
Students Supporting Communities Program Program Guidelines

Advanced Education, Skills and Labour
Government of Newfoundland and Labrador

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Please read this entire Program Guidelines document. The information contained in this guide will become part of the agreement with the Province of Newfoundland and Labrador for the delivery of the Students Supporting Communities Program.

1. Students Supporting Communities Program

Introduction

The **Students Supporting Communities Program (SSCP)** provides funding to assist **private sector businesses, municipalities, and not-for-profit organizations** create summer employment for post-secondary students.

The Students Supporting Communities program provides a grant to assist private sector, municipalities, and not-for-profit organizations create summer jobs for students to assist with vulnerable populations, particularly related to the social isolation during COVID-19.

A request for applications will be issued on Wednesday, May 13, 2020. Proposals will be sought from employers and organizations (municipalities, non-profit, and private sector) to hire students with a focus on delivery/support services and technology supports service for vulnerable populations.

Vulnerable populations may include persons with disabilities, seniors, newcomers, women fleeing violent relationships, and low-income families and individuals. During these times many are facing challenges and as a result vulnerability; people with underlying chronic health conditions, or a compromised immune system; severe and persistent mental illness; difficulty communicating, accessing transportation or medical care; socioeconomic barriers, including homelessness; or social or geographic isolation. Many people are unable to leave their home, or choosing to maintain social distancing.

A \$3,500 grant will be issued for a student placement, which includes:

- \$2,880 to hire a 30 hour per week position for eight weeks at \$12.00/hour (e.g. this can be one position at 30 hours or two positions, if part-time hours);
- \$432 maximum for mandatory employment related costs; and
- \$188 for incidentals related to position (e.g., gas allowance; long distance charges).

Applications will be received up to noon on Monday, May 25, 2020. It is anticipated approvals will be issued on Monday June 1, 2020.

The Official Approval that will be communicated to all successful applicants will be the definitive document of the number of positions, hours per week and number of weeks approved, regardless of what is requested at time of application.

Further details on the program can be found in the relevant Terms and Conditions, which can be found at <https://www.gov.nl.ca/aesl/files/Terms-and-Conditions-Students-Supporting-Communities-2020.pdf> This includes employer responsibilities, maximum and minimum hours and weeks, and duration of the program.

2. Labour Market Programs Support System (LaMPSS)

The SSCP is administered by Advanced Education, Skills and Labour using the Labour Market Programs Support System (LaMPSS). LaMPSS is an online system used to administer the department's labour market programs, including SSCP in Newfoundland and Labrador.

The **first step** to apply for funding under the department's labour market programs, including SSCP, is to **register your organization in LaMPSS. This is a one-time process**, required the first time you want to apply for funding using LaMPSS. Once the registration is entered into LaMPSS, your information will then be stored. LaMPSS provides you with the ability to:

- Submit applications for funding online;
- Submit activity and financial reports online;
- View current and past funding agreements and payment history;
- Update your own organization information in LaMPSS;
- Identify your government contact person for information on your agreement(s); and
- Receive ongoing user/technical support.

If your organization has not previously registered with LaMPSS, you can do so on-line using the LaMPSS registration form at http://www.aesl.gov.nl.ca/lampss_public/index.html.

Once registered, your organization will be provided with user access enabling the ability to utilize the LaMPSS self-service capabilities.

3. Applying for SSCP Funding

Applying Online

Once registered as a LaMPSS user, you can apply for funding online using the self-serve capability through your organization's Home Page using: your supplied Organization number, User ID and Password. Simply go to: <https://lampss-org.aes.gov.nl.ca/login/login> to log in and apply.

If you are having difficulty with the process or unable to complete an application for funding online, please contact **1-800-563-6600** or employmentprograms@gov.nl.ca. Staff will redirect you to someone who can assist with the on-line application. Only under exceptional circumstances will a paper application be accepted.

Completing an Application Form

This section provides supporting information that you will need to complete the application form outlining required content. **Any fields with an asterisk are required and cannot be blank.**

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online through your Organization's Home Page, this information will be pre-populated from the information submitted in the LaMPSS registration process.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: Employer Name – Students Supporting Communities
Agreement Start Date	Provide the proposed start date of the project (employment).
Agreement End Date	Provide the proposed end date of the project (employment).

