



# Alberta Industry Skills Grant

Applicant Guidelines



Alberta Industry Skills Grant Applicant Guidelines | Jobs, Economy and Trade  
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# What is the Alberta Industry Skills (AIS) grant?

## The Purpose of the Program

This program will support key industries in Alberta to address skill shortages or gaps through industry-driven training opportunities and provide industry-wide benefits to meet current and emerging workforce challenges.

Program outcomes include:

- Employers and/or industry associations will have the financial support to develop industry-wide training solutions;
- New and/or innovative training solutions will be developed through investment and involvement of employers and industry;
- Albertans will gain the skills necessary to adopt new technology or equipment, resulting in increased productivity for employers; and
- Albertans will gain new industry-specific skills that are recognizable by employers in an industry to address industry-specific skill shortages and gaps.

**Eligible stakeholders are responsible for reviewing this document carefully, as it forms part of the grant agreement that must be signed to qualify for funding.**

## Project Duration

Projects must be completed within 36 months of the agreement's execution date. Anticipated start date of projects is early 2025.

## Overview of Application and Review process

Grant funding will be administered through a Call for Proposals (CFP) process, and applications must be submitted via email to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca). The intake period is **November 28, 2024, to January 24, 2025. Applications must be received by January 24, 2025, at 3 p.m. MST.** This is the CFP closing date and applications received after the closing date will be automatically declined.

Applications that pass the initial screening are reviewed and evaluated by a committee. Evaluation is based on the overall application and how well it addresses the selection criteria.

See the [How to Apply](#) section for the complete application and review process.

## Funding Caps

Eligible AIS grant projects can receive a minimum of **\$300,000** and a maximum of **\$1.5 million** in grant funding.

<i>Funding Caps</i>	
<b>Capital Costs</b>	Funded projects may allocate up to 40 per cent of the funded grant amount towards capital costs.
<b>Administrative Costs</b>	Funded projects may allocate up to 15 per cent of the funded grant amount towards administrative costs.

## Payment Process

Funding will be provided to approved applicants in two payments:

- initial payment of 75 per cent once the grant is approved (early 2025); and
- second/final payment of 25 per cent on the remaining approved grant amount (September 2026).

## The Ministry Makes all Final Decisions

The Ministry of Jobs, Economy and Trade (“Ministry”) will make all decisions regarding eligibility and eligible costs at its sole discretion. The Ministry reserves the right to:

- decline incomplete or incorrect applications.
- refuse to fund, or require repayment of costs (curriculum development, administration, marketing and promotion, capital or training) or grant funding to parties who provided misleading or incorrect information to circumvent the program guidelines and receive funding.
- contact employers or industry associations, trainees, training providers or any other person to substantiate training activities, trainee counts, outcomes, partnership involvement/contribution or other related matters.

**Please note that the Ministry will decline to approve an application or to provide grant funding if approving the application or providing grant funding would result in duplication or overlap of programming or funding provided by other government programs.**

## Contact Us

### **FAQ PERIOD EXTENDED**

Applicants are encouraged to submit questions, including inquiries about the Call For Proposal, to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca) until **January 9, 2024, at 3 p.m. MST**. All questions received will be addressed and posted within the FAQ section of the Applicant Guidelines for all potential applicants' use and awareness by **January 10, 2025**. **Questions received after the FAQ deadline will not be answered.**

**Please be advised, questions will not be reviewed or responded to during the Government of Alberta holiday closure period: December 24, 2024 - January 1, 2025.**

## Who Can Apply?

Employers (for-profit) and industry associations within the following three industries will be eligible to apply.

Eligible Industry	Eligible Industry Description
<b>Aviation and Aerospace</b>	Includes scheduled air transportation, non-scheduled air transportation, support activities for air transportation and aerospace product and parts manufacturing.  <b>Does not include:</b> <ul style="list-style-type: none"><li>○ military and defense.</li></ul>
<b>Construction</b>	Includes both residential and non-residential construction (commercial, civil and industrial construction). <ul style="list-style-type: none"><li>○ establishments/businesses in the construction industry are primarily engaged in building, repairing, renovating and maintaining infrastructures. Construction work may involve new work, additions and major alterations.</li><li>○ firms may include residential and non-residential general contractors, builders, construction management firms and design-build firms.</li></ul>
<b>Technology</b>	Consists of Information Technology (IT) and Communication Technology (CT). <ul style="list-style-type: none"><li>○ IT includes companies that provide networking infrastructure, make software, provide software services, produce hardware and manufactures parts, equipment and electrical components.</li><li>○ CT encompasses media and entertainment businesses, as well as telecommunication operations.</li></ul>

## Eligibility Requirements

This section outlines the requirements that applicants, projects, training and trainees must meet to be eligible for the AIS grant program.

**Meeting eligibility criteria does not guarantee funding approval.**

**Eligibility will be determined once an application is received.**

### For Applicants

#### 1. Applicant must be either an employer or an industry association.

Applicants must be either an employer (for profit) or an industry association. For this program, industry associations are defined as an organized group of individuals and businesses that collaborate to promote the business interests of a specific industry. Industry associations often focus on improving standards, providing training and advocating for the interests of their members.

#### 2. Applicants must be incorporated, registered, or established under provincial or federal legislation for at least one year.

Applicants must be registered and operate as a business or association with an established business presence in Alberta for at least one year before the application is submitted.

