

2017 Summer Experience Program (SEP) Program Guidelines

APPLICATION DEADLINE:

Applications must be submitted online through Grants Ontario no later than 5:00 PM Eastern Standard Time (EST) on Tuesday, February 28, 2017

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

First time applicants please contact the Regional Services Branch or relevant Ministry contact before completing an application. Ministry contacts are listed on Page 10 of these guidelines.



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

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What You Need to Know Before You Apply

Before filling out the application:

- Read the entire Summer Experience Program Guidelines
- First time applicants please contact the [Regional Services Branch](#) or relevant ministry contact before completing an application. Please see page 10 for list of ministry contacts.

Program Objectives

The Summer Experience Program (SEP) provides funding to eligible not-for-profit organizations, municipalities, Indigenous organizations and First Nation communities 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 including Ontario Seniors Secretariat and Ontario Women's Directorate.

The objectives of SEP 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 throughout the province, particularly in areas of high unemployment (i.e. Northern Ontario).
3. To enable greater access to summer employment for students through an accessible and transparent recruitment process.
4. To provide transfer payments to eligible organizations within the key sectors noted above to support their capacity to deliver summer service and specific projects that align with the ministry priorities outlined below.

Ministry Priorities

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.

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, and 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.

Culture Priorities for SEP Positions:

- Work for arts and culture agencies and organizations to support them in building and sustaining the sector.
- Support services or program development and delivery in the culture sector that enable cultural stakeholders to protect 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 Indigenous communities and seniors.

Sport and Recreation Priorities for SEP Positions:

- Contribute to delivery and sustainability 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.

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. The Ontario Women's Directorate 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 helps to ensure seniors' needs are considered in policies and programs that could affect a senior's quality of life.

Citizenship and Immigration, Women and Seniors 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.
- Build diverse and inclusive communities and ensure newcomers including refugees prosper in Ontario.

Application Submission Deadline

Applications must be submitted online through Grants Ontario, www.grants.gov.on.ca no later than **5:00 PM Eastern Standard Time (EST) on Tuesday, February 28, 2017.**

- If you do not receive email confirmation of your grant submission within 24 hours, please contact Grants Ontario Customer Service by email at GrantsOntarioCS@Ontario.ca or by telephone at (416) 325-6691 or toll free 1-855-216-3090. It is your responsibility to ensure that your application has been successfully submitted.

Submission Checklist – What to Attach

- ✓ Attach a copy of your incorporation documents to Grants Ontario, if you have not already done so through a previous application.

Not-for-profit applicants must provide letters patent as proof of incorporation which must be attached to the case in Grants Ontario.

- If your organization is already registered in Grants Ontario, but does not have the letters patent attached to your organization's profile, please go into My Account >> Organization Profile >> Attachments and attach it there.
- ✓ Attach Section Z – Declaration/Signing page of grant application. Please have an authorized signing officer sign and date the Declaration and attach a signed scanned copy to the case in Grants Ontario. The signed Declaration will become the legal transfer payment agreement with the Ministry if funding is awarded.

Eligibility Requirements

Eligible Applicants

Organizations eligible for Summer Experience Program funding include: not-for-profit organizations who have been incorporated for at least one year, municipalities, Indigenous organizations and First Nations communities. Eligible organizations must be legally incorporated or be band councils established under the *Indian Act, Canada*.

Eligible Employment Opportunities

SEP employment opportunities must offer training, work experience and skills transferable to the general workforce and to future careers. 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 employment contract length of 217.5 hours or 30 days at 7.25 hours per day.

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.
- Students must be employed full time for a minimum employment contract length of 217.5 hours or 30 days at 7.25 hours per day.
- Proof of student enrolment must be provided to the employer.

