
Guide to Completing the 2026-27 Community Enhancement Employment Program Application

Note:

- **Sponsoring organizations are responsible for thoroughly reviewing this application guide and adhering to all project administration guidelines.** Failure to do so may result in the issuance of a non-compliance letter, portion of the final payment not being released and/or being deemed as ineligible for future funding.
- Applications must include all required information to allow for proper evaluation.
- Only one application per sponsoring organization will be accepted with each project activity listed separately on the form.
- This program does not fund roadside brush clearing. Please ensure such activities **are not included** in the project description.
- Please ensure activities and costs do not overlap between CEEP and JCP approved projects.
- If funding is approved, sponsors must follow all administration requirements as outlined in the Project Administration Guidelines, available on the CEEP website; <https://www.gov.nl.ca/mca/ceep>

Program Overview

The Community Enhancement Employment Program (CEEP) is a provincially funded program that provides short-term employment. Individuals in rural areas are employed by local governments or community organizations for up to 470 hours so that they may become eligible for Employment Insurance benefits.

The Department provides funding for projects that contribute to tourism development, economic development, community/municipal infrastructure improvements, and community services. The Department also encourages sponsors to develop projects that, through their work, provide skills development opportunities for individuals and ongoing benefits to the region.

In cases where CEEP projects operate during the fall and winter months, sponsors must propose projects that involve indoor work to prevent individuals from working outdoors in adverse weather conditions.

1. Eligibility Requirements

Each project must have a project sponsor. Sponsors are responsible for the overall administration of the project and must understand the program criteria and their specific roles and responsibilities. Sponsors and individuals must meet all program eligibility requirements to be considered for funding or employment.

1.A. Project Sponsors

Type of Organization

Project sponsors must be local governments or established not-for-profit organizations. This includes towns, regional municipalities, Inuit community governments, local service districts and committees located within local service districts, community or economic development organizations, and other not-for-profit organizations.

Project Delivery

Approved projects must be managed and delivered by sponsors, **not contractors**. A representative from the sponsoring organization must oversee the project's progress and manage its finances and administration (e.g., payroll, project final reports). This does not have to be a full-time position and can be filled by a volunteer; however, this individual **cannot** be a worker on the project.

Sponsors who received funding in prior Community Enhancement Employment Programs and did not comply with all program requirements may not be eligible for funding or, if approved for funding, may have additional reporting requirements, monitoring constraints and/or penalties.

1.B. Eligible Projects

The Department funds projects that contribute to tourism development, economic development, community/municipal infrastructure, and community services.

Project sponsors should ensure they will be able to successfully complete their project by February 19, 2027, and are strongly encouraged to propose projects that are not weather-dependent.

Relevant projects could include, but are not limited to:

- **Community/Municipal Infrastructure:** buildings/facilities owned by local governments or community organizations such as town halls, fire halls, community centres, or recreational facilities (e.g., sports facilities, fields, parks, playgrounds, recreational trails or bike paths).
- **Tourism Development/Economic Development:** infrastructure development (e.g., improvements to museums, arts facilities, libraries, heritage sites, tourist trails), and agriculture development, etc.

- **Community Services:** Supports for municipal governments or established not-for-profit groups (e.g. cataloguing, tourism research, costume design, traditional craft development).

If your organization has any concerns related to the potential eligibility of proposed project activities, please contact Employment Support at 1.866.508.5500 in advance of the application deadline to discuss.

Additional Project Information

- **Funding Amounts:** The annual budget for the CEEP is \$4.9 million, from which the Department typically funds approximately 150 projects per year. Sponsors should consider the amount of funding they are requesting to ensure it is realistic given the overall provincial funding available through the program.
- **Trail Development:** If your project includes trail development and/or maintenance, ensure you review the Trail Guidelines Information Sheet from the Department of Tourism, Culture, Arts and Recreation, available on the CEEP Website: <https://www.gov.nl.ca/mca/ceep/>. **A current copy of your registered License to Occupy for the trail you are developing MUST be submitted with your CEEP application.**
- **Collective Agreements:** If project sponsors have a collective agreement with other employees in their organization, they should ensure that the bargaining unit does not consider the project to conflict with bargaining unit work.

Workers' Compensation – Please refer to section 2.C. of Program Administration Guidelines

Worker Eligibility – Please refer to section 1.D of the Project Administration Guidelines

2. Application Requirements

Organizations must complete the CEEP Application form and fax, e-mail or mail it to the Department by **June 26, 2026**. Late applications will not be accepted without managerial discretion.

Explanatory text is provided below for sections B and C of the application.

Please note: Sections B.3 – B.8 of the application deal specifically with the factors the Department uses to assess applications. Sponsors should allow adequate time and should take particular care to provide sufficient detail on each factor to permit evaluation of the application. You may attach additional information if necessary.

Incomplete applications will be returned to the sponsor and could potentially delay the acceptance of your application.

B. Project Information

B.1 Project Title

- A brief description of the project (e.g., Town Hall Renovations; Park Development; Museum Interpretation; Heritage Property Accessibility Ramp).