### **3. Applicants must operate in Alberta and/or serve Alberta employers and workers.**

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Employers must have an Alberta mailing address and operate in the province. Industry associations are not required to have an Alberta mailing address. However, associations must serve Alberta members and demonstrate the project will benefit Alberta employers and workers.

### **4. Applicant must be in good standing.**

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Depending on if the applicant is an employer or industry association, good standing may include:

- provide safe working conditions;
- be in good standing <sup>1</sup>and comply with the *Employment Standards Code*, *Occupational Health and Safety Act*, *Workers' Compensation Act* (if currently covered by WCB) and all other applicable legislation and regulations; and
- in a solvent financial position and not currently involved in matters relating to filing for protection from creditors under the *Companies' Creditor Arrangement Act (CCAA)*, *Bankruptcy and Insolvency Act*, or any form of bankruptcy, insolvency receivership or creditor protection that would impact the project.

Good standing must be maintained at the time of application and for the duration of the grant term.

### **5. Applicant must comply with provincial agreements.**

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An applicant must meet or have met all obligations, terms and conditions to the Province under current or previous Government of Alberta agreements (including within the Ministry or other ministries).

## **For Projects**

### **1. Project must result in skill development and target in-demand occupation(s) within eligible industries.**

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Eligible projects must develop and deliver training opportunities for skill development and target in-demand occupation(s) within the eligible industries. Applicants must include labour market information to demonstrate the workforce's need for training.

### **2. Project must occur in Alberta.**

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Eligible projects must take place in the province.

### **3. Project must meet at least one project objective.**

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For a project to be eligible, it must support Alberta industry and have a clear path to achieving tangible and impactful results in one or more of the following program objectives:

- addressing a skill shortage or gap with training that is recognized in the industry;
- supporting training on new technology, machinery, equipment or work process; and
- providing new, innovative or industry-wide training solutions that benefit the broader industry.

Projects that are able to address more than one objective may be prioritized.

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<sup>1</sup> Good standing is defined as: Workers' compensation premiums are paid; no outstanding or active Occupational Health and Safety (OHS) convictions; no stop work orders and/or any Employment Standards orders are resolved.

#### **4. Project must have a financial contribution (monetary and/or in-kind).**

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Projects must have a contribution from the applicant and/or partners. Contributions include both monetary and/or in-kind. In-kind contribution can include goods, equipment, commodities or services instead of money. All in-kind contributions must have an assigned monetary value. Contributions must make up at least 30 per cent of the total project budget.

There are no requirements for how the contributing parties make up the contribution so long as the total amount contributed meets the contribution threshold. For example, the entire contribution could be provided solely by the applicant, solely by partners in the project or a combination of both. There are no requirements or preferences if the contribution type is monetary (cash) versus in-kind.

All contributions must be fully secured (i.e., received) or committed (i.e., approved) at the time of application. If funds have been committed, funding must be received before the end of the project or through a claim submitted at the end of the project. The applicant is responsible for tracking and reporting contributions throughout the term of the grant. Letters of Partner Commitment must include all contributions secured or committed to at the time of application.

Projects that include capital costs must adhere to contribution requirements as outlined in the section Project Costs: Capital Cost vs. Project Contribution. All contributions must be detailed in the budget template.

#### **5. Project can involve partnership(s).**

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Investment and involvement of employers and industry partners when developing new and/or innovative training solutions is a desired program outcome. Project partnership is not mandatory, but projects that demonstrate industry support and commitment to training through partnership are encouraged and may be prioritized.

Partners can include, but are not limited to, the following:

- employers
- industry associations
- service and training providers
- post-secondary institutions
- First Nations or Métis Settlements
- other funding organizations (including economic development organizations)
- contractors / sub-contractors (involved in the development and/or delivery of training and paid through the grant funding)
- governments including municipal and federal
- others as deemed appropriate by the Government of Alberta.

Partners should assume a role by making contributions to the project and/or demonstrating their support and commitment to the project. This may include:

- financial (cash) or in-kind contributions
- work experience opportunities
- coaching and mentoring
- curriculum design
- onsite training opportunities and facilities (rooms, audio-visual, etc.)
- training delivery (instructor, speaker, etc.)
- participation in training (refer employees for training)
- adoption of training curriculum and/or recognize training certificate or credentials.

Partnerships must not pose a conflict of interest including, but not limited to, an applicant's own consulting company or sole proprietors being a partner on the project.

If a partnership does exist, the primary applicant will apply on behalf of the partnership. If awarded, the primary applicant will become the grant recipient responsible for coordination of the grant partnership, submitting all reporting requirements and acting as the fiscal agent for the grant.



## **6. Project must be completed within grant term (36 months).**

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Project activities (including curriculum development and training) must be completed within the term of the grant agreement (total of 36 months). Projects are anticipated to start early 2025.

## **For Training**

### **1. Training must be relevant to the trainee's job or industry.**

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Training provided within the project must be relevant to the skills and support in-demand occupations in an industry. It must improve the performance, skills or employability of existing or new employees in current or new roles. The program allows employers and industry to develop and deliver a variety of training courses to meet present and future industry needs.

### **2. Training must occur in Alberta.**

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Training must take place in the province. Online training will be considered as taking place in Alberta.

Trainers can be based outside of Alberta, but they need to deliver the training within the province.

### **3. Training must be group or cohort-based.**

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All training courses must be delivered in a group or cohort setting. A cohort is defined as a grouping of at least three participants / individuals in a training course.

