



# Indigenous Wage Subsidy Initiative

## Application Guide - 2024

This document is intended to provide support for each section of the application and additional appendices. Note, you **cannot** save your application and return to it later. It is recommended to read through this document before you begin to ensure your application is completed properly and fully. If you have questions or concerns, please contact Bryson Smith, Senior Wage Subsidy Lead at Clean Foundation directly at [bsmith@cleanfoundation.ca](mailto:bsmith@cleanfoundation.ca).

### **PRIOR TO STARTING THE APPLICATION:**

Ensure you have the following information:

- Company/organization contact information and department information (if applicable) including organization main focus and federal riding
- Primary and secondary (if applicable) contact information
- Employment details
  - Project title, job title, location and description
  - Primary project focus
  - Requested number of employees
  - Intended hourly rate of pay
- Any health and safety plans in place for position
- Any sources of additional funding for the position

### **CONTENTS**

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### **SECTION A – GENERAL ORGANIZATION INFORMATION**

This section asks for general information regarding your organization and staffing.

#### **Legal Name of Hiring Organization**

Legal Company Name as should appear on your Employer Contract if successful.

### **Division/Department**

If a specific division in your organization is the one applying for the Indigenous Wage Subsidy Initiative, please indicate here.

### **Address Fields**

Please provide a street address, not a P.O. Box. This information is required for federal and provincial funding applications.

### **Province**

Companies need to be Nova Scotia-based companies or operating a branch of the company in Nova Scotia to be eligible for funding through our program. On a case-by-case basis, some exceptions may be made for companies based out of another province who are actively working on projects in Nova Scotia.

### **Riding Selection**

In order to secure funding for the Indigenous Energy Project, Clean submits applications for federal and provincial funding. These funding pools are based on provincial and federal ridings and therefore we need to know your "home base". This information should reflect the "home base" for where the employee will be working – generally this will be your office address.

### **Federal Ridings**

Please select your riding from the following list. *Note: the boundaries of the federal ridings changed in 2012. If you are not sure of the riding your organization is in, please check the online maps at [Nova Scotia - Electoral Districts Maps and Descriptions](#)*

Cape Breton–Canso  
Central Nova  
Cumberland–Colchester  
Dartmouth–Cole Harbour  
Halifax  
Halifax West  
Kings–Hants  
Sackville–Preston–Chezzetcook  
South Shore–St. Margarets  
Sydney–Victoria  
West Nova

### **Company Contact Information**

This refers to general contact information for the host organization such as its website. There are separate questions below specific to the primary contacts. For national organizations, please provide the web address for the Nova Scotia branch when possible. Similarly, specific departments can provide the web address for their respective department when possible.

### **Size of Business and Number of Staff**

Please select the size of the organization based on the parameters for number of staff outlined in the application. This is not department specific. Please indicate the number of staff for the organization as a whole. If exact number is not known, a range can be provided. For larger national organizations, you can simply note the number for the Nova Scotian branch, but please specify this.

- Small Business (<30 Staff)
- Medium Business (30-70 Staff)
- Large Business (>70 Staff)

### **Organization Description**

Multiple answers can be selected so please select all that apply.

- Charity – with a charitable organization number
- Community Group – group or organization which works for the public benefit
- Consulting Agency or Organization
- Educational Institution (e.g. post-secondary college or university)
- Government Organization (Municipal or Provincial)
- Indigenous Community and/or Indigenous Organization
- NPO (Nonprofit Organization) or NGO (Non-Governmental Organization)
- Social Enterprise – A cause-driven business whose primary reason for being is to improve social objectives and serve the common good
- Start-Up Company
- Other

### **Organization Mandate**

Brief description, no more than 100 words.

### **Organization Focus**

Select which of the choices provided best describes your organization or your specific department (for larger organizations).

### **New Employer or Returning Employer**

Please let us know if this is your first time applying for the Indigenous Wage Subsidy Initiative. If it is, it will be very helpful to know how you found out about us.

## SECTION B – SPECIFIC CONTACT INFORMATION

This section asks for specific contact information for primary and secondary contacts or supervisors. Note this section needs to be accurate, as important information regarding the program and employees will be sent to the contact(s) identified here. **If information in this section changes at any point, please let us know as soon as possible by emailing Bryson Smith at [bsmith@cleanfoundation.ca](mailto:bsmith@cleanfoundation.ca).**

Although only a Primary Contact information is required to apply, providing a Secondary Contact is highly encouraged to ensure easy communication throughout project/program.

If you do not have accurate information currently, simply select not available (N/A) and send to us as soon as possible.

## SECTION C – EMPLOYMENT PROJECT AND EMPLOYEE(S) POSITION

This section is specific to the Indigenous Wage Subsidy Initiative employees and the project they will be working on.