Past Agreements

If you have had past agreements with the Department, please provide information relating to them. Include previous agreement number, if available.

Project Description

Please provide a brief outline of the project. The **following six items must be included** in the Project Description.

Number	ITEM
1	The number of students requested
2	The hourly wage for each position (student)
3	The number of hours per week requested per position
4	Identify who will supervise the student
5	A brief description of any training that will be provided if applicable
6	A brief description of how the student will benefit from this experience, i.e., if it provides career related experience or development of new skills

You do not need to include the duties here as they will be required in a later section. If you wish to expand on the details of the project, a more detailed description can be attached at the end of the application.

Agreement Contact

Provide the appropriate primary contact for your organization including their title and contact information.

Please note the contact(s) should be an individual(s) empowered to negotiate this agreement on behalf of your organization and someone the department can contact to answer any questions or provide additional information if required.

Project Location(s)

Please provide the address information for the location(s), specifically where most of the project activities will take place. If you have not yet secured a location, please enter your main organization address and advise the Department at a later date of the project address.

This information is required to assist the Department in tracking where students are employed across the province. **NOTE:** *If you are an employer applying for multiple “geographically separate” locations throughout the province, a separate application must be completed for these areas i.e., if you have a location in Corner Brook and Clarenville, or St John’s and St. Anthony, etc. then separate applications should be submitted.*

Participants

Enter the total number of Students requested on this project; **i.e., if you are requesting three (3) students, note that here.**

Project Activities

Only one eligible activity is required for this SSCP program – **Work Experience**. On your Application Form provide a brief description of the duties the student will perform.

Activity Name – “Work Experience”	
Activity Description	Please provide a brief description of the duties the student will perform.
Expected Results	Describe the benefit achieved from the approval of a student for your business/organization.
Where does this activity take place	Identify the location for this activity.
Expected number of Project Participants	Enter number of students requested.
Expected number who achieve employment	Use the same number as above.
Activity Budget/ Cost	Overall cost to the employer for the duration of the position(s).

Project Budget

On your on-line Application Form, a table similar to the one below outlines all of the eligible cost categories and items for the SSCP, along with a brief description. Please read the example below to help you enter this information correctly in LaMPSS.

Cost Item	Project Cost	Requested Amount
Wages	A	B
Other Costs	C	D
Subtotal		
Less: Cash Contributions	E	
Less: In-kind Contributions	F	
Total		
Budget Total	Project Cost	Requested Amount
Subtotal	This cell will calculate itself.	This cell will calculate itself.
Less: Cash Contributions	This cell will calculate itself.	
Less: In-kind Contributions	This cell will calculate itself.	
Total	This cell will calculate itself.	This cell will calculate itself.

Approvals under this program will receive 100% of \$12.00/hour plus 15% to help cover the mandatory employment related costs (MERCs).

An example of an organization applying for a positions at the hourly wage rate of \$12.00 per hour for eight weeks each at 30 hours per week is as follows:

Project Cost (A) = $8 \times 30 \times \$12.00 = \$2,880$ plus an additional $15\% \times (\$432)$ equals $\$3,312$ (Project Cost for one student.) Enter the same **Project Cost (A)** amount in the **Requested Amount (B)**.

Other Costs (C) are eligible for reimbursement – this is up to \$188 for incidentals related to position (e.g., gas allowance; long distance charges). Enter the same **Project Cost (C)** amount in the **Requested Amount (D)**.

Enter the **Cash Contribution (E)** as zero, unless you, as the employer, intend to pay the student more than \$12.00/hour, in which case the Project Cost will go up accordingly but the Requested Amount must remain the same based on maximum contributions allowable under the program.

For **In-kind Contributions (F)** enter zero. In-kind contributions are not applicable for this program.

Project Cash Flow

Please provide an estimate of the monthly cash flow (anticipated cost for wages, etc.) for the requested project expenses based on the Agreement Start and End Dates you provided under Project Details.