### **4. Training must result in new skills that are industry-recognized.**

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Industry-recognized means that skills are transferable, perceived as valid and interchangeable across employers within an industry. Training that is industry-recognized ensures trainees can apply the skills learned across different jobs within the industry. Training completion must result in either a record of completion, grade, mark, certificate, or credential that is industry-recognized.

### **5. Training can be provided by both third-party and in-house trainers.**

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Training may be delivered by a third-party training provider, by an in-house trainer designated by the employer or industry association to train workers, or by a combination of these providers.

### **6. Training access may be open and accessible to industry members.**

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Training delivery can be offered to and accessed by other industry-related employers, associations, or public bodies to support industry-wide involvement and benefits for Alberta. Applicants are encouraged to design a project that will include sharing training curriculum developed and offering training opportunities to Albertans or workers of multiple employers within their industry. For example, an employer applicant may offer a percentage of the training seats or spaces available to other employers within their industry. Applicants will be requested to detail how training will be marketed to other industry stakeholders within their Applicant Form. Projects that demonstrate open and accessible participation within the project design may be prioritized.

### **7. Training format is flexible.**

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Training can be full-time or part-time, and have any delivery format: online, onsite and/or in a classroom. Employers and industry will have the flexibility to implement a training schedule that fits within their current work timetable, recognizing individuals may be working while getting training.

There is no minimum or maximum number of instructional hours of training. Instructional hours will vary by skill development, occupation, and industry.

## **8. Funded training must finish within the duration of the grant agreement.**

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Project-funded trainees must complete the training and receive completion recognition within the grant term. Training not completed by term end will be deemed unsuccessful and may result in a return of grant funds back to the Ministry.

### **Ineligible Training:**

Training needed to maintain current skills or certification, duplicate training products, or programs and services that are already reasonably available will be ineligible.

## **For Trainees**

### **1. Trainee must be at least 18 years old and reside in Alberta.**

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Trainees must be at least 18 years of age and reside (live) in the province.

### **2. Trainee must be able to legally work in Canada.**

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They must be Canadian citizens, permanent residents, or persons protected under the *Immigration and Refugee Protection Act* (Canada) who are legally allowed to work in Canada.

### **3. Trainee employment status may include employed or unemployed in Alberta.**

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Trainees may be employed or unemployed (including conditional employment offers dependent upon training completion). Projects will require reporting on the employment status of trainees prior to training and upon training completion. Unemployed individuals who complete training are not obligated to accept employment with an employer afterward as a condition of accessing training.

### **4. Trainee cannot be charged for training costs.**

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Applicants or organizations delivering training cannot charge trainees or employers participating in training as the government's grant is intended to cover the cost of training. Employers cannot deduct wages from employee's pay to cover the costs of training or recover costs from trainee. Employers cannot require employee trainees to remain employed with them as a condition for receiving training.

### **Workers Compensation Act Coverage**

For this project, all trainees will be covered under the Government of Alberta's 2018 Deeming Order. Under the deeming order, trainees attending a Workforce Strategies grant employment and training program funded by the Government of Alberta (GoA), is deemed to be a worker of the GoA for the sole purpose of receiving workers' compensation benefits under the *Workers' Compensation Act*.

# Project Costs

This section outlines eligible and ineligible project costs. **Please review this section carefully, as only eligible project costs should be included in the applicant’s Itemized Training Budget.**

**There are no training cost caps for trainees. Training costs should be reasonable and in alignment with industry averages.**

**Applicants are not allowed to charge any fees for training if they are also using grant funding to cover the same training costs.**

## Eligible Costs

Eligible costs are costs that are **directly associated** with the delivery of the project.

**The list of costs in this section is not exhaustive. Other costs associated with the project may be deemed eligible or ineligible at the discretion of the Government of Alberta.**

Eligible Costs	Description
<b>Curriculum Development</b>	Includes: <ul style="list-style-type: none"> <li>○ staff wages and travel costs for those developing the training. Eligible travel expenses include airfare (economy, with checked luggage and carry-on), intercity bus fares (economy), standard accommodation, mileage reimbursement, and rental vehicle charges for a non-luxury vehicle and fuel</li> <li>○ materials/supplies</li> <li>○ development of virtual training services (e.g. online learning portal)</li> </ul>
<b>Training and Training Delivery</b>	Includes: <ul style="list-style-type: none"> <li>○ tuition fees or instructional fees charged by the training provider.</li> <li>○ examination fees</li> <li>○ mandatory student fees</li> <li>○ trainer replacements wages</li> <li>○ travel costs for those delivering the training<sup>2</sup></li> <li>○ textbooks, equipment rental, software, digital tools or supplies needed to participate in training; and</li> <li>○ facility rental costs.</li> </ul>
<b>Administrative</b>	Funded projects may allocate up to 15 per cent of the funded grant amount towards administrative expenses related to the project. Administrative costs can include: <p><i>Staffing related to project</i></p> <ul style="list-style-type: none"> <li>○ staff wages for positions directly related to project management (including bookkeeping and accounting), monitoring, compliance and reporting of the grant.</li> </ul> <p><i>Financial Compliance (Audit)</i></p> <ul style="list-style-type: none"> <li>○ applicants are required to provide an audited financial statement of the organization and can claim up to \$15,000 for this reporting. Maximum audit costs (\$15,000) have been built into the project budget template.</li> </ul>