- Students must be residents of Ontario during the period of employment.
- Students must be eligible to work in Canada and have a Social Insurance Number (SIN).
- Students 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 Recruitment

- *Student Rehiring:* Provided they meet the student eligibility requirements, students may return to the same position within the same organization for a second summer to a maximum of two summers without going through a competitive process. Student rehiring must be over two consecutive summers.
- Students must go through a competitive process in order to be considered for the same job in the same organization for a third year.
- The 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

As of October 1, 2016, the provincial minimum wage rate, according to the *Employment Standards Act, 2000*, S.O. 2000, c. 41 is \$11.40 per hour. The applicant employer must pay the SEP employee at least the applicable Ontario minimum wage.

- The maximum per position funding is \$2,979 (rounded to \$2,979.00).
- To be eligible for the full grant amount, organizations must employ the student for the minimum employment contract length of 217.5 hours or 30 days at 7.25 hours per day.
- If the minimum employment contract is **not** 217.5 hours or 30 days at 7.25 hours per day the organization will be required to submit a refund to the ministry.

Wage calculation for a SEP position:

- $\$11.40/\text{hour} \times \# \text{ of hours/day} = \text{Salary} + 4.5\% \text{ (vacation/statutory holiday)} = \text{Total Salary}$
 $+ 15\% \text{ (benefits)} = \text{Total} \times \# \text{ of days worked} = \text{Total Salary (rounded)}$.

Hourly Rate	Hours per day	Salary	Vac/Stat Holiday @ 4.5%	Total (Salary + Vac/Stat Holiday)	Benefits @15%	Total	Number of Days Worked	Total Salary
\$11.40	7.25	\$82.65	\$3.72	\$86.37	\$12.96	\$99.33	30	\$2,979.00

Please Note:

- Organizations can pay the student employee more than minimum wage at their own expense, provided the wage rate is relative to other summer contract positions, and follows human resources policies or collective agreements in place within the organization.
- SEP student employees may be extended after the SEP contract expires however, the SEP will not cover any additional costs for the period beyond that for which the funding was originally awarded.

For example, an organization could continue employing the student past the minimum contract requirement however, funding would be only up to a maximum of \$2,979. Any costs for the contract length beyond that amount will be the responsibility of the organization.

Assessment Process and Criteria

Process

Once submitted, applications are verified for completeness and eligibility. Organizations submitting applications that are incomplete will be contacted by ministry staff for additional missing mandatory information. Organizations that do not meet eligibility requirements will not be processed further.

Ministry staff will review all eligible and completed 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 number of positions rewarded to successful applicants may be lower than the number requested. Priority might be given to applicant organizations that have not previously received SEP funding.

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 the work and mandate of the organization, i.e. revenue generating operations in tourism attractions, promotion of seasonal museum activities, summer sport and recreation programming.
7. Employment opportunity is located in an identified area of high unemployment. i.e. Northern Ontario.

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 business days through a cheque or electronic funds transfer from the Province of Ontario to the grant recipient organization.
- The grant payment to successful applicants will be made in one instalment in the amount of \$2,979.
- Successful grant recipient organizations should ensure the chief financial officer, treasurer or finance department is aware of the application and if successful, the pending financial transaction

Recipient Obligations

Reporting Requirements

- Recipient organizations must keep ministry staff informed of any changes that affect the SEP position.
- Organizations that are not able to use their SEP grant to hire a student must inform their ministry contact as soon as possible so that the funds can be reallocated elsewhere.

Please see page 10 of these guidelines for list of ministry contacts.

Final Report

The Final Report template will be available on Grants Ontario. Grant recipients will be required to submit a Final Report by **September 18, 2017** that includes:

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

Refund Calculation

To determine the refund amount owing, calculate the actual expenditures as follows:

- a. Total # of hours worked X \$11.40 per hour X 4.5% (vacation/statutory holiday) X 15% (benefits).
- b. Subtract that amount from \$2,979. If the amount is greater than \$50.00, you must refund the full amount to the ministry. If it is less than \$50.00, a refund is not required.

Example calculation below if the student worked 20 days at 7.25 hours per day, which equals to 145 hours.

