

# Ventrek's Guide to the Canada-Manitoba Job Grant

## About CMJG

The Canada-Manitoba Job Grant (CMJG) is an employer-driven approach to help Manitobans gain the skills they need to fill available jobs and to help employers develop the skills of their existing workers to meet the requirements of their present job, or to move into a better job. **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](mailto:nadine@ventrek.com) for assistance.**

## Before you Apply

- 1) A consultant from Workforce Development Manitoba will help guide the application process
  - We can put you in touch with our assigned consultant or Ventrek can apply on your behalf
- 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.

## How to Apply

Visit <https://www.gov.mb.ca/wd/ites/is/cjg.html> to access and view the CMJG Application Guide & Instructions.

- 1) Work with the workforce development consultant to complete the CMJG *Application Form* and *Application Training Plan*.
  - There is one intake period per fiscal year: June 3 – July 3, 2020 for the April 2020 to March 2021 fiscal year.
  - Employers are eligible to apply for up to \$10,000 for each individual employee, or prospective employee, and \$100,000 total.
- 2) Forward the completed application forms to workforce development consultant.
- 3) Once intake period closes, all applications will be assessed on their merits; not first come, first served.
- 4) Receive approval or denial of your grant application (There is no set timeline for receiving approval. Verbal approval will be granted before formal (paper) approval)

## Training

- 1) Training can begin before receiving approval, however if application is not approved, the employer is responsible for all costs.
- 2) After approval is received, contact Ventrek to confirm registration and provide us with a copy of your successful grant letter and reference numbers.
- 3) 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 reimbursement process.
- 3) After training has been completed, submit the required forms and documents as specified in the CMJG agreement provided by Workforce Development Manitoba.