<sup>2</sup> Funding will cover eligible costs for out-of-province trainers to come to Alberta and provide training. Travel costs must align with GoA travel, meal and hospitality expense policy (<https://open.alberta.ca/publications/travel-meal-and-hospitality-expenses-policy-expenses-policy>)

Eligible Costs	Description
<b>Marketing and Promotion</b>	<i>Marketing, promotion, and materials for training</i> <ul style="list-style-type: none"> <li>○ advertising/marketing costs of training program</li> <li>○ costs associated with recruiting and selecting trainees for the program</li> </ul>
<b>Capital</b>	<p>Funded projects may allocate up to 40 per cent of the funded grant amount towards capital costs.</p> <p>Capital cost refers to fixed, physical, one-time expenses used in production of goods or in rendering services. All capital costs for this project must be directly related to the training and may include machinery, tools and equipment necessary for hands-on training.</p> <p>Ineligible Capital costs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• construction, renovation or restoration of buildings;</li> <li>• purchase or lease of land; and</li> <li>• patents, trademarks or copyrights</li> </ul> <p><i>Capital purchases of machinery, tools and equipment should remain in Alberta for the duration of the grant agreement. Applicants must detail within their application post-grant term plans or intentions regarding any capital purchases made including ownership rights, who will have access to use it and if capital purchases will remain in Alberta.</i></p>

### Capital Cost vs Project Contribution

Applicants and/or partners must contribute (monetary and/or in-kind) at least 30 per cent of the total grant request amount to the project. This contribution is in addition to the Ministry portion/funded grant amount (\$300,000 up to \$1,500,000).

There are no requirements or preference for how the contributing parties make up the contribution (monetary (cash) versus in-kind) if the total amount contributed meets the contribution threshold.

For applicants claiming capital costs, their financial contribution must increase if their capital request exceeds 30 per cent of the grant application. Applicants requesting more than 30 per cent (up to 40 per cent maximum) of funding for capital costs must provide an equivalent financial contribution. E.g., a 35 per cent capital cost request would require a 35 per cent financial contribution.

Refer to examples below.

**Example 1:** Employer applicant that is pursuing a \$300,000 project assuming all costs are eligible (i.e., total eligible project costs are \$300,000). The applicant would like to purchase a flight simulator as a capital purchase. The simulator costs \$90,000.

- Applicant applied for an AIS grant of \$300,000 (funded portion by Ministry)
- Capital purchase is 30% of the Ministry funded grant amount.
- Applicant must have secured or confirmed Contribution (includes both monetary and/or in-kind) of \$90,000 (30% of the total project budget- \$390,000). **Contribution for the project must be a minimum of 30% of total project budget.**

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AIS Program Grant Request	\$300,000
Monetary Contribution by Applicant	\$50,000
In-Kind Contribution by Partners	\$40,000
<b>Total Project Budget</b>	<b>\$390,000</b>

**Example 2:** Employer applicant that is pursuing a \$1,000,000 project assuming all costs are eligible (i.e., total eligible project costs are \$1,000,000). The applicant would like to purchase a flight simulator as a capital purchase. The simulator costs \$100,000.

- Applicant applied for an AIS grant of \$1,000,000 (funded portion by Ministry)
- Capital purchase is 10% of the Ministry funded grant amount.
- Applicant must have secured or confirmed Contribution (includes both monetary and/or in-kind) of \$300,000 (30% of the total project budget - \$1,300,000) **Contribution for project must be minimum 30% of total project budget.**

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AIS Program Grant Request	\$1,000,000
Monetary Contribution by Partners	\$100,000
In-Kind Contribution by Partners	\$200,000
<b>Total Project Budget</b>	<b>\$1,300,000</b>

**Example 3:** Employer applicant that is pursuing a \$1,500,000 project assuming all costs are eligible (i.e., total eligible project costs are \$300,000). Applicant would like to purchase a flight simulator as a capital purchase. The simulator costs \$600,000.

- Applicant applied for an AIS grant of \$1,500,000 (funded portion by Ministry)
- Capital purchase is 40% of the Ministry funded grant amount. **The contribution percentage needs to increase as capital purchase is over the 30% threshold.**
- Applicant must have secured or confirmed Contribution (includes both monetary and/or in-kind) of \$600,000 (40% of the total project budget to match percentage of capital- \$2,100,000)

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AIS Program Grant Request	\$1,500,000
Monetary Contribution by Partners	\$200,000
In-Kind Contribution by Applicant	\$400,000
<b>Total Project Budget</b>	<b>\$2,100,000</b>

**Example 4:** Employer applicant that is pursuing a \$1,000,000 project assuming all costs are eligible (i.e., total eligible project costs are \$1,000,000). The applicant would like to purchase a flight simulator as a capital purchase. The simulator costs \$350,000.

- Applicant applied for an AIS grant of \$1,000,000 (funded portion by Ministry)
- Capital purchase is 35% of the Ministry funded grant amount. **The contribution percentage needs to increase as capital purchase is over the 30% threshold.**
- Applicant must have secured or confirmed Contribution (includes both monetary and/or in-kind) of \$350,000 (35% of the total project budget to match percentage of capital- \$1,350,000)

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AIS Program Grant Request	\$1,000,000
Monetary Contribution by Applicant	\$100,000
In-Kind Contribution by Applicant	\$250,000
<b>Total Project Budget</b>	<b>\$1,350,000</b>

## Ineligible Costs

Any cost not directly associated with industry-relevant training will be ineligible for funding through this grant and cannot be included in the applicant's itemized budget. Costs incurred prior to the grant are also ineligible.

