

Encouraging Employment – Inclusion Grants

Creating Inclusive Workplaces



Encouraging Employment Grant- Purpose and Process

Purpose:

The Encouraging Employment Project provides Inclusion Grants to enhance employer capacity to develop inclusive and sustainable workplaces in the Alberta business community. These Inclusion Grants support employers to hire job-seekers with developmental disabilities who have had limited past work experience. The Inclusion Grants will serve to enhance existing employment service provision in the Calgary and Edmonton regions by providing additional tools for engagement. The project will provide job-seekers with the opportunity to build their skills, while giving them the chance to have meaningful employment and grow within companies in permanent positions. The project offers employers an opportunity to offset the typical costs of orientation, training and first year employee development. This grant is offered from April 2019 to August 2020.

Eligibility:

- Job seekers with a developmental disability who are 18 years of age or older and receiving employment support from an *eligible service provider.
- Must be a new employee not an existing one - unless it is to support job advancement.
- Business must have been operational for at least 12 months.
- Must be a permanent position with full intent of the employment continuing past the grant.
- Apprenticeships are eligible (pending review).
- Paid internships are eligible (pending review) but must be a minimum duration of 12 months.

*See Service Provider Employer Engagement Standards Agreement

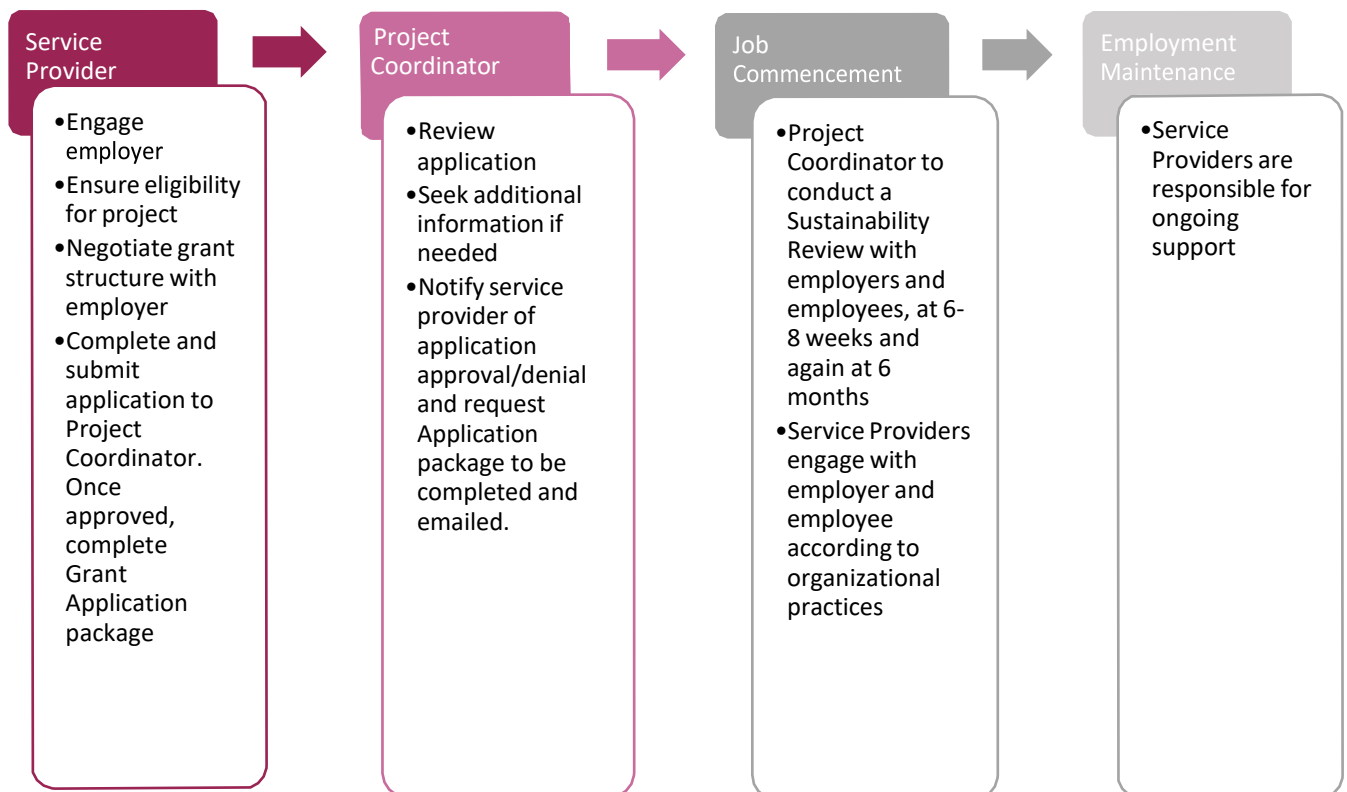
All decisions regarding eligibility of job seekers and employers for this program and grant amounts will be made by Calgary Alternative Employment Services (CAES) and Gateway Association.

An eligible application does not guarantee approval of an Inclusion Grant.

Grant Priorities:

- Established, small to mid-sized locally owned businesses
- Job seekers who are young adults and/or have limited employment experience and work history
- Companies with lower turnover rates - and opportunities for advancement
- Companies / positions which pay a living wage
- Consideration will be given to employers interested in using the grant in creative ways which benefit the company and employee equally including but not limited to job carving, advancement training, and bonuses for employee mentors contributing to employment sustainability.

Encouraging Employment - Inclusion Grant Process:



Encouraging Employment Grant Fund Distribution Options:

Option 1	Option 2	Option 3
<ul style="list-style-type: none">• 0-3 months: 2/3 funded by the grant• 4-6 months: 1/3 wage• Review between 6-8 weeks to ensure sustainability of employment match.	<ul style="list-style-type: none">• 0-12 months: Maximum available under option 1 to be disbursed monthly for up to 1 year• 1 year rationale is to enable employment longevity• Review between 6-8 weeks to ensure sustainability of employment match.• Additional review at month 6 to ensure sustainability of employment match.	<ul style="list-style-type: none">• 0-12 months: Maximum available under option 1 to be disbursed quarterly for up to 1 year• 1 year rationale is to enable employment longevity• Review between 6-8 weeks to ensure sustainability of employment match.• Additional review at month 6 to ensure sustainability of employment match.

Data and Evaluation:

Application, agreement and performance evaluation forms will solicit relevant information from service providers and employers for data collection to better support employment for persons living with developmental disabilities in Alberta. Information may also be collected through reporting and evaluation measures and through surveys.

Forms:

1. Application Form

Includes: hours/week, wage, fund distribution option requesting, rationale.

2. Application Package (to be completed after grant approval)

Includes:

- Employment Profile (job description, accommodations plan, performance expectations)
- Service Provider Employer Engagement Standards and Protocol (to ensure that the employer's capacity for inclusion is being effectively supported)
- Employer Agreement
- (Fund Distribution Payment Schedule, Labor Standards, Sustainability Review schedule)
- Information Release

Other Forms facilitated by Grant Coordinators:

- Sustainability Review (facilitated by CAES/Gateway)
Emailed 6 to 8 weeks into employment contract
- Survey Monkey Employer and Employee Evaluation form

All grant forms will be hosted on the Calgary Employment First Network website:

<http://www.calgaryemploymentfirst.ca/>

and Pan Disability Connection website:

<http://www.pdconnection.org/>

Email all completed forms to: inclusion.grant@c-a-s-s.org

Grant Coordinators:

Edmonton Region - Renate Burwash

Gateway Association

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