



SCIENCE HORIZONS INTERNSHIP PROGRAM

Frequently Asked Questions

Q: What is the Science Horizons Internship Program?

A: The Science Horizons Internship Program, funded by Environment and Climate Change Canada, is a wage subsidy initiative that helps provide graduates, under the age of 30, with employment opportunities across Canada in the environmental sector. Program wage subsidies help Canadian employers in relevant sectors hire the qualified professionals they need to grow, innovate and help combat climate change.

Q: What type of organizations are eligible to access funding from Clean Foundation?

A: Employers or hiring organizations can be:

- Legal entities incorporated or registered in Canada, including for-profit and not-for-profit organizations;
- Indigenous organizations (including band councils, tribal councils and self-government entities);
- Provincial, territorial, regional, and municipal governments and their departments and agencies; or,
- Public health, educational (including post-secondary educational institutions) and cultural organizations.

Q: How much does the Science Horizons Internship Program cover?

A: Clean Foundation will subsidize 50% of each intern's salary, up to a maximum of 80% for youth from employment equity groups. Each intern is eligible to receive up to a maximum of \$25,000.

Employment equity groups include women; racialized youth; Indigenous youth; youth living with disabilities; and youth residing in a remote, rural, northern or fly in location.

Q: How long can the internship run?

A: Science Horizon Internship placements must be a minimum length of 6-months with a maximum length of 12-months. For the 2024-2025 program year we can cover placements starting April 1, 2024, to February 28, 2025.

Q: What are the eligibility criteria for participants in this program?

A: Youth who are:

- No more than 30 years of age at the start of the internship;
- Graduated from a post-secondary program;

- A Canadian citizen, permanent resident, or person who has been granted Refugee status in Canada;
- Not in receipt of Employment Insurance (EI) during the internship;
- Not currently working for the hiring organization; and,
- Not currently enrolled in school (cannot be on summer or winter break);
- Legally entitled to work in Canada; and,
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations

Q: When do employer applications open?

A: Employer applications open March 1, 2024, and close March 18, 2024.

Q: What resources and support can we expect from Clean besides the funding?

A: We will be providing some drop-in sessions for employers on March 7, and March 13 2024, to answer any questions that you may have.

Q: When will I know if my application is approved?

A: We plan to inform applicants of their application status by April 1, 2024. All applicants will be notified via email regarding their application status.

Q: How do I calculate my intern's gross salary?

A: The gross salary refers to the overall sum an intern earns before any deductions or taxes are taken out. It includes the employee's base salary or hourly wage for a specific period and includes vacation pay, and the employer's contributions to the Canada Pension Plan (CPP) and Employment Insurance (EI).

Q: How will the new payment structure work?

A: Clean will provide funding as lump sum payments.

- The first installment: 25% of the wage subsidy will be paid within the first 30 calendar days of the intern's start date.
- The second payment: 25% of the wage subsidy will be paid within 90 calendar days of the intern's start date.
- The third installment: 50% of the wage subsidy will be paid at the end of the internship upon receipt of total intern salary and submission of all final reports.

Please note that the subsidy amount is based on the intern's total gross salary and whether the intern is from an employment equity group; we will only be able to cover up to 80% to a maximum of \$25,000.



Q: What provinces does the program run in?

A: The Science Horizons Internship Program is a national program that is open to employers and interns all over Canada.

Q: Am I able to stack funding?

A: Science Horizons allows for 100% stacking, however the below outlined programs are ineligible:

Youth Employment and Skills Strategy (YESS) Partner Programs

1. Youth Employment and Skills Strategy Program / Canada Summer Jobs / Goal Getters (ESDC)
2. Youth Employment and Skills Program (Agri)
3. Housing Internship Initiative for First Nations and Inuit Youth (CMHC)
4. Young Canada Works (Canadian Heritage)
5. Science and Technology (S&T) Internship Program - Green Jobs (NRC)
6. First Nations and Inuit Youth Employment Strategy and Income Assistance Partnership (ISC)
7. Computers for Schools Intern / Digital Skills for Youth (ISED)
8. Industrial Research Assistance Program / Youth Employment Program (NRC)
9. Young Canada Works / Youth in Operations and Outreach, Indigenous Youth Guardians, Outreach, Provincial Territorial Municipal, Parks Culture & Parks Diversity (Parks Canada)
10. International Youth Internship Program (GAC)

Please note you cannot also stack funding with other Science Horizons delivery agents.

Q: Can internships be done remotely?

A: Internships can be done remotely.

Q: What happens if my intern gets fired or quits?

A: In the event that your intern is terminated early, you must provide notice to Clean immediately. The total wage subsidy for early termination will be a maximum of 80% of the gross salary. If the intern's final wage subsidy is less than the total amounts received in the first or second installments, an invoice will be issued to the employer to recover the excess funding.

Any outstanding balance must be paid back to Clean within 15 days by cheque, EFT, or e-transfer to finance@cleanfoundation.ca.



Q: How do I provide proof of salary for my intern?

A: Every month, your company will need to upload proof of salary in the form of an attestation letter signed by a chartered professional accountant (CPA), or someone who has signing authority in your organization for your intern.

Q: Is there any additional funding for training for my intern?

A: As part of the Science Horizons program, you can request funding for wrap-around services. As a participant in the program, your intern is eligible for a subsidy of up to 50-80% to a maximum of \$5,000 CAD to cover wrap-around services. Employers are eligible to submit a request within the first 90 days of contract signature or intern start date (whichever comes later).

Wrap Around Services Guidelines

There are two ways for employers to get reimbursed for wrap-around services:

- 1) 50%-80% of the wrap around services requests will be covered by Clean and the employer will be expected to cover the other 20%-50%.
- 2) 100% of the wrap-around services is funded by ECCC with the caveat that overall total internship costs must be minimum of 20% paid by employer.

Please note that these wrap around services are in place to support the intern's role. All equipment purchased must remain with the intern(s) after the internship period has ended.

Q: What type of reporting is required?

A: Both employers and interns are expected to complete reports throughout the internship. Employers and interns each have to complete a short survey after onboarding is complete a mid-point check-in and a final report that would need to be completed at the end of the internship.