

Talent City Vaughan 2023 Program Criteria

Talent City Vaughan is a funding program designed to support workforce development within the City of Vaughan. The program provides funds for eligible non-profit community and social service organizations to host training programs for Vaughan residents or employees of Vaughan-based businesses. Programs can involve a wide range of micro-credentials, up-skilling and re-skilling programs that will allow Vaughan residents or employees of Vaughan based-businesses to meet the needs of the City’s growing economy. Applicants’ training programs must provide Vaughan residents or employees of Vaughan-based businesses with new skills that either help to secure gainful employment or remain employed at their current employer. Programs can be offered online or in person where appropriate and necessary. Eligible non-profit community and social service organizations will have the opportunity to apply for the following funding:

Funding Amount	Number of Program Participants
\$5,000	10
\$7,500	10-19
\$10,000	20+

**Organizations do not need to be located in Vaughan; however, grant funding will only be provided for programs that target Vaughan residents or employees of Vaughan-based businesses.*

1. Program Timeline

Activity	Date
Information session 1	April 12, 2023, from 12:00 – 1:00 pm
Information session 2	April 19, 2023, from 12:00 – 1:00 pm
Application period closes	May 12, 2023, at 4:30 p.m.
Review and selection of funding recipients by an external adjudication panel	May
Funding recipients publicly announced	June
Recommended program start date	September 2023
Program completion date	December 2023
Final program reporting due	January 10, 2024

- To sign up for an information session please complete the [2023 Talent City Vaughan Applicant Eligibility Form](#).
- It is recommended that training programs commence in September 2023 and conclude in December 2023. This is to provide funding recipients with the opportunity to develop training materials and market their programs over the summer to Vaughan residents or

employees of Vaughan-based businesses.

2. Program Application

Organizations' written applications must demonstrate how their proposed training/skills development program will support workforce development in Vaughan. The following questions must be included in applicant's written application and follow SMART (Specific, measurable, attainable, relevant, time-sensitive) goal setting.

1. Background information on your organization, including experience providing training programs.
2. Description of key staff involved, including their relevant experience. (If necessary and available please also include information if a trainer will be procured to host the training)
3. What does the proposed training program involve? Please provide a brief training itinerary, including the skills participants will gain, the outcomes expected from the program and dates for when your training program will occur.
4. How will the training be provided (Online, in person etc.)?
5. How will you market your training program to Vaughan residents or employees of Vaughan-based businesses? And what is your participation target for the proposed program?
6. How much is the program expected to cost? Please provide a succinct breakdown of all costs. (If Talent City Vaughan does not cover the total cost of your proposed training program, please include a complete budget, and identify where Talent City Vaughan funding will be utilized)
7. Applicants must also describe any training prerequisites, their planned outreach to under-represented groups (mentioned below), and the selection process of program participants.

To ensure that marginalized segments of the population are included, organizations are asked to include at least one of the below-marginalized groups. Organizations that include the following marginalized groups will be weighted higher in selection for funding:

- Immigrants and racialized communities
- Women, in particular mothers with young children
- Workers in low-wage jobs
- Youth - Between the ages of 15-29

Organizations can also partner with a Vaughan-based business and directly offer the proposed training program to that business' staff. It is recommended that if you are interested in partnering with a Vaughan-based business to please identify and discuss your application with the business prior to submitting a final application.

3. Eligibility Criteria

To be eligible to receive Talent City Vaughan funding applicants must:

- Be a registered not-for-profit
- Have historically offered training programs to communities for the purpose of workforce development
- Propose training that serves Vaughan residents or employees of Vaughan-based businesses (Please note if your training program serves residents from other municipalities, you are eligible to apply for Talent City Vaughan funding, however funds from this program can only be allocated towards Vaughan residents or employees of Vaughan based businesses)

Businesses not eligible to receive funding include:

- For-profit organizations
- Multi-level marketing organizations

4. Eligible Use of Funds

Grant funds cannot be used for ongoing operations or existing programs. Applicants approved to receive grant funding must use the funds to run skills development programs for Vaughan residents or employees of Vaughan-based businesses.

Eligible use of funds include:

- Training and skills development programs for Vaughan residents or employees of Vaughan-based businesses

Funding cannot be used for the following:

- For hiring of staff (Funding can be used to hire an external trainer but only if those trainers' sole responsibility is managing or running the proposed training program)
- To service existing debts
- To cover travel-related expenses
- To cover general business operating expenses

5. Application Submission

Final applications must consist of the following:

1. Written proposal that includes answers to the above questions (Please provide your written application in either .pdf or .docx format)
2. Verification that your organization is a registered not-for-profit
3. Any supporting materials you deem necessary to include with your written application

Final Applications must be emailed to ed@vaughan.ca with the following subject line: "2023 Talent City Vaughan Application: "Your Organization Name".

Applications close May 12, 2023, at 4:30 p.m.

6. Program Requirements and Reporting

If selected to receive Talent City Vaughan funding, recipients will be required to complete the following:

1. Economic Development will provide the following documents that must be signed and returned:
 - a. Grant agreement
 - b. Signed consent and release form
 - c. Media release form
2. Funding recipients will provide finalized program itinerary and marketing materials prior to their training program beginning.
3. Funding recipients will meet with Economic Development staff at a minimum of once a month to provide ongoing updates on the status of their training programs.
4. Funding recipients are required to have their training participants complete entrance and exit surveys (Questions will be provided by Economic Development staff).
5. Funding recipients must provide proof of how the funding was disbursed
 - a. Send a .zip folder with receipts to show proof the grant was spent on items identified in the grant application budget
6. Funding recipients will complete a program review report which details the successes of their training program.
7. Funding recipients will provide access to program participants' contact information (name, address, telephone number, email address or place of employment) for future follow-up and assessment of newly acquired skills and participants' ability to obtain gainful employment or remain at their current employer

Please note that to receive the first funding disbursement organizations will need to complete item one (1). To receive the final cheque disbursement recipients will need to provide Economic Development staff with items four to seven (4-7) by January 10, 2024.

Economic Development staff will provide funding recipients with reporting templates and a marketing package that includes Talent City Vaughan graphics that can be used to support funding recipients' marketing efforts.

8. Application Adjudication

The City of Vaughan's Economic Prosperity Taskforce will establish a panel of three members, responsible for the judging and selection of applicants and reserves the right to disqualify any participant that, in its sole judgment, violates the spirit of the program and its guidelines, process and rules. Grant review committee decisions are final.