is completed accurately.

Please select your organization's payment address from the drop-down list. Once selected, the payment address fields will be populated with the information related to the selected address. If your organization's payment address does not appear in the drop-down list please select "Other" and complete the name and address fields accurately.

## Appendix B: Application Instructions - continued

Please indicate the method of payment the grant is to be issued in. You may choose payment either by cheque or via direct deposit into your organization's bank account through an electronic funds transfer (EFT) transaction.

If you prefer the grant payment to be directly deposited into your organization's account, you must provide your banking information by completing an Application for Electronic Funds Transfer available through your ministry's SEP contact.

### Section F – Application Contact Information

This section collects information regarding the person in your organization that is responsible for this application for funding.

### Section G2 – Additional Questions

In this section, please complete the following questions:

1. **Duties:** List the specific duties to be performed by the SEP employee. Identify how the employee will interact with the general public or industry/sectoral partners.
2. **Skills gained:** Indicate what skills the employee will gain through their employment with the 2014 Summer Experience Program. Identify how these skills will be transferrable to longer term employment and/or the student's current field of study.
3. **Training:** Referencing the skills mentioned in question 2, please provide a **training plan** outlining the training the employee will receive and also indicate who the trainer will be and their qualifications.
4. **Supervision:** Provide the **position** name within your organization that will be responsible for supervising the SEP employee (e.g., Camp Coordinator). Please also indicate frequency and format of employee supervision and performance evaluation that will be provided. For example: *On-site daily supervision throughout student's employment with performance evaluation at completion of employment.*

### Section I – Performance Measures

In this section applicants are required to enter the following information:

- The total number of bilingual positions (if applicable)
- The total number of positions requested. For example, if your organization is requesting 2 positions and 1 of the 2 positions is bilingual, you will indicate 1 for the number of **bilingual** positions and 2 for the **total** number of positions requested.
- The number of training opportunities offered
- The number of students rehired from previous year (if applicable)
- If your organization received a SEP position last year, are you planning to rehire the same student this year if your application is successful? 0 for No, 1 for Yes.
- Indicate whether an orientation is planned for the student(s): 0 for no orientation, 1 for orientation will be provided
- The number of health and safety specific training sessions planned

## Appendix B: Application Instructions – continued

### Client Provided Performance Metrics

Complete this section of the Application form **only** if you have specific performance measures, which you hope to achieve by the end of the work term. For example:

Metric: *Number of children supervised*  
Description: *Total number of children supervised at sports camp*  
Goal: *(the number of children supervised will be identified as a measurable outcome in the Final Report)*

### Section N – Program Estimates

In this section applicants are required to complete the information in the boxes provided for the calculation of the projected position expenditures. The projected position expenditures are based on the wage calculation formula for each position.

#### Wage Calculation for a SEP position

\$10.25/hour x # of hours/day x # of days = Base Salary  
+ 4% for vacation/statutory holiday = Total Salary  
+ 6% for Employer Cost (CPP, EI, Employer Health Tax) = Total

- 1. # of Positions:** Enter the number of positions you are requesting
- 2. # of Hrs/day:** Enter the number of hours of work per day
- 3. # of Days:** Enter the number of employment days

Please refer to Page 9 of these guidelines for the Funding Criteria.

**Note:** Automatic calculations will be generated in the Salary, Total Salary, Vacation/stat holiday and CPP, EI, Employer Health Tax and Total boxes when the number of positions, the number of work hours per day and the number of days of employment are entered. An automatic calculation will also be generated in the Total number of positions and Total Amount requested boxes.

- 4. Position Title:** Enter the title of the position (e.g., Camp Counsellor).
- 5. Start Date:** Enter the employment start date. Earliest start is May 1, 2014
- 6. End Date:** Enter the employment end date.\* Latest end date is Labour Day, September 1, 2014.
- 7. Is this a bilingual position?** Use drop down menu to indicate if this is a bilingual position (yes or no).
- 8. Location of Position:** Enter the position location (city/town/village).
- 9. Target Sector:** Select sector using drop down menu (voluntarism, citizenship, women, seniors, tourism, culture, or sport/recreation).

Please select the target sector that most aligns with the purpose/mandate of your organization. For example, if you are a ministry culture agency, library or museum, select *culture*, even if some of the duties could be considered tourism promotion. If you are a women's or seniors' organization, select *women* or *seniors* as your target sector, even if the program is focused on recreation or culture.

## Appendix B: Application Instructions – continued

For municipalities and First Nations or other organizations that serve multiple sectors, choose the target sector that aligns with the duties and responsibilities of the position. For example, if you are a municipality offering a summer sport program, select *sport* as the target sector.

*\* SEP employees may be extended after the SEP contract expires however, it is important to note that the SEP program will not cover any additional costs related to the position for the work period beyond that for which the funding was originally awarded.*

### **10. Summer Experience Opportunity Summary (1000 characters maximum)**

Please provide a brief description of your proposal. For example:

*“The Summer Experience Opportunity will enable (organization’s name) to hire a camp counsellor, who will plan and coordinate age and content appropriate community recreational activities for children and youth camps.”*

### **11. Summer Experience Opportunity Description (5000 characters maximum)**

Outline the business need for the organization for hiring a summer student. Identify how the business need was determined and how the applicant organization will benefit.

Please describe how the application aligns to ministry priorities and how the position will support one of the ministry’s key sectors of voluntarism, citizenship, women, seniors, tourism, culture, sport and recreation. Please see pages 4 to 6 of these guidelines for the ministry priorities and sample SEP positions.

Please provide any additional information which you feel is relevant to your proposal.

### **12. Commercial General Liability Insurance and Workers’ Compensation coverage**

To be eligible for a SEP grant, organizations must have commercial general liability insurance coverage of \$2,000,000 per occurrence on property damage, bodily injury and personal injury and valid Workplace Safety and Insurance Board (WSIB) coverage or equivalent coverage under their commercial general liability insurance.

Please check mark boxes for commercial general liability insurance and WSIB coverage and certify that your organization has coverage for both.

### **Section Y – Terms & Conditions**

All grants awarded by the Ministry are governed by terms and conditions. The general terms and conditions governing grants awarded under the 2014 Summer Experience Program are contained in this section. By clicking on the “I Agree” button in Section Z, Declaration / Signing, applicants are also agreeing to abide by these Terms and Conditions.

## Appendix B: Application Instructions – continued

### **Section Z – Declaration / Signing**

Please click “Sign Document”. Once the “I Agree” button is clicked, the signing authority’s name and date will appear. By clicking the “I Agree” button, the applicant is agreeing with the Ministry to be bound by the general terms and conditions if a grant is awarded. Please note if the person completing the application does not have signing authority, print Declaration / Signing page, have signatory official sign declaration and attach it to the application.