



Young Canada Works is an initiative of the Department of Canadian Heritage  
in support of the Government of Canada's Youth Employment Strategy.  
2018-2019



CHRC administers Young Canada Works at *Building Careers in Heritage* (YCW BCH) Internships  
Financial assistance offered to eligible Employers in **Canadian not-for-profit arts and culture organizations** who want to create  
**internships in arts practice, cultural management or arts administration** for recent college and university graduates.  
CHRC does not administer a Summer Job program.

*If you have any questions, please do not hesitate to send an email to [ldaoust@culturalhrc.ca](mailto:ldaoust@culturalhrc.ca)  
Lucie D'Aoust, CHRC Youth Internship Program Coordinator*

<b>CHRC</b>	The Cultural Human Resources Council is a national not-for-profit arts service organization that works for and with all the cultural industries and arts disciplines in the cultural sector including <b>Digital Media; Film, and Media Productions; Live Performing Arts; Music and Sound Recording; Visuals Arts and Crafts; Writing and Publishing; and Heritage.</b>
<b>Deadline for application</b>	<b>Since many employers had difficulty completing the online form, the deadline for application has been extended to February 7, 2018.</b> Applications submitted after the February 7th will not be considered for evaluation.
<b>Duration of internship</b>	Minimum: 16 weeks/Maximum: 52 weeks 30 to 40 hours per week The entire internship must be scheduled within the Government of Canada's fiscal year (April 1 to March 31).
<b>Who can apply?</b>	Your organization is eligible if it is: <ul style="list-style-type: none"> <li>• an incorporated not-for-profit organization in Canada with an arts mandate;</li> <li>• a professional arts service organization;</li> <li>• an educational or cultural institution that has distinct objectives, programs and budget related to arts;</li> <li>• a non-profit organization, under a provincial, territorial, regional or municipal government, that has distinct objectives, programs and budget related to arts;</li> <li>• an Indigenous regional government or governing body (band/tribal council) and/or Indigenous organization with a mandate to preserve and support Indigenous arts heritage (First Nations, Inuit or Metis);</li> <li>• stable and financially healthy.</li> </ul> Your organization is NOT eligible if it is: <ul style="list-style-type: none"> <li>• a federal department, federal agency or a Crown Corporation;</li> <li>• a provincial or territorial government department;</li> <li>• for-profit; or</li> <li>• a non-profit organization with an arts mandate in support of a federal entity that is operationally dependent on the federal entity by virtue of its administrative and/or a contractual relationship.</li> </ul>

