



Giving Hope Today

Canada Summer Jobs 2023

Quick Facts, Organization Information, and MP Letter/Email

Employment and Social Development Canada is now accepting applications for Canada Summer Jobs (CSJ) grants for 2023.

We recommend you use the online application form, which is available [here](#).

The deadline is 12:00 p.m. on January 12, 2023. You will learn whether you have been approved beginning in **April 2023**.

If you are approved for funding in 2023, please send an electronic or scanned copy of your funding approval letter along with your ministry unit's 6-digit Responsibility Code to Alice (Prianka) Sarkar and copy Bona Zoto in the Legal Department at THQ. The Legal Department will store copies of all approval letters in a central repository of government funding contracts.

Before you apply, please read the [Applicant Guide](#) to understand the 2023 timelines, eligibility criteria, how applications are assessed and what to expect if your application is approved.

When you apply, we encourage you to **send a letter to your Member of Parliament** (sample email text included below) to let them know you've applied as they will be the people who directly approve your application for funding. If you are approved, it will be helpful for your success with the program to invite your MP to visit your site and meet with your CSJ participants. This should be done shortly after receiving approval in April as your MP's calendar can be quite full. This provides an opportunity to raise awareness of your ministry unit's work in the community, and to connect with your local MP, who plays a role in deciding which organizations receive CSJ funding. **Your MP will be back in their constituency for the summer as of June 25.**

It is estimated that the 2023 CSJ program will create up to 100,000 meaningful jobs across Canada for young people between the ages of 15 and 30. As in previous years, private and public sector employers will be eligible to receive funding for up to 50% of the provincial minimum hourly wage. For not-for-profit employers, the funding will be up to 100% of the provincial minimum hourly wage.

Please pay particular attention to the 15 Eligibility Criteria in the [CSJ guide](#) (page 8). You must meet ALL the criteria to be eligible.

Key Dates

- Applications are due by **January 12, 2023, (11:59 a.m., Pacific Standard Time** for online applications)

- Funding confirmations will be sent to employers starting in April 2023
- The earliest job start date is April 24, 2023
- The latest job start date is July 24, 2023
- The latest job end date is September 2, 2023
- The latest date to submit a payment claim is 30 days following the completion of the last CSJ-funded work placement

Providing Opportunities for Underrepresented Youth

The federal government is placing increasing emphasis on equity, diversity and inclusion, aiming to provide opportunities for youth who have historically been overlooked in the job market or who might have greater difficulty finding a first job or a meaningful employment opportunity.

In 2023, CSJ will address the following 5 national priorities:

1. Youth with disabilities
2. Black and other racialized youth
3. Indigenous youth
4. Small business and not-for-profit organizations that self-report as having leadership from groups that are underrepresented in the labour market; and
5. Small Business and Not-For-Profit Organizations in Environmental Sectors

ELIGIBLE YOUTH, EMPLOYERS AND COSTS

Youth

Canadian citizens, permanent residents and youth who have been granted refugee protection who are:

- ✓ aged 15 to 30 years;
- ✓ hired to work a minimum of 6 weeks and a maximum of 23 weeks, starting no earlier than April 24, 2023 and no later than July 24, 2023, and finishing their CSJ-funded job no later than September 2, 2023.

NOTE: Youth do not have to be students who are in school or returning to school in September. Anyone who meets the 3 criteria above is eligible.

Employers

Charity and not-for-profit employer organizations that:

- ✓ provide quality work experiences for youth;
- ✓ provide opportunities for youth to develop and improve their skills; and
- ✓ respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

Costs – What is funded?

- ✓ 100% of your province's or territory's minimum wage for the duration of the CSJ-funded period
- ✓ 100% of Mandatory Employment Related Costs (MERCs) such as EI, CPP/QPP, worker's compensation and employer health/secondary school tax premiums, as well as vacation pay
- ✓ Additional overhead costs for hiring youth with disabilities, to be assessed on a case-by-case basis

NOTE: Employers are encouraged to pay more than minimum wage, however, employers must fund the difference between minimum wage and the amount actually paid.