B.2 Project Community

- Community where the project will be completed.
- If the project will take place in multiple communities, please list all of them.
- If the project does not take place in a community, provide details of the physical location in relation to nearby communities (e.g., snowmobile trail between Community A and Community B).

B.3. Project Description

- The Department is seeking applications for projects that contribute directly to economic development, tourism development, community/municipal infrastructure, or community services.
- The Department encourages the development of projects that support regional economic development. If sponsors have a project that is regional in nature and meets the employment needs of a group of communities, details should be provided in this section.
- Provide details of each activity your organization plans to undertake, including the specific location.
- Describe the objectives and expected results of the project.
- Where applicable, describe plans for maintaining the results of the project on a long-term basis.
- Summarize what you want to do clearly and concisely.
- Avoid using general terms such as routine maintenance, repairs, upgrades and “etc.”
- Although an upfront materials list is not required, you must provide a list of eligible materials on the application amendment once funding has been approved. Sponsors are expected to ensure planned activities do not include materials that would be excluded without special permission.

B.4. Working Conditions

- In consideration of possible adverse weather conditions, the Department is seeking applications that are not hampered by poor weather conditions.
- If the scope of work for your project includes outdoor activities, you must outline plans for alternate indoor work assignments.

B.5. Skills Development Opportunities

- The Department encourages projects that will provide workers with the opportunity to learn or enhance skills that are transferable to the regular labour market.
- Describe any skills that will be learned or enhanced during the project (e.g., basic carpentry techniques, museum cataloguing techniques).

B.6. Inclusiveness and Non-Discriminatory Practices

- Sponsors are expected to use non-discriminatory hiring practices.
- Sponsors are required to indicate the following:
 - a) Whether or not all workers will be equally considered for supervisory roles and wage premium positions. Special measures to reduce gender bias in filling wage premium positions include such things as; having projects that include the need for specialized skills that are not in traditionally male dominated occupations and ensuring that all gender identities are considered for supervisory roles.
 - b) Occupational Health and Safety Regulations require employers, including project sponsors, to ensure there are appropriate washroom facilities available for all workers. This can include, for example access to municipal or other public facilities.
 - c) Whether or not orientation training/respectful workplace training will be provided to workers.

B.7. Occupational Health and Safety (OHS)

- The Department is seeking applications that include clear plans to manage potential Occupational Health and Safety concerns presented by the project’s scope of work.
- Project sponsors should provide details about any OHS issues related to their project and outline a clear and practical plan to manage these issues.
- As employers, project sponsors must ensure that they comply with all occupational health and safety legislation.
 - **OHS Act:** [RSNL1990 CHAPTER O-3 - OCCUPATIONAL HEALTH AND SAFETY ACT](#)
 - **OHS Legislation:** [NLR 5/12 - Occupational Health and Safety Regulations, 2012 under the Occupational Health and Safety Act](#)

PLEASE NOTE: As approved sponsors of CEEP funding, you are required to have a certified First Aid/OHS person present on site.

B.8. Environmental Impacts

- If a project creates any potential environmental concern, a clear and practical plan to deal with those concerns needs to be presented in the application.
- If a project will help correct an existing environmental problem, this should be noted.
- Project sponsors must also indicate how waste from their project sites will be managed in an environmentally responsible manner. For additional information, sponsors may contact the Multi Materials Stewardship Board toll free at 1.800.901.6672.
- Project sponsors should contact the Department of Environment, Conservation and Climate Change at <https://www.gov.nl.ca/ecc/> if any planned project activities:
 - change any features of the natural environment,
 - take place near ecological reserves, wildlife, plants, protected areas, or provincial parks,
 - take place within 50 feet of a natural body of water, or
 - use hazardous substances such as pesticides.

C. Project Costs

Project sponsors must calculate the total amount of funding requested for their project. The Department will only approve funding that is essential for project workers to complete the outlined planned project activities. Detailed explanations for each line item in the Project Costs section are provided below.

Wage Rates

Regular Wage Rate: The regular wage rate paid by the Department under the program is the provincial minimum wage rate (Currently \$16.35 /hour). If sponsors have additional funding from other sources, the sponsor has the discretion to pay higher wages; however, these additional costs will not be reimbursed by the Department.

Specialized Wage Rate: If specialized or skilled labour (e.g., supervisor, heritage specialist, carpenter, or plumber) is required for a project, a wage premium of up to \$2.00 per hour may be paid. Project sponsors must receive **prior** written approval from the Department to pay out the specialized wage rate.

To qualify for the supervisor rate, there must be at least 6 workers employed on the project. Should the number of hired workers on a project drop below 6 at any time during the duration of the project, the supervisor rate must be adjusted. There is also a **limit of one** specialized position per project, up to a maximum of 470 hours.

Line A - Estimated Work Hours at Regular Wage Rate

- Since the hours required by project workers will vary, the project sponsor should estimate the total number of work hours at the regular wage rate required to complete the project.