<p><b>How much financial assistance is available?</b></p>	<p>For YCW BCH internships (administered by CHRC) in arts practice, cultural management and arts administration:</p> <ul style="list-style-type: none"> <li>• CHRC will accept one application per Employer</li> <li>• The maximum contribution is \$10,000 per internship</li> <li>• The average contribution is \$ 6,000 per internship</li> <li>• YCW BCH normally contributes between 25 and 50 percent of total employment costs (wages, benefits and other eligible expenditures) and may, as warranted, contribute up to 75 percent of employment costs. <b>The YCW contribution must be applied to the intern's wages;</b> Mandatory Employment-related Costs (MERCs) and all other costs are the Employer's responsibility.</li> </ul>
<p><b>How will the funds be delivered?</b></p>	<p>If your application is selected:</p> <ul style="list-style-type: none"> <li>• you will receive an email confirmation with a preliminary offer from CHRC. If you accept the preliminary offer, your job poster will then become viewable on the YCW website for registered candidates and you will have access to the online list of registered candidates so you can begin your recruitment process;</li> <li>• once you have selected a candidate, and before hiring, you must complete and submit an online Candidate Eligibility Form to CHRC for pre-approval of your candidate. Upon approval, you may officially hire the candidate;</li> <li>• CHRC will then issue a contract detailing the contribution amount, contractual terms and conditions and the timing of payments for signing by both parties. Important note: If you cannot meet the terms and conditions of employment as set out in your contract, or these change, you must immediately contact CHRC to amend your contract;</li> <li>• upon receipt of your signed contract and completion of the online Staffing Report by you and your YCW intern (during the first week of employment), you will receive from CHRC a first payment of 75 percent of the total approved amount;</li> <li>• the balance owing (up to 25 percent) will be paid upon the receipt and approval by CHRC of your Employer and Intern End of Work Term Reports, Employer and Intern Evaluation Questionnaires, and other required documents, which are due within 30 days of the completion of the work term. Final payments are based on the actual project costs.</li> </ul>
<p><b>How to apply</b></p>	<p><b>Apply online via the YCW Interactive Website for a CHRC internship in arts practice, cultural management or arts administration:</b></p> <ul style="list-style-type: none"> <li>• select <b>2018-2019</b> as the Program Year</li> <li>• select <b>Young Canada Works at Building Careers in Heritage (YCW BCH)</b> Internships as the Program</li> <li>• select the <b>Cultural Human Resources Council</b> as the Delivery Organization</li> </ul> <p>If you already have an account on the YCW Interactive Website, just log in; if you do not have an account, sign up.</p> <p>It is recommended that before accessing the YCW online application you prepare and save the content of your YCW BCH application in a Word or text file.</p>
<p><b>Selection criteria</b></p>	<ol style="list-style-type: none"> <li><b>1. General Project Goals</b> <ul style="list-style-type: none"> <li>• YCW BCH objectives (see below – YWC Objectives)</li> <li>• Benefits for intern, for employer</li> </ul> </li> <li><b>2. Project Planning</b> <ul style="list-style-type: none"> <li>• Project clearly defined (objectives &amp; measurable outcomes)</li> <li>• Clear job description &amp; work plan (tasks &amp; timelines)</li> </ul> </li> <li><b>3. Skill Development</b> <ul style="list-style-type: none"> <li>• Development of specialized career-related skills &amp; employability (concrete examples)</li> <li>• Hands-on, rewarding work experience</li> <li>• Opportunities for networking with professionals</li> </ul> </li> <li><b>4. Job Parameters</b> <ul style="list-style-type: none"> <li>• Candidate profile clearly defined</li> <li>• Appropriate salary</li> </ul> </li> <li><b>5. Recruitment</b> <ul style="list-style-type: none"> <li>• Transparent selection and interview process planned</li> <li>• Provisions for job equity groups</li> <li>• Job description provided</li> </ul> </li> <li><b>6. Orientation &amp; Supervision</b> <ul style="list-style-type: none"> <li>• Appropriate supervision &amp; professional support (training, coaching, mentoring, follow-ups, performance evaluation, etc.)</li> <li>• Action plan to help support transition to job market during &amp; after internship</li> </ul> </li> <li><b>7. Budget</b> <ul style="list-style-type: none"> <li>• Complete estimates &amp; coherent justification</li> <li>• Employer's cash and in-kind contribution (25% to 50%)</li> <li>• Other sources of funding</li> </ul> </li> </ol>

	<p><b>8. Specific criteria (CHRC specific criteria)</b></p> <ul style="list-style-type: none"> <li>• Meaningful first work experience</li> <li>• Internship in arts practice, cultural management or arts administration</li> <li>• Disciplines: Digital Media; Film, and Media Productions; Live Performing Arts; Music and Sound Recording; Visuals Arts and Crafts; Writing and Publishing; and Multi-disciplinary.</li> </ul> <p>CHRC's Selection Committee also takes the following into consideration:</p> <ul style="list-style-type: none"> <li>• Disciplinary distribution (Digital Media; Film, and Media Productions; Live Performing Arts; Music and Sound Recording; Visuals Arts and Crafts; Writing and Publishing; and, Multi-Disciplinary.)</li> <li>• Geographical distribution (across Canada, rural, urban and remote areas)</li> <li>• Official languages distribution</li> </ul>
<p><b>Application status</b></p>	<p>YCW's goal is to issue an official notification of the funding decision within 10 weeks of the application deadline. If your application is approved, you will receive an email confirmation from CHRC with a preliminary offer. If you accept the preliminary offer, your job description will then be posted online for potential candidates to view and you will then gain access to the online list of candidates in order to start recruitment for your YCW position (one application per Employer will be accepted by CHRC). If your application is refused, you will receive written notification from CHRC.</p> <p>All questions, including requests for feedback on your application, should be directed to CHRC at <a href="mailto:ldaoust@culturalhrc.ca">ldaoust@culturalhrc.ca</a>.</p>
<p><b>YCW Employer obligations</b></p>	<p><b>Recruiting and hiring</b></p> <p>As a YCW Employer you must:</p> <ul style="list-style-type: none"> <li>• undertake a fair and transparent selection process (including open competitions and unbiased adjudication of eligible candidates) and respond to applicants in a timely manner (you may be required to explain your selection process in writing to CHRC);</li> <li>• ensure that all candidates are registered in the YCW online candidate inventory and meet program eligibility criteria (see Candidate Eligibility);</li> <li>• complete and submit an online <i>Candidate Eligibility Form</i> to your Delivery Organization for pre-approval of your candidate(s) eligibility BEFORE hiring your chosen candidate;</li> <li>• sign a contract with CHRC, upon approval of your candidate, detailing the YCW contribution amount, contractual terms and conditions and the timing of payments;</li> <li>• complete an online <i>Staffing Report</i> within the first week of employment (both Employer and employee portions);</li> <li>• comply with applicable federal, provincial or territorial labour laws, regulations and statutes, including occupational safety standards and employment insurance or equivalent;</li> <li>• acknowledge the Government of Canada in your promotional and media activities. For guidelines and graphic symbols <a href="#">Public Acknowledgement</a>.</li> </ul> <p><b>Candidate eligibility</b></p> <p>Any student or graduate intern you hire must:</p> <ul style="list-style-type: none"> <li>• be a Canadian citizen or a permanent resident, or have refugee status in Canada. Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.</li> <li>• be legally entitled to work in Canada.</li> <li>• be between 15* and 30 years of age at the start of employment (*where permissible under provincial/territorial labour laws).</li> <li>• meet the specific eligibility criteria of the program to which you apply.</li> <li>• <b>be registered in the YCW online candidate inventory.</b></li> <li>• be willing to commit to the full duration of the work assignment (minimum 30 hours a week).</li> <li>• not have another full-time job while employed in a YCW job.</li> </ul> <p>Further, participants in a Career Focus program (such as CHRC's YCW at Building Careers in Heritage) must:</p> <ul style="list-style-type: none"> <li>• be a recent graduate who has graduated from college or university within 24 months of the start of employment;</li> <li>• be unemployed or underemployed, i.e. not employed full-time;</li> <li>• not be receiving Employment Insurance (EI) benefits while employed in a YCW job;</li> <li>• not have previously participated in or been paid under a YCW internship or any other Career Focus internships funded under the Government of Canada's <a href="#">Youth Employment Strategy</a>.</li> </ul> <p><b>Training and supervision</b></p> <p>As a YCW BCH Employer, you must:</p> <ul style="list-style-type: none"> <li>• provide each YCW employee with a job description, orientation and a work plan that includes specific objectives.</li> <li>• establish a skills development plan with the YCW intern that is tailored to their needs.</li> <li>• provide training in the required job tasks.</li> <li>• offer job-search support and follow-up at the end of the internship.</li> </ul>

