

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

## About CSJG

The Canada-Saskatchewan Job Grant (CSJG) 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](mailto:nadine@ventrek.com) for assistance.**

## Before you Apply

- 1) The CSJG 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:
  - Will this training take place without the Canada-Saskatchewan Job Grant Funding?
  - Has the training already been paid for?
  - 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 CSJG funding.
- 2) Identify employees you want to train and the relevant Ventrek courses they will be taking.
  - Employers/Owners are ineligible to participate as trainees in CSJG training projects.
- 3) Ventrek will provide a detailed quote for the training. This quote will be needed to complete the grant application.
  - The maximum reimbursement amount an employer may receive is \$100,000, per fiscal year (April 1 – March 31). Individual participants will be reimbursed for 2/3 of training costs, up to a maximum of \$10,000.
- 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.saskatchewan.ca> and search "Canada-Saskatchewan Job Grant" to be directed to the application guide and process.

- 1) Complete the CSJG *Employer Application and Training Provider Quote* Forms.
- 2) Forward the completed application forms to the nearest CSJG office (as listed on application form) or email to [cansaskjobgrant@gov.sk.ca](mailto:cansaskjobgrant@gov.sk.ca)
- 3) Ministry of Immigration and Career Training staff will contact you within three business days to confirm receipt of application.
- 4) Receive approval or denial of your grant application.

## 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 reimbursement process.
- 3) Within 30 days of training completion, complete the CSJG *Reporting Documents* as outlined in the Application Guide and submit to the CSJG with all applicable documents and receipts.
  - If final reporting is not submitted within the timelines indicated, there is a risk the funding will be re-allocated or no longer available.
- 4) Within 40 business days from the training end-date, the approved CSJG payment will be issued to the employer once all reporting requirements are met.