### **Project Title:**

Please be specific, especially when submitting multiple applications from the same organization. These titles will be used to distinguish employees' projects. An internal project code will be assigned to a project when multiple applications are received from the same organization.

### **Project Description**

Give a brief but detailed description (300 words maximum) of the project that the employee(s) will be working on. The entire project can be based around the individual work of the employee(s) or the employee(s) can be part of a larger project within your organization. Provide overall project goals and scope of project. Emphasis should be placed on demonstrating the projects relation to the environment, community impact, impact on the field, industry and/or any innovation or nuances of this project. What constitutes a “project” may vary from organization to organization. If unsure whether the type of work you are considering would constitute as an employee project, please reach out to Bryson Smith at [bsmith@cleanfoundation.ca](mailto:bsmith@cleanfoundation.ca) for guidance.

### **Employee Job Title:**

Please be specific, especially when submitting multiple applications from the same organization, avoid jobs with the same name or similar title even if from different departments. These titles will be used to distinguish employment projects.

Note: A good job description will help your position stand out on the job board. Avoid vague or broad titles like "Coordinator". A more effective title would be "Biodiversity and Ecosystems Project Coordinator".

### **Employee Role Description**

Give a brief overview (300 words maximum) of the work the employee(s) will be doing in relation to the overall project. Emphasis should be placed on describing the quality of the placement.

Note: This is **not** the full job description. The full job description will be requested if the application is successful. This description should provide a clear summary of what the employee(s) may be doing and how it fits into the overall project/organization.

### **Project Location:**

Enter the site/location where most project activities will occur if different than organization address.

### **County**

Please choose where the project will take place based on the list of Nova Scotia counties listed. Enter the site/location where most project activities will occur. If there are several major project sites, then simply indicate the county the organization is located in.

### **Virtual or Remote Work**

Some roles may be suitable for remote work regardless of public health restrictions in place during the work placement. Please indicate whether employees will be working remotely, in-person or a combination (hybrid). If they will be working in-person, indicate whether the position has options for remote work if needed. Employees are still required to live in the province for the duration of the work placement, even if the position is partially or completely remote.

### **Project Focus**

Please select which of the choices listed most accurately highlights the focus of the project described above.

### **Climate Change and Clean Technology**

If your project helps to adapt to or mitigate the impacts of climate change and/or relates to the use or development of clean technology, please outline in this section. This is necessary for

statistical and funding purposes. Please indicate N/A if these are not directly applicable to your project.

### **Digital or Technology Component**

If your project has digital, technology or software-related tasks, please outline in this section. The definition of digital, technology-component or software can be quite broad so if uncertain, simply outline anything the employee(s) may do in their role that is on a computer or uses a piece of technology for consideration. This is necessary for statistical and funding purposes.

### **Requested Work Term**

Clean Foundation works to develop the clean economy workforce and support employment equity. To do this, Clean provides equitable employment opportunities for all Indigenous people residing within Nova Scotia. The Indigenous Wage Subsidy Initiative offers a work placement opportunity to all Indigenous people across Nova Scotia. Work placements can be anywhere from a two-month contract to an eight-month contract.

Please indicate the duration (i.e. 3-month or 8-month) and number of employees you are requesting. Typically, more positions are requested than funding can accommodate. Therefore, all projects undergo a formal review by a jury and are ranked based on criteria developed out of this application in mid-January. It is with these results that Clean finalizes the number of employees approved per project; this number may be less than the requested amount by your organization/company. **If your project requires a minimum number of employees to run, whether for safety or other reasons, please make this known in the 'Additional comments' section.**

## **SECTION D – BUDGET AND FUNDING**

In an effort to provide more people with placements, the Indigenous Wage Subsidy initiative will be providing a subsidy up to a maximum amount of 80% of the salary of each approved employee (up to 8 months). Each employee is eligible to receive up to \$10,000.00. Any additional costs related to the project (day-to-day travel, materials and supply cost in excess of that stated above, such as specialized training, accommodations, safety equipment, etc.) will be the responsibility of the host.

MERCs\* – Mandatory Employment Related Costs (including 4% vacation pay, WCB, EI, etc.)

### **Matching Funds**

Please identify where these matching funds will come from and whether they are confirmed or not.

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## SECTION E – OCCUPATIONAL HEALTH AND SAFETY

Clean takes safety very seriously and approved hosts will be responsible for completing and providing Clean with safety documentation including Hazard Assessment forms and demonstrating that the work environment is safe for employees. Please sign off that you understand this section on the application form.

Your proposal will not be judged on your capacity to develop safe work practices (SWPs), or other safety documents. This information will be used to ensure we give hosts adequate support prior to Indigenous Wage Subsidy Initiative placements.

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