**Ineligible costs outlined below may be covered through partnership contribution and/or other funding sources.**

Ineligible costs include but are not limited to:

- Costs or fees not associated with direct training including:
  - health care, dental fees / premiums (or other benefits)
  - childcare costs
  - athletics fee
  - U-Pass fee
  - Membership or union fee
  - subscription fee
  - WCB fee
  - annual fees, and
  - professional association fees
- Financial support for trainees to assist with the costs of attending training (wage subsidy, living allowances, completion bonuses, overtime, compensation wages, etc.);
- in-province or out-of-province travel or transportation costs for trainees;
- day-to-day operational cost of running a business;
- costs associated with resume writing, interview skills or other employability services (including job search);
- costs related to other government (municipal, provincial, or federal) or industry training already funded through another program; and
- costs incurred before the date of eligibility or after the project completion date.

# How to Apply

This section outlines the program's application process. Please follow these instructions carefully to ensure your application is complete and accurate.

**Only complete applications will be considered for funding.**

**Applications which are late, incomplete, contain errors or have documents that cannot be easily opened will be declined.**

**Failure to use the Alberta Industry Skills (AIS) Grant Call for Proposal Applicant Form will result in an immediate decline.**

**Templates that are altered will not be accepted.**

**The Province will not be responsible for failures (technical or otherwise) that may result in a proposal not being received prior to the CFP closing date or time.**

## Step 1 Complete the Application Package Correctly

Applicants are required to provide three documents in their AIS Grant Call for Proposals application package:

- A. The Alberta Industry Skills (AIS) Grant Call for Proposal Applicant Form;
- B. The AIS Grant Itemized Budget Template; and
- C. Letters of Project Support and/or Partner Commitment.

### 1. The Alberta Industry Skills (AIS) Grant Call for Proposal Applicant Form

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Applicants are required to complete the Alberta Industry Skills (AIS) Grant Call for Proposal Applicant Form. The applicant form can be found at [www.alberta.ca/workforce-strategies-grants](http://www.alberta.ca/workforce-strategies-grants).

The Applicant Form requires the following information about the Primary Applicant:

- legal name (corporate registered)
- operating name (different than Legal Name)
- address (headquarters and/or Alberta main address).
- contact first and last name
- contact phone number
- contact email address
- applicant organization size in Alberta
- industry
- three-digit [NAICS](#) of the organization.

The Applicant Form also requires a detailed project description. The project description is divided up into four mandatory sections.

- I. Goals and Objectives;
- II. Implementation and Outcomes;
- III. Impacts and Risk Mitigation; and
- IV. Budget.

Section	Information Required
<b>Project Goals &amp; Objectives</b>	This section requires: <ul style="list-style-type: none"> <li>○ Brief overview or summary of the project.</li> </ul> Project Description: <ul style="list-style-type: none"> <li>○ identification of the critical industry and occupations that the project addresses;</li> <li>○ identification of the kind of training that will be developed and/or delivered;</li> <li>○ a description how the project will meet project objective(s);</li> <li>○ identification of how this project is new and innovative.</li> </ul>
<b>Project Implementation &amp; Outcomes</b>	This section requires: <ul style="list-style-type: none"> <li>○ a completed <b>*Implementation Plan Template</b>, which provides a detailed implementation and execution plan for the project;</li> <li>○ a completed <b>*Milestones and Outcomes Template</b>, which provides the project's key milestones and outcomes;</li> <li>○ a completed <b>*Partnership Template</b>, which lists the project's partnerships or contractors (if applicable); and</li> <li>○ letters of project support or partner commitment. See "Letters of Project Support or Partner Commitment" for more information.</li> </ul>
<b>Project Impacts &amp; Risk Mitigation</b>	This section requires: <ul style="list-style-type: none"> <li>○ a description of how the project will impact or can be applied to the broader industry;</li> <li>○ a description of the long-term sustainability plan post funding; and</li> <li>○ a completed <b>*Risk Management Template</b>, which identifies the potential project risks and describes the applicant's mitigation strategies.</li> </ul>
<b>Project Budget</b>	This section requires: <ul style="list-style-type: none"> <li>○ an itemized project budget. See "AIS Grant Itemized Budget Template" for more information; and</li> <li>○ identification of all project funding contributions (financial and in-kind).</li> </ul>
<p><b>*All templates referenced in this table can be found in the Alberta Industry Skills (AIS) Grant Call for Proposal Applicant Form.</b></p>	

## 2. An Itemized Project Budget

Applicants are required to provide an itemized project budget, using the **AIS Grant Itemized Budget Template**, detailing the total project budget and clearly identifying all eligible project costs. Please see [Eligible costs](#) for a list of eligible costs.

The AIS Grant Itemized Budget Template can be found at [www.alberta.ca/workforce-strategies-grants](http://www.alberta.ca/workforce-strategies-grants).

## 3. Letters of Project Support and/or Partner Commitment

Applicants are required to demonstrate project support and/or partner commitment. This may include letters from main stakeholders including contractors, training providers, industry, employers or other partnerships.



### Letters of Support

A letter of support indicates support for the overall project. This could include endorsement of the training curriculum developed, participation in the training delivered and/or point to strengths of implementing the project or industry-wide benefits that could result from the project. Most letters have three parts: an opening statement that identifies the project for which funds are being sought, one or two middle paragraphs that indicate the relationship of the writer to the effort seeking funding, and a closing statement. Letters of Support should not include contribution commitments.