Line B - Regular Direct Labour Cost

- Line A multiplied by the minimum wage rate

Line C - Estimated Work Hours at Specialized Wage Rate

- The project sponsor should estimate the total number of work hours at the specialized wage rate required to complete the project.
- Sponsors should provide details of their Specialized Wage Rate request in the space below Line D.

Line D - Specialized Direct Labour Cost

- Line C multiplied by the minimum wage rate plus \$2.00.
- Complete the section detailing the reason for Specialized Labour.

Line E - Total Direct Labour Cost

- Line B plus Line D.

Line F – Mandatory Employment Related Costs (MERC)

- Line E multiplied by 14 percent (%).
- Sponsors are able to claim MERC; i.e., CPP, EI, Vacation Pay, WorkplaceNL Rate. These costs are estimated at 14%. However, sponsors will only be reimbursed for actual MERC incurred during the project.

Line G - Total Labour Cost

- Line E plus Line F.

Line H – Maximum Materials Cost

- Line G (Total Labour Cost) multiplied by 25 percent (%).
- Sponsors are permitted to claim a maximum of 25% of total eligible labour costs (including MERC) for materials expenses. Official invoices, receipts and/or other supporting documentation are required for all materials costs related to the project. These documents will be reviewed for eligibility.

Line I – Administration Cost

- Line G (Total Labour Cost) multiplied by 10 percent (%).
- Sponsors will receive 10% of total eligible labour costs for project administration.

Line J – Total Funding Requested

- Line G (Total Labour Cost) plus Line H plus Line I.

Project cost example can be found on page 8 of this guide.

3. Application Approval Process

Project funding is contingent upon the Department’s review and approval of the information submitted in the Application. If a project is approved, the sponsor will receive a letter detailing the funding terms, as well as an Offer of Funding and an Amendment to the Application which must be completed and submitted to the Department along with proof of WorkplaceNL registration within 10 days of the date on the ministerial approval letter. Submissions can be sent via fax at 709.729.2019 or by e-mail at employmentsupport@gov.nl.ca.

Funding advances are dependent upon eligible applicants and may be up to 75 percent of approved project funding. Employment Support typically requires a minimum of 14 business days to process payment, pending receipt of all required documents.

Delays in your initial payment will occur if you; have not provided a valid Business Number from the Canada Revenue Agency (CRA), you are “not in good standing” with the Registry of Companies (CADO), and/or you have not arranged direct deposit with the provincial Department of Finance.

The contact information for these agencies is:

- Canada Revenue Agency - 1.800.959.5525
- Registry of Companies - 709.729.3317
- Department of Finance - 1.888.729.6199

All approved projects are required to adhere to the administrative guidelines as outlined in Appendix B and must commence within 30 calendar days from the date that the approval letter was signed by the Department. Failure to begin the project within this time frame may result in the cancellation of the project at the Department's discretion.

All projects must be completed by February 19, 2027.

4. Application Submission Process

The **deadline for applications is June 26, 2026**, and can be submitted by mail, e-mail or fax to Employment Support (see Contact Information below).

Further information is available through the Department's website at <https://www.gov.nl.ca/mca/ceep> or by calling 1.866.508.5500 (toll-free).

Contact Information:

Employment Support

Department of Municipal and Community Affairs
Confederation Building
Fourth Floor, West Block
P.O. Box 8700
St. John's, NL A1B 4J6

E-mail: employmentsupport@gov.nl.ca

Fax: 709.729.2019

Toll Free: 1.866.508.5500

Community Enhancement Employment Program 2026-27

Project Cost Example

The following table is provided as a guide to complete Section C of your Application. This example illustrates 4 employees hired at the regular minimum wage rate (requiring 400, 321, 174 and 80 hours), and 1 employee hired at the specialized wage rate (requiring 400 hours).

C. Project Costs		
Estimated Work Hours at Regular Wage Rate		975 hours A
Regular Direct Labour Cost <small>* Current minimum wage (\$16.35 /hour)</small>	<u>975</u> (Line A) x \$16.35* / hour	\$15,941.25 B
Estimated Work Hours at Specialized Wage Rate <small>- must be pre-approved by the Department.</small>		400 hours C
Specialized Direct Labour Cost <small>- must be pre-approved by the Department ** current minimum wage + \$2.00</small>	<u>400</u> (Line C) x \$18.35** / hour	\$7,340.00 D
<p>Please provide details regarding the need for Specialized Labour (attach details on a separate sheet if necessary) To be considered for approval of the specialized labour rate, this section must be completed.</p> <p><i>For example: We are requesting the specialized wage rate for one person to provide carpentry skills.</i></p>		
Total Direct Labour Cost	(Line B + Line D)	\$23,281.25 E
Mandatory Employment Related Costs	<u>\$23,281.25</u> (Line E) x 14% MERC	\$3,259.38 F
Total Labour Cost	(Line E + Line F)	\$26,540.63 G
Maximum Materials Cost	<u>\$26,540.63</u> (Line G) x 25%	\$6,635.16 H
Administration Cost	<u>\$26,540.63</u> (Line G) x 10%	\$2,654.06 I
Total Funding Requested (Line G + Line H + Line I)		\$35,829.84 J