
Workplace Training for Innovation Program

What are the Funding Guidelines?

Funding of up to \$1,500 per employee to a maximum of \$5,000 per employer is available for training to:

- Improve productivity
- Help support the introduction of new technology, machinery/equipment or work processes through employee training or retraining
- Enhance international competitiveness
- Introduce innovative training and workplace strategies to increase the long term competitiveness of the organization and its workforce

Who is Eligible to Apply for Funding?

Both businesses and non-profit organizations may be eligible to receive funding. Eligible employers must be:

- small organizations (less than 50 employees);
- in good standing with the BC Corporate Registry;
- in existence for one year or more; and,
- deemed suitable for public funding and not engaged in any illegal, discriminatory or offensive business activities or practices.

In addition, organizations must certify that they would not undertake the training without financial assistance from the Province.

Examples of Activities/Items Considered *Eligible* for Funding:

Training may be up to six months in duration and may be provided off-site or in-house. If in-house, training must be formal, structured and delivered by a training provider at arms-length from the organization. Eligible costs include:

- Training Purchase Costs – includes:
 - purchase of training from a recognized training institution or qualified external training provider
 - registration fees
- Other Training Related Costs – includes:
 - books, manuals, and/or other study materials necessary to complete the training

Examples of Activities/Items Considered *Not Eligible* for Funding:

- Training undertaken prior to submission and approval of funding application
- Training for owner/operators or independent contractors
- Regulatory training or training related to safety, health, workplace orientation
- Training normally provided by suppliers or manufacturers
- Training that could be undertaken without funding assistance
- Employee or Employer wages
- Capital items, equipment or furnishings
- Employee or Employer travel costs

All applications must be completed in full and signed by an authorized signing authority for the organization. Only original applications will be accepted (no faxed or emailed copies).

An application is not a guarantee of funding. Applications will be processed on a first-come, first-served basis, subject to availability of funding.

Funding received will be subject to audit and verification by Chemistry Consulting Group Inc. and/or the Province of British Columbia. Funds received but not applied to the approved items/training will be repayable by the organization as a debt owed to Chemistry Consulting Group Inc.

Contact Information:

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**Visit the Ministry of Advanced Education and Labour Market Development
website**

www.aved.gov.bc.ca/workplace_training_program/welcome.htm