### Letters of Partner Commitment

A letter of commitment indicates the signatory's intent to commit a financial contribution (monetary and/or in-kind) to the project as specified in the letter if the project receives funding. Applicants should request letters in advance of the application due date to allow time for signatures. Letters should represent a true, collaborative partnership. Letters of commitment must state if the contribution is secured or committed to at the time of application. Letters should be provided on appropriate letterhead and signed by a person with the authority to commit funds or resources for the organization (Executive Director or equivalent). Letters should reference total contribution amount and align with Itemized Budget Template. **All partners contributing to the project will require a letter of commitment.**

## Step 2 Submit the Application Package by Email

The application package must be submitted electronically via email to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca). **Applications must be received by January 24, 2025, at 3 p.m. MST.**

The email subject line should be "[Your Organization Name]: AIS Grant Call for Proposal". **Hard copies will not be accepted.**

The submission should contain three attachments:

1. **Alberta Industry Skills (AIS) Grant Call for Proposal Applicant Form:** It should be a PDF document and labelled "[Your Organization Name]: CFP App Form".
2. **AIS Grant Itemized Budget Template:** It should be an Excel document and labelled "[Your Organization Name]: Budget Template".
3. **Letters of Project Support/Commitment:** They should be a combined PDF document, labelled "[Your Organization Name]: Supporting Docs".

Once the application has been submitted, the applicant will receive notification with a time stamp. The official time and date of receipt of the proposals will be determined by the province's email server.

## After the Application Package is Submitted

This section outlines what happens after the applicant has submitted the application package.

**Applicants will not be able to edit or change their application once submitted. They can withdraw their grant application at any time if they do not wish to continue by email at [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca).**

### Step 3 Application is Evaluated

#### 1. Application undergoes initial screening.

An initial screening is done to ensure that the application is complete and meets eligibility criteria.

#### 2. Applications which pass initial screening are evaluated by a committee.

Applications that pass the initial screening are reviewed and evaluated by a committee.

Evaluation is based on the overall application and how well it addresses the selection criteria. Applications will be evaluated on the following criteria:

- Project Goals and Objectives;
- Project Implementation and Outcomes;
- Project Impacts and Risk Mitigation; and
- Project Budget.

The committee will recommend projects to go to the Minister for final review and approval.

No updates will be provided to applicants during the evaluation process.

## Step 4 Decision is Issued to Applicants

Once the Minister has reviewed and approved the final projects, all applicants will be notified of their application status via email to the Primary Contact. **Even if an applicant meets the eligibility requirements, they may not be selected as a successful recipient.**

Unsuccessful applicants will NOT be debriefed on their application submission and are unable to appeal the final decision. The Ministry will not share or disclose evaluation results with applicants.

## Step 5 Successful Applicants Receive Next Steps

If the applicant is approved, a Ministry representative will contact the applicant on next steps to complete and implement their grant agreement. Next steps are:

1. clarify and finalize proposal information (including banking information);
2. sign the grant agreement;
3. issue first payment to recipient;
4. submit complete, timely and accurate quarterly reports;
5. issue second/final payment to recipient;
6. submit final report and audited financial statement (due 90 days after term end)

All grant recipients are required to respond to information requests (as required or requested) and comply with the terms and conditions of the grant agreement.

# Reporting Requirements

## Quarterly Reports

Grant recipients will be required to provide quarterly program updates to the Ministry.

Project updates will include:

- implementation plan / timelines (on track or adjusted);
- training development and delivery;
  - in-house, third-party, combination
  - courses and skills
- trainee information:
  - referral to training (by employer, industry or public)
  - number of trainees (in progress or completed)
  - trainees' employment status at time of training and after completion (employed or unemployed);
  - employer participants (size of employer and type)
- outcome process (milestones on track or achieved);
- information about successes, challenges or adaptations of the project including feedback from industry sector employers or trainees (may include surveys);

- partnership updates;
- industry/sector feedback; and
- dollars utilized to date (identification of surplus dollars).

Additional information may be requested for reporting purposes depending on the project.

## Final Report

Within 90 days or, another period specified by the Minister of the grant term ending, the grant recipient must submit a final report to the Ministry.

It will include:

- implementation plan / timelines (completed);
- training development and delivery;
  - in-house, third-party, combination
  - courses and skills
- trainee information:
  - referral to training (by employer, industry or public)
  - number of trainees (in progress or completed)
  - trainees' employment status after training completion (employed or unemployed);
  - employer participants (size of employer & type)
- outcomes (milestones achieved);
- information about successes, challenges or adaptations of the project including feedback from industry sector employers or trainees (may include surveys);
- partnership updates;
- industry/sector feedback; and
- dollars used to date (identification of surplus dollars).

## Participant Surveys

The Ministry will be conducting participant surveys for this program. Participants (including applicant, partners, and/or trainees) will be requested to provide feedback based on their participation/role within the project. Surveys will include general information on trainee participation, program strengths, perceived challenges, areas of improvement and overall satisfaction with the training or skills received.

## Financial Statements/Compliance

Within 90 days of the grant term ending, grants of more than \$250,000 will require an Audited Financial Statement of the organization including a schedule showing the grant income, expenditures, confirmation that training occurred and return of unused funds, if applicable. The audited financial statement must be conducted by a professionally designated accounting firm confirming that the grant proceeds were used solely for eligible activities in accordance with AIS grant guidelines.