NOTE: Remember to include an amount for MERCs in your application. Please consult the [Applicant Guide](#) for additional information about MERCs.

ASSESSMENT CRITERIA

Applications are assessed and scored based on their ability to meet the following criteria:

1. Quality work experiences
 - ✓ Youth are paid a wage ABOVE the minimum wage in their province/territory; and/or
 - ✓ The employer intends to retain the youth after their summer job ends; and/or
 - ✓ The youth will be supervised
2. Youth have an opportunity to develop and improve their skills
 - ✓ The employer will establish a mentoring plan between an experienced employee and the youth to help support the skills development of the youth
 - ✓ The employer has identified the skills the youth will develop in areas such as client service, teamwork, communication, digital skills and leadership, among others
3. The job opportunity meets national and local priorities

Employers that do the following will receive additional points on their application for meeting **national** priorities

- ✓ hire youth who face barriers to employment (see the [Applicant Guide](#) for more information about priority youth populations)
- ✓ provide services to persons with disabilities or intend to hire youth with disabilities
- ✓ create opportunities for youth in rural areas (RAs), remote communities, or Official Language Minority Communities (OLMCs)

Employers that meet [local priorities](#) will also receive additional points on their application

KEY ORGANIZATION INFORMATION FOR YOUR APPLICATION FORM

CRA Business Number: 10795 1618

Type of Account: RR

Specific Account: The last 4 digits of your ministry unit's charitable registration number

If you do not know the last 4 digits of your charitable registration number, contact your DHQ to confirm or go [here](#).

Legal Name of Your Organization: The Governing Council of The Salvation Army in Canada

Operating (Common Name): To ensure your application is processed as quickly as possible, use the name of your ministry unit or DHQ **as registered with the Canada Revenue Agency**. To find that name, go [here](#).

Telephone Number: Use your ministry unit telephone number, not the THQ number.

Employer Type: Not-for-Profit

Email, Telephone Number and Mailing Address of the Organization: Use your local contact information, rather than THQ contact information.

Year the Organization was Established: 1909

Number of full-time employees working in **all** Canadian Locations: 7640

Sample Letter/Email for Ministry Units Applying to CSJ

Not sure who your MP is or where to reach them? Look them up [here](#) and send your letter/email to their **Constituency Office** or **Email**. Edit the following letter as needed. The red highlighted areas are specific to your ministry context.

Dear [MP's name],

We are writing to let you know we have recently applied for Canada Summer Jobs funding for 2023 and to let you know about the work we do in your riding. [We are grateful for the support we received from [you/your predecessor] last summer/in previous years and would welcome that support again this year.

The Salvation Army is active in 400 communities across Canada, engaging youth in meaningful work, serving individuals and families in need and striving to live out our core values of Hope, Service, Dignity and Stewardship.

2020 was a year unlike any other, and we were honoured, challenged, and inspired to find new and innovative ways of serving and supporting our communities. At a national level, our organization received generous support from Agriculture and AgriFood Canada to allow us to continue to provide food assistance to more than 233,000 households through our national network of over 250 community and family services centres.

Locally, we [insert a brief description about how COVID impacted how you did ministry – e.g., you moved to online worship services and small group gatherings for seniors, youth, etc., or you adapted your food bank or meal program by delivering food and meals to people's homes or bagged lunches, etc., or you saw a significant increase in the need for support, particularly among [single parent households? youth? working parents?]

As we look ahead in 2023, we hope to hire a young person to [insert a brief description of what you hope to do with the CSJ-funded position], and we would be most grateful for your support.

[As in previous years,] we would welcome the opportunity to share more about our work in the community, and the programs a Canada Summer Job grant would support. Please accept this as an invitation to visit our [church, residence, facility, program], virtually or in person, over the coming months.

Thank you for your consideration. Please do not hesitate to contact me if you have any questions.
Sincerely,

Executive Director/ Corps Officer Ministry Unit Name

cc: your Area Commander, and Divisional Secretary for Public Relations