	<p><b>Salary and benefits</b></p> <p>As a YCW Employer, you must:</p> <ul style="list-style-type: none"> <li>• pay wages and benefits in a timely manner in accordance with labour laws and regulations of the province/territory of the work site. Employee wages must be in line with industry standards in the region where they are working and commensurate with their training and work experience. The subsidized work week is a minimum of 30 to a maximum of 40 hours. YCW contributions are based on the actual salaries paid to employees.</li> <li>• pay participants from payroll and make the required source deductions.</li> </ul> <p><b>Transportation arrangements</b></p> <p>If transportation is required for the duties related to the job, you must</p> <ul style="list-style-type: none"> <li>• provide adequate insurance coverage for the YCW employee required to drive a vehicle.</li> <li>• cover transportation costs for the YCW employee who uses authorized public transportation.</li> </ul> <p><b>Reporting and follow-up</b></p> <p>As a YCW Employer you must:</p> <ul style="list-style-type: none"> <li>• keep an account of cash and in-kind contributions and expenditures.</li> <li>• ensure that you and your YCW employee complete ALL of the following forms that are available online at the YCW interactive Website in a timely manner:</li> <li>• Candidate Eligibility Form (before hiring)</li> <li>• Staffing Report (due the first week of the employment period)</li> <li>• Evaluation Questionnaire (employee(s)'s portion due during the last week of employment; Employer's portion due within 30 days of the last day of employment)</li> <li>• End of Work Term Report (employee(s)'s portion due during the last week of employment; Employer's portion due within 30 days of the last day of employment)</li> <li>• Any additional information or documentation that may be requested by CHRC (for example, supporting payroll documentation).</li> </ul>
<p><b>About YCW and its objectives</b></p>	<p>Young Canada Works (YCW) works with Employers who propose projects that support YCW's general objectives, namely to:</p> <ul style="list-style-type: none"> <li>• help young Canadians gain practical work experience, develop their skills, enhance their employability, and learn more about their career options;</li> <li>• increase the pool of skilled and qualified candidates in the cultural and heritage sectors and offer opportunities to work in both official languages;</li> <li>• enhance the knowledge and appreciation of Canada's achievements and cultural heritage.</li> </ul> <p><u>Government priorities:</u></p> <p>Please note that the application assessment process will take into account the following priorities:</p> <ul style="list-style-type: none"> <li>• Indigenous organizations, youth, and cultural heritage, including applications: from indigenous Employers (all eligible projects);</li> <li>• indigenous participants (indigenous or a non-indigenous Employers);</li> <li>• for a project aimed at indigenous cultural heritage (indigenous or a non-indigenous Employers).</li> </ul>