

## Talent City Vaughan 2024 Program Criteria

Talent City Vaughan is a funding program designed to support workforce development within the City of Vaughan. The program provides micro-grants 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 micro grants:

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

*\*Non-profit 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

Application intake will begin on Tuesday April 2, 2024 and applications will close on Tuesday April 30, 2024. Please see the below table for other important program dates:

Activity	Date
Information session 1*	April 16, 2024, from 12:00 – 1:00 pm
Information session 2*	April 18, 2024, from 12:00 – 1:00 pm
Application period closes	April 30, 2024, at 4:30 p.m.
Review and selection of funding recipients by an external adjudication panel	May 2024
Funding recipients publicly announced	Early June 2024
Recommended program start date**	September 2024
Program completion date	December 2024
Final program reporting due	January 10, 2025

*\*To sign up for an information session please complete the [2024 Talent City Vaughan Applicant Eligibility Form](#).*

*\*\*It is recommended that training programs commence in September 2024 and conclude in December 2024. 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' application for grant funding will consist of a written application that demonstrates how their proposed training program will support workforce development in Vaughan. The following questions must be included in the 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? 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 a Talent City Vaughan grant 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

***Organizations that are successful in obtaining grant funding will need to provide the City of Vaughan with a certificate of insurance (COI) from your insurance broker that names the "Corporation of the City of Vaughan" as an "additional insured" on your liability policy - this should not cost any additional fees from your broker.***

### 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 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 questions in section 2 (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](mailto:ed@vaughan.ca) with the following subject line: “2024 Talent City Vaughan Application: Name of Organization”. Applications close April 30, 2024, at 4:30 p.m.**

## **6. Program Requirements and Reporting**

If selected to receive a Talent City Vaughan grant, 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. Grant recipients will provide finalized program itinerary and marketing materials prior to their training program beginning.
3. Grant 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. Grant recipients are required to have their training participants complete entrance and exit surveys (Questions will be provided by Economic Development staff).
5. Grant 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. Grant recipients will complete a program review report which details the successes of their training program.
7. Grant 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 grant disbursement organizations will need to complete item one (1). To receive the final grant disbursement recipients will need to provide Economic Development staff with items four to seven (4-7) by January 10, 2025.***

## **8. Application Adjudication**

The City of Vaughan’s Economic Development department will create a panel made up of three external workforce development professionals who will be responsible for the judging and selection of applicants. The adjudication panel reserves the right to disqualify any participant that, in its sole judgment, violates the spirit of the program and its guidelines, process and rules. Adjudication panel decisions are final.