

Ventrek's Guide to the Canada-Alberta Job Grant

About CAJG

The Canada-Alberta Job Grant (CAJG) is a training program where an employer applies on behalf of their employee(s) for eligible training costs. Employers decide who gets training and what type of training may be needed for their employees. **Ventrek will work in partnership with your company to help prepare your grant applications, ensuring a smooth and timely process. Please do not hesitate to reach out to Nadine at nadine@ventrek.com for assistance.**

Before you Apply

- 1) The CAJG is intended to support incremental training (training that is in addition to existing training and would not take place without the grant). To determine if the requested training is incremental, you must answer the following questions:
 - a. Will this training take place without the Canada-Alberta Job Grant Funding?
 - b. Has the training already been paid for?
 - c. Has the training already started?If the answer is Yes, to any of the above questions, the training is not incremental and NOT eligible for CAJG funding.
- 2) Identify employees you want to train and the relevant Ventrek courses they will be taking.
- 3) Ventrek will provide a detailed quote for the training. This quote will be needed to complete the grant application.
- 4) We recommend that you allow at least 6 weeks for the application to be processed before training begins.

How to Apply

Visit <https://www.alberta.ca/canada-alberta-job-grant.aspx> to review the application guide. Applications are completed and filed online through the Labours Workforce Grants Portal via the above web address.

- 1) Complete the *Canada-Alberta Job Grant Application* online.
- 2) Once the Application has been submitted, you may register and pay for training.
 - Note: If the Application is declined and training has been paid, your organization is responsible for any training costs incurred.
- 3) Receive approval or denial of your grant application

*To access Labour's Workforce Grants Portal, you will require a MyAlberta Digital ID for Business Account. For users who are creating an account, you will be redirected to the MyAlberta Digital ID for Business site. Once you have created your account, you will be required to return to the CAJG website to access Labour's Workforce Grants Portal.

Training

- 1) After approval is received, contact Ventrek to confirm registration and provide us with a copy of your successful grant letter and reference numbers.
- 2) Employee will begin training on their scheduled date and time.

Reimbursement

- 1) Ventrek will invoice your organization for the full amount of the training as detailed in grant application. Full payment must be received before training can begin.
- 2) Ventrek will provide a receipt upon payment in full. This receipt will be needed for the two-part reimbursement process.
- 3) As soon as you receive the receipt of payment from Ventrek, complete and submit the *Canada-Alberta Job Grant Reimbursement* form (along with all applicable receipts). Upon approval, you will be reimbursed for one-third of the training costs.
- 4) Within 30 days of training completion, complete the *Canada-Alberta Job Grant Completion* form and submit to the CAJG for an additional one-third of training costs to be reimbursed upon approval. The remaining one-third of training costs is paid for by your organization.