

Talent City Vaughan 2026 Program Criteria

Talent City Vaughan offers micro-grants to eligible non-profits for training Vaughan residents or employees of Vaughan-based businesses. These programs, available online or in-person, focus on micro-credentials, up-skilling, and re-skilling to help participants secure or retain employment.

Eligible non-profit community and social service organizations will have the opportunity to apply for the following micro-grant levels:

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 Thursday, July 2, 2026 and applications will close on Friday, July 31, 2026. Please see the below table for other important program dates:

Activity	Date
Information session 1*	Tuesday, July 21, 2026, from 12:00 – 1:00 pm
Application period closes	July 31, 2026, at 4:30 p.m.
Review and selection of funding recipients by an external adjudication panel	August 2026
Funding recipients publicly announced	Late August 2026
Recommended program start date**	September 2026
Program completion date	December 2026
Final program reporting due	January 29, 2027

****To sign up for an information session please register through Eventbrite for the [2026 Talent City Vaughan Information Session](#).***

*****It is recommended that training programs commence in September 2026 and conclude in December 2026. This is to provide funding recipients with the opportunity to develop training materials and market their programs 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. If you have received Talent City Vaughan funding in the past, please provide examples of success stories and key performance results from your completed program.
2. Description of key staff involved, including their relevant experience. If available, please include a description of any external trainers that will be used in your training program.
3. A 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? Please specify exactly how exactly your training will target and serve Vaughan based residents and/or employees of Vaughan-based businesses.
6. What is your participation target for the proposed program?
7. A budget breaking down how much the program is expected to cost and itemized list of projected expenses related to running the training program. If Talent City Vaughan does not cover the total cost of your proposed training program, please include a complete budget, and identify where and how the Talent City Vaughan funding will be utilized.
8. 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
- Racialized communities
- Women, in particular mothers with young children
- Workers in low-wage jobs
- Youth, between the ages of 15-29
- Persons with disabilities

****Organizations can also partner with a Vaughan-based business to offer the proposed training program directly to the business' staff. It is recommended to 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 professional 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. In your application, please specify exactly how exactly your training will target and serve Vaughan based residents and/or employees of Vaughan-based businesses.

Organizations 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 can only be used for the specific training program that you are submitting for the Talent City Vaughan program; the funding cannot be used for ongoing operations. 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

Ineligible use of funds include:

- 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 transportation-related expenses*
- To cover general business operating expenses

If you have any questions regarding the application process you can email Barbara Jung, Economic Development Coordinator at barbara.jung@vaughan.ca

**Transportation-related expenses for program participants may be considered, please get approval from City staff.*

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 with the following subject line: “2026 Talent City Vaughan Application: Name of Organization”. Applications close July 31, 2026, at 4:30 p.m.

6. Program Requirements and Reporting

If selected, recipients will receive the Talent City Vaughan grant in two disbursements.

Phase A. To receive the initial grant disbursement, organizations must complete the following before the start date of the proposed training program.

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
 - d. Proof of insurance
2. Grant recipients will provide a finalized program itinerary and marketing materials prior to their training program beginning.

Phase B. To receive the final grant disbursement, organizations must complete the following and submit final program reporting materials by **January 29, 2027**.

1. Grant recipients will meet with Economic Development staff once a month to provide program updates on the status of their training programs.
2. Grant recipients must submit the following final program reporting materials:
 - a. Program Review Report – Complete a program review report that details the successes of their training program.
 - b. Updated Actualized Grant Budget – Provide proof of how the funding was disbursed. Send a .zip folder with receipts to show proof the grant was spent on items identified in the grant application budget.
 - c. Participants’ Contact Information – 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.
- d. Completed Entrance and Exit Surveys – Ensure training participants complete entrance and exit surveys. Survey questions will be provided by Economic Development staff.

7. 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.