**Receipts may be requested at the reporting stage or later for auditing purposes. Recipients are required to keep all receipts for a minimum of five years.**

**The grant will allocate up to \$15,000 in funding for the project's Audited Financial Statement costs. The Itemized Project Budget reflects the estimated audit costs. Actual costs will be completed by the recipient upon grant completion.**

# Frequently Asked Questions

Applicants are encouraged to submit questions, including inquiries about the Call For Proposal, to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca) until **January 9, 2024, at 3 p.m. MST**. All questions received will be addressed and posted within the FAQ section of the Applicant Guidelines for all potential applicants' use and awareness by **January 10, 2025**. **Questions received after the FAQ deadline will not be answered.**

**Please be advised, questions will not be reviewed or responded to during the Government of Alberta holiday closure period: December 24, 2024 - January 1, 2025.**

## Question Categories:

- I. **About AIS grant / General Inquiries**
- II. **Eligibility**
- III. **Contribution**
- IV. **Training**
- V. **Capital Costs**
- VI. **Application Process**

## **SECTION I: About AIS Grant / General Inquiries**

### **What is the purpose of the AIS grant?**

This grant is a pilot project aimed at empowering industry to lead the way in equipping workers with the skills they need for jobs that build Alberta's future. It supports projects that involve broad industry and associated employers within the construction, aviation and IT sectors. It is intended to promote industry associations and industry leaders (employers) to collaborate, develop and deliver training that will address the workforce skill gaps or challenges within their specific industry sector.

### **We are not yet prepared to send an application. Can we apply next year?**

This is a pilot program and may or may not be available for next fiscal year.

### **Is this program replacing the Canada-Alberta Job Grant?**

No. The Alberta Industry Skills Grant is a new, distinct program that targets industries and is industry-driven. It aims to support projects that have industry-wide benefits and provide industry workforce with the skills needed to increase productivity. It is not meant to replace the Canada-Alberta Job Grant or be a duplication of the program.

### **Is this program replacing the Aviation Skills Grant?**

No. The Aviation Skills Grant provides funding to individual employers for trainees within their organization to help offset training costs for new or vacant positions. The Alberta Industry Skills Grant intends to support broad industry interests. The curriculum and training developed and delivered through these projects will assist in meeting current and emerging workforce challenges within the industry as a whole, not just within an individual employer's organization.

## **SECTION II: Eligibility**

### **My industry is not one of the priority industries identified. Can I still apply?**

No. The applicant must belong in one of the priority industries (aviation and aerospace, construction or technology) to be eligible.

### **Are employers and industry associations the only applicants eligible to apply?**

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Yes. As per eligibility requirements, only employers (for-profit) and industry associations are eligible to apply as the Primary Applicant for this grant. Post-secondary institutions, unions, training or service providers, private career colleges, municipalities and economic development organizations are all deemed ineligible to apply as the Primary Applicant. However, these entities are encouraged to participate in this opportunity as a partner or sub-contractor to the Primary Applicant. They will need to reach out to employers and/or industry associations within their sector to discuss and collaborate on this opportunity.

### **If I am a training provider that supports industries with training development and delivery, can I apply for the grant?**

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No. As per eligibility requirements, only employers (for-profit) and industry associations are eligible to apply as the Primary Applicant for this grant. Training or service providers are encouraged to connect with eligible applicants and participate in this opportunity as a partner or sub-contractor for the project.

### **It appears we fit the requirements for the "construction" industry as our mission is to teach marginalized youth thru cabinetry and woodworking. The challenge I saw the application said this was directed to "for profit" companies. As a non-profit charitable organization, would we still be considered to apply?**

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No. As per eligibility requirements, only employers (for-profit) and industry associations are eligible to apply as the Primary Applicant for this grant. Non-profit organizations that provide training services to the construction sector would not be considered eligible. Training or service providers are encouraged to connect with eligible applicants and participate in this opportunity as a partner or sub-contractor for the project.

### **I read through the Applicant Guidelines eligibility and the construction sector "includes both residential and non-residential construction (commercial and industrial construction)", we are technically civil construction, are we eligible to apply?**

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Yes. Civil construction would be considered eligible under the construction sector and has been updated in the Applicant Guidelines. Civil construction includes infrastructure like roads, public buildings, subdivisions, sewers and water reservoirs. Occupations within this sector could include civil engineers that design the project, skilled trades and other labour occupations required to complete the work.

### **Is an industry association for Heavy and Civil Engineering Construction eligible?**

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Yes. Civil construction would be considered eligible under the construction sector. Civil construction includes infrastructure like roads, public buildings, subdivisions, sewers and water reservoirs. Occupations within this sector could include civil engineers that design the project, skilled trades and other labour occupations required to complete the work.

### **An Airport Authority is a not-for-profit, non-share capital corporation, incorporated under the Province of Alberta's Regional Airports Authorities Act (Alberta). Would it qualify as an industry association and be eligible to apply for this grant?**

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No. Airport authorities are not-for-profit and therefore would not be eligible as an employer applicant. They are also not considered an industry association as they represent regional members within a defined geographic area rather than the broad aviation industry within Alberta. Airport authorities could still participate in this project as a partner and we encourage them to reach out to employers and/or industry associations within their sector to discuss and collaborate on this opportunity.