Total # of Hours worked	Hourly rate	Wages	Vac/Stat Holiday @ 4.5%	Total (Wages + Vac/Stat Holiday)	Benefits @ 15%	Total @ 100%	SEP Grant	Refund
145	\$11.40	\$1,653.00	\$74.39	\$1,727.39	\$259.11	\$1,986.50	\$2,979.00	\$992.50

To be eligible for the full grant amount of \$2,979, organizations must employ the student for the minimum employment contract length of 217.5 hours or 30 days of fulltime employment (7.25 hours per day).

If the minimum employment contract is **not** met a refund will be required.

Reimbursement to the Province

If a refund is owing to the Ministry, the refund cheque must be payable to the “Minister of Finance, Ontario” and submitted to the organization’s Summer Experience Program ministry contact by September 29, 2017. Please see page 10 of these guidelines for ministry contacts.

Employer Responsibilities

- The employer is responsible for ensuring CPP, EI and other mandatory contributions are made to the appropriate level of government.
- Students required to work on a statutory holiday must be given compensating time off. Provisions for student’s sick time should adhere to the employing organization’s sick time policy for students.
- The Summer Experience Program application form includes Terms and Conditions that must be adhered to by all applicants that receive a SEP grant.
- 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 CPP deductions.
[Canada Revenue Agency website](#)

Applying to the Summer Experience Program through Grants Ontario

Grants Ontario is the Government of Ontario's online grant management system. It provides one-window access to information about available grants, how to apply for grants and how to check the status of an application.

Getting Started

- All organizations applying to a funding program managed in the Grants Ontario System must complete the [Transfer Payment Common Registration \(TPCR\)](#). TPCR is a one window self-serve registration system for submitting and updating organization profile information.
- All organizations must be registered with Grants Ontario to apply for a SEP grant. Applications must be submitted online, in either English or French through [Grants Ontario](#).
 - Previous Applicants: Your organization should already be registered with Grants Ontario. You do not need to do so again. Log in to Grants Ontario and access the SEP application. Your organization may need to complete the [TPCR](#) if not already done.
 - New Applicants to Grants Ontario: If your organization has not already successfully registered with Grants Ontario you will need to (1) create a ONE-key account and ID and (2) request an Enrolment ID and PIN. Please refer to the [Grants Ontario System Applicant Registration Guide](#)

NOTE: A computer with internet access is required to submit an application. It is strongly advised that organizations new to [Grants Ontario](#) this year complete the registration process no later than February 14th to avoid potential delays in submitting an application.

Tips

- 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.
- It is recommended that applicants print a copy of Appendix A in this guide or use a split computer screen to make sure they follow all specific application instructions for the SEP Grant.
- 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 in Grants Ontario. Applicants may also choose to download the application form and work on it offline, then upload the application form to submit.

Technical Support

For general inquiries and technical support relating to Grants Ontario including assistance with enrolment, accessing an application and [TPCR](#) please contact [Grants Ontario Customer Service](#) at (416) 325-6691 or 1-855-216-3090 or GrantsOntarioCS@Ontario.ca Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).

Ministry Contacts

All applicants should read these guidelines carefully and contact the Regional Services and Corporate Support Branch or relevant 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: [Regional Services Branch contact list](#).

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

Tourism Agencies and Northern Travel Associations:

Eubert Isaacs, Senior Financial Consultant

Corporate Services Unit

Phone: 416 212-4169 Email: eubert.isaacs@ontario.ca

Arts Service Organizations:

Lisa Fitzgibbons, Culture Services Consultant

Culture Services Unit

Phone: 416 314-7162 Email: lisa.fitzgibbons@ontario.ca

Provincial Heritage Organizations:

Linney Lau, Culture Programs Advisor

Culture Programs Unit

Phone: 416-314-7747 Email: linney.lau@ontario.ca

Culture Agencies:

Jackie Hannays, Appointments Officer (Acting)

Culture Agencies Branch

Phone: 416-325-6183 Email: 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

Application Deadline:

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Appendix A - 2017 Summer Experience Program Application Sections

The 2017 Summer Experience Program application comprises of the following sections:

Application 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 to C – Organization Information, Organization Address Information, Organization Contact Information

Sections A and B are pre-populated after the organization's enrolment with Grants Ontario. To change this information please submit a request to [Grants Ontario Customer Service](mailto:GrantsOntarioCustomerService@ontario.ca), by email at GrantsOntarioCS@ontario.ca or submit an Assistance Request through the Grants Ontario System.