Legal Signing Officers

Provide the appropriate signing officers for this project and the legal signing officers for your organization. These individuals must have signing authority on behalf of the business / organization and sign Activity and Financial Reports.

Supporting Documentation

If you wish to attach any documents you consider relevant to your application (e.g., detailed project description), attach it by selecting the **Document Type** you want to attach and saving it to your application.

Please take note of the following requirements. Further direction will be sent to you on these requirements, if your application is approved.

Document	Content
Student Contact and Consent Form	A standard Student Contact and Consent form will be required if your project is approved and before funds can be disbursed under the program. This form is required to be completed by the student(s) and returned to the Department within 14 days of the agreement being approved.

Submitting Your Application

Once you have completed the online application, including the attachment of all required documentation, the application is submitted to the Department using the LaMPSS Self-Serve system.

In this section of the application, enter the information that was provided when your organization was registered in LaMPSS – your Organization’s ID, Username and Password using the link:

http://www.aesl.gov.nl.ca/lampss_public/index.html

Click the submit box. You will be connected with the LaMPSS System and your application will be submitted electronically.

4. SSCP Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for SSCP are outlined in your agreement. Reports should be completed online using LaMPSS Self-serve functionality.

Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

Project Activities

The table below outlines the information reporting requirements for each eligible activity for the SSCP.

Activity Type	Work Experience
Start Date	Enter the start date of the agreement.
End Date	Enter the end date of the agreement.
Activity Description	Enter the description of the work completed on the agreement.
Update / Status this Period	Describe the activities that the individual has been involved with and indicate whether or not they are still employed with your organization. Also, indicate if there have been any changes in their hours of work and the number of hours worked during the reporting period.
Number of participants	1

Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Activity Report.

Reporting Notes

Provide any additional information for this reporting period.

Completing a Financial Report

This section provides supporting information required to complete the Financial Report.

Project Costs

Provide the actual costs for each eligible expense for this reporting period.

Supporting Documentation

Payroll documents for the subsidized employee are required for verification purposes; attach them to your Financial Report prior to submission.

Reporting Notes

Provide any additional information for this reporting period.

Submitting Your Reports

Once your organization has finalized your reports, submit them using LaMPSS Self-serve.

Once you have completed the Activity and Financial reports they can be submitted to the Department using the LaMPSS Self-Serve system. The payroll information should be attached at this time.

http://www.aesl.gov.nl.ca/lampss_public/index.html

Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password . Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

If you have completed the Activity and Financial reports on paper, please scan and email your completed reports to agreement manager or employmentprograms@gov.nl.ca.

5. Additional Terms & Conditions – SSCP

Required Submission of Activity and Financial reports

Activity and Financial Reports and copy of the payroll for the student(s) are required to be submitted within the 30 days of the agreement's finish date.

Failure to submit claims as stated will result in the employer's forfeiture of the subsidy.

Public Health Guidelines

Businesses will be expected to follow guidelines and develop plans in order to continue operations throughout the COVID-19 Alert Level System. Guidance documents with health and safety requirements for individuals and businesses operating at each Alert Level can be found at www.gov.nl.ca/COVID-19.

The following measures will continue to be a part of our daily lives at every Alert Level:

- Staying informed and being prepared to follow public health advice.
- Practicing good hygiene (wash your hands, avoid touching your face, cough and sneeze into your sleeve or a tissue).
- Maintaining a physical distance of at least two arm lengths. Use a non-medical or cloth mask when physical distancing cannot be maintained.
- Frequent cleaning and disinfection of high-touch surfaces.
- Staying at home and away from others when you are sick, unless it is to get medical attention.
- Wearing a non-medical or cloth mask if you have symptoms when going out to access health care services.
- Working from home, where possible.
- Continuing to shop online and using curbside pickup, where possible.
- Limiting non-essential travel in and outside of the province.
- Keeping a log of when you go out in public and your interactions with others.

6. Contact Information

For any clarification or additional information, please contact your Agreement Manager directly or call 1-800-563-6600 or employmentprograms@gov.nl.ca.