## **Are unions eligible?**

No. As per eligibility requirements, only employers (for-profit) and industry associations are eligible to apply as the Primary Applicant for this grant. Unions are encouraged to participate in this opportunity as a partner or a sub-contractor in a project proposal submitted by a Primary Applicant in the eligible sectors. The Primary Applicant will apply on behalf of the partnership. If awarded, the Primary Applicant will become the grant recipient responsible for coordination of the grant partnership, submitting all reporting requirements and acting as the fiscal agent for the grant.

## **SECTION III: Partnerships / Contributions**

### **I do not have any partnerships, can I still apply?**

Yes. Partnerships for this project are not mandatory but encouraged and projects with partnerships may be prioritized. Applicants that do not indicate any project partnerships are still eligible to apply. Applicants will need to explain how they intend on addressing skill shortages and providing industry-wide benefits without partnerships established.

### **How much of a contribution to the project needs to be made and how do I calculate it?**

Projects must have a contribution by the applicant and/or partners. Contributions include both monetary and/or in-kind and must make up at least 30 per cent of the requested grant budget. Please refer to the Applicant Guidelines for more details.

Examples:

- A. Applicant requests \$1.5 million in grant funding means \$450,000 (30 per cent) will be required in project contribution. Total project budget will be \$1.95 million.
- B. Applicant requests \$300,000 in grant funding means \$90,000 (30 per cent) will be required in project contribution. Total project budget will be \$390,000.

Note: Projects that include capital costs must adhere to contribution requirements as outlined in section Project Costs: Capital Cost vs Project Contribution.

## **SECTION IV: Training**

### **Why aren't military and defence employers included as eligible under the aviation and aerospace industry?**

The program is a pilot program that focuses on supporting key industries to deliver training to address current workforce needs. The federal government is exclusively responsible for national military and defence funding and expenditures. The AIS grant will not fund employers that manufacture products or provide services within the military and defence sector.

## **SECTION V: Capital Costs**

### **How much is the contribution if the capital cost is 34 per cent of funded budget?**

As per the eligible project costs, if the capital purchase cost is above the 30 per cent threshold, the contribution percentage must match it. The grant will require the contribution to be 34 per cent of the total requested grant amount.. Please refer to the Applicant Guidelines for more details.

## **SECTION VI: Application Process**

### **How do I apply?**

Step 1: Visit the Alberta Industry Skills grant website at <https://www.alberta.ca/workforce-strategies-grants> and review the Alberta Industry Skills grant Applicant Guidelines.

Step 2: Use and complete the Alberta Industry Skills grant Call for Proposal Applicant Form and Itemized Budget Template.

Step 3: Submit all documents including partner letters to [IWP@gov.ab.ca](mailto:IWP@gov.ab.ca).

***Applications that do not follow the proper procedures and forms will not be accepted.***

# Appendix A: Terms and Definitions

**Cohort:** a group of at least three participants taking the same training.

**Contractor / sub-contractor:** a person or company that carries out work (provides materials, training curriculum, labour or services) for a business or organization as part of a larger project.

**Employer:** an eligible business or organization who qualifies for AIS grant funding, including individual employers and organizations acting on behalf of employers in the private and not-for-profit sectors. Employers must be for-profit to apply as a Primary Applicant.

**Good standing:** Workers' compensation premiums are paid; no outstanding or active Occupational Health and Safety (OHS) convictions; no stop work orders and/or any Employment Standards orders are resolved. Additionally, applicants/recipients cannot be involved in matters relating to filing for protection from creditors, any form of bankruptcy, insolvency receivership or creditor protection at the time of application or duration of grant term.

**Industry or occupation credential or certificate:** includes short duration courses (10 hours or less) such as CPR, First Aid, WHMIS, Safety, H2S, work-related computer skills (such as Computer Assisted Drafting and Design, accounting spreadsheets), as well as longer duration courses (greater than 10 hours) such as professional, recognized skill standard, license or occupational proficiency.

**Industry Associations:** For this program, industry associations are defined as an organized group of individuals and businesses that collaborate to promote the business interests of a specific industry. Industry associations often focus on improving standards, providing training, and advocating for the interests of their members.

**In-House training:** training or instruction that is designed specifically for a company's own employees.

**Instructional hours of training:** courses must have mandated or assigned training hours in which trainees are engaged in directed programming and learning activities and **interact with** the training provider. The instructional hours can be blended, provided individually or in a group setting and delivered online, onsite or in a classroom by an accepted third-party training provider.

**No credential/certification:** a trainee who completed the training but did not receive formal documentation (i.e., did not earn a record of completion, grade, mark, credential or certificate).

**Partnership:** A partnership is an association or relationship between two or more individuals, corporations, trusts or partnerships that join to carry on a trade or business.

**Primary contact:** the person who has the legal authority to act on behalf of their organization (company or association) in submitting the application, has signing authority to legally bind the agreement and will act as the fiscal agent that attends to financial and administrative issues of the grant agreement.

**Reside (in Alberta):** Trainees must have an Alberta primary address.

**Service providers:** A service provider is an individual or entity that provides services to another party. The provision of services between a service provider and a company is typically governed by a service agreement. Examples of potential service providers for a company are advisors, individual consultants, law firms, design shops and investment banks.

**Training providers:** a person or organization who provides training, curriculum development, coaching, mentoring, consulting, etc.

**Trainee:** persons identified by the employer or industry association as someone who would benefit from a training course under the AIS grant agreement.

**Upskilling or upgrading:** training required to advance, progress, or move to a different and/or better job.