Section C collects information about key people in the organization, including whether they have signing authority.

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.
- 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.

[Application for Electronic Funds Transfer form and instructions](#)

Section F – Application Contact Information

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

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 2017 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 and orientation:** Referencing the skills mentioned in 2, please provide a **training and orientation plan** outlining the training the employee will receive and your plan to orient the employee into your organization. For your training plan, 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 (i.e. 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:

1. The total number of bilingual positions (if applicable)
2. 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.
3. The number of training opportunities offered
4. The number of students rehired from previous year (if applicable)
5. Indicate whether an orientation is planned for the student(s): 0 for no orientation, 1 for orientation will be provided
6. The number of health and safety specific training sessions planned

Client Provided Performance Metrics

Complete this section of the Application form **only** if you have additional 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

Please provide the number of positions you're requesting in the box beside Number of Positions Requested. An automatic calculation will be generated in the box beside the Grant Amount Requested once the number of positions requested is entered.

The projected position expenditure is \$2,979 based on a minimum employment contract of 217.5 hours or 30 days at 7.25 hours per day.

1. **Position Title:** Enter the title of the position (i.e. Camp Counsellor).
 2. **Start Date:** Enter the employment start date. <Earliest start is May 1, 2017>
 3. **End Date:** Enter the employment end date. <Latest end date is Labour Day, September 4, 2017>
 4. Indicate if SEP funding has been received within the past 2 years.
 5. **Location of Position:** Enter the position location (city/town/village).
 6. **Target Sector:** Select sector using drop down menu (voluntarism, citizenship, women, seniors, tourism, culture, or sport/recreation).
- **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.

- 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.
- For municipalities and Indigenous communities 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.

7. 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.”

8. Summer Experience Opportunity Description (4800 characters maximum)

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 3 to 4 of these guidelines for ministry priorities.

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

9. 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.

It is **mandatory** that both boxes are checked to certify that your organization has commercial general liability insurance and WSIB coverage.

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 2017 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.

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.

Note: The Ministry also requires a signature on the Terms and Conditions.

Please print Section Z – Declaration / Signing page of application, have an authorized signing officer sign and date Declaration and attach a signed scanned copy of the Declaration to the case in Grants Ontario. The signed Declaration will become the legal transfer payment agreement with the Ministry if funding is awarded.

Appendix B – Terms of Employment

The period of employment for SEP funding falls between May 1 to Labour Day (September 4, 2017). 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, (i.e. 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.

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.

Training

A training plan outlining student employee's training and including 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 2017 SEP in preparation for a longer term of 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 and Consumer Services as co-sponsors and indicate that the position is part of the Government of Ontario's Summer Employment Opportunities program known as the 2017 Summer Experience Program.

In addition, advertisements or job notices for any SEP position must include eligibility criteria. (See Eligible Employment Opportunities and Eligible Students, pages 5 and 6, in these guidelines).

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, or 29 for persons with a disability, to be eligible for employment. Employers are entitled to request proof of age and proof of student 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 or equivalent coverage under their commercial general liability insurance 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.

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 online safety awareness training available through the Ministry of Labour. [Worker Health and Safety Awareness website](#)

Employers also have the option to purchase a membership from Passport to Safety designed to prepare students for the Passport to Safety test, an online transcript program. Through the Passport program, students have the opportunity to receive a nationally recognized certificate, or Passport, to show that they have a basic level of health and safety knowledge. [Passport to Safety website](#)