

CANADA SUMMER JOBS 2026

Providing Youth with Quality Work Experiences

Applicant Guide



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1. What this program offers

Canada Summer Jobs (CSJ) is a program under the [Youth Employment and Skills Strategy](#) (YESS). It helps youth aged 15 to 30 gain paid summer work experience and develop skills for the job market.

Program overview

Employer Support

The program offers wage subsidies to support employers to create quality summer jobs.

Eligible Employers

- Not-for-profit organizations
- Public sector employers
- Private sector employers with 50 or fewer full-time employees

Funding Details

- Not-for-profits: Up to 100% of the minimum wage and all associated Mandatory Employment Related Costs
- Public and private sector: Up to 50% of the minimum wage

Job Requirements

- Must be full-time (30 to 40 hours per week)
 - Exceptions (for example, for youth with disabilities) require Service Canada approval
- Must last 6 to 16 consecutive weeks
- Start date: No earlier than April 20, 2026
- End date: No later than August 29, 2026

Program objectives

The CSJ program objectives align with YESS and are as follows:

- provide quality work experiences for youth
- provide opportunities for youth to develop and improve their skills
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers

The Government of Canada aims to ensure that all CSJ-funded job opportunities take place in a safe, inclusive, and healthy work environment free from harassment and discrimination.

Key dates

Please note the following key dates:

- applications are due by December 11, 2025, at 11:59 p.m. Pacific Standard Time
- we will send funding confirmations to employers starting in April 2026 and we will continue into the summer months
- the earliest job start date is April 20, 2026
- the latest job start date is July 20, 2026
- the latest job end date is August 29, 2026
- the latest date to submit a payment claim is 30 days following the completion of the last CSJ-funded job

Wage subsidies available

Not-for-profit employers

Not-for-profit employers are eligible to receive funding for:

- up to 100% of the provincial or territorial **adult minimum** hourly wage

- the associated Mandatory Employment-Related Costs (MERCs)

Public and private sector employers

Public and private sector employers are eligible to receive funding for:

- up to 50% of the provincial or territorial **adult minimum** hourly wage

Note: MERCs are not eligible for reimbursement

CSJ encourages employers to provide quality job experiences by paying more than the minimum wage and hiring youth for longer than the funded period.

However, CSJ only reimburses up to the adult minimum hourly wage set by the province or territory at the time of the job.

Example:

If a private employer pays a youth \$17.00 per hour in a province where the minimum wage is \$16.00 per hour, CSJ will cover 50% of the minimum wage, which is \$8.00 per hour.

Table 1: Comparison of wage and reimbursement details for not-for-profit vs. public or private organizations

Organization Type	Minimum Wage	MERCs Reimbursed?	Hourly wage paid	Eligible for reimbursement	Employer's contribution
Not-for-profit	\$16.00	Yes	\$17.00	\$16.00/hour (+ MERCs)	\$1.00/hour
Public or Private	\$16.00	No	\$17.00	\$8.00/hour	\$9.00/hour (+ MERCs)

Minimum wage exemptions

Some provinces and territories allow exceptions to the minimum wage. If you request to pay a lower minimum wage, for example, a student wage, CSJ funding will be based on that lower amount.

Example: In Alberta, the adult minimum wage is \$15.00, but students under 18 can be paid \$13.00. If a private employer pays the student wage, CSJ will reimburse 50% of \$13.00, which is \$6.50.

Minimum wage in Canada

The table below provides the minimum wage for each province and territory at the time this Applicant Guide was published.

It is your responsibility to check the current minimum wage in your province or territory at the time of hiring.

If the minimum wage increases during the work period, CSJ will adjust the reimbursement based on the wage in effect for the hours worked.

Table 2: Adult minimum hourly wage by province and territory in Canada

Province or Territory	Adult Minimum Hourly Wage
Alberta	\$15.00 (as of October 1, 2018)
British Columbia	\$17.85 (as of June 1, 2025)
Manitoba	\$16.00 (as of October 1, 2025)
New Brunswick	\$15.65 (as of April 1, 2025)
Newfoundland and Labrador	\$16.00 (as of April 1, 2025)
Northwest Territories	\$16.95 (as of September 1, 2025)
Nova Scotia	\$16.50 (as of October 1, 2025)
Nunavut	\$19.75 (as of September 1, 2025)
Ontario	\$17.60 (as of October 1, 2025)
Prince Edward Island	\$17.00 (as of April 1, 2026)
Quebec	\$16.10 (as of May 1, 2025)

Saskatchewan	\$15.35 (as of October 1, 2025)
Yukon	\$17.94 (as of April 1, 2025)

Mandatory Employment Related Costs (MERCs)

The law requires employers to pay for their employees:

- Employment Insurance premiums
- Canada or Quebec Pension Plan contributions
- Vacation pay
- Workers' Compensation premiums or equivalent liability insurance (if applicable)
- Health Services Fund, Quebec parental insurance premiums, and Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) in Quebec
- Health and Post-Secondary Education Tax in Newfoundland and Labrador
- Health and Post-Secondary Education Tax Levy in Manitoba
- Employer Health Tax in British Columbia and where applicable

You can find payroll deductions tables on the [CRA](#) website. Check with the appropriate provincial or territorial authorities to ensure that you have the most up-to-date rate information.

Workers' Compensation Premiums

Youth **must** be covered by Workers' Compensation or equivalent liability insurance at the start of their employment, as per Section 29 of the [Articles of Agreement](#). It is your responsibility to verify with your insurer whether your existing equivalent liability insurance (and automobile insurance, if applicable) applies to all the activities to be undertaken by the youth and applies to all the locations where these activities will take place. Only not-for-profit employers are eligible to be reimbursed for Workers' Compensation or equivalent insurance costs as part of their final payment claim.

Accommodation costs for youth with disabilities

We recognize that persons with disabilities may face additional barriers to entering the workforce. You may be eligible for additional funding towards accommodation measures to support youth with disabilities and eliminate barriers they may face.

Accommodation measures can be:

- personal tools
- adaptations
- professional support services (for example, visual language interpreters)

These measures are to remove barriers in the workplace and to enable youth to accomplish tasks covered under your agreement.

Contact us **before your project starts** if you want to request additional funding towards accommodation measures. You will find Service Canada's contact information in your approval letter.

We will review accommodation requests on a case-by-case basis. We will let you know whether your request has been approved or denied.

For more information on hiring a youth with disabilities, visit [Job Bank: Hire persons with disabilities.](#)

Advances

All organizations can request an advance. The maximum advance allowable is:

- 75% of the total value of the agreement for projects \$100,000 and under
- 50% of the total value of the agreement for projects \$100,001 or more

We will send you the Employer and Employee Declaration form if your application is approved for funding. You will need to submit this form for each youth you will hire. We will issue an advance payment **only after receipt** of your Employer and Employee Declaration form.

2. Who can apply

This section outlines the eligibility criteria you must meet to apply for funding through the Canada Summer Jobs program.

Eligibility

What employers are eligible

To be eligible for funding, your organization must be registered with the Canada Revenue Agency (CRA) and have a valid business number. Additionally, your organization must have a CRA payroll deductions program account (RP) before hiring youth through the CSJ program.

Note: Your organization must be solely responsible for the management of CSJ-funded jobs and therefore must have its own business number.

Not-for-profit employers

Not-for-profit organizations are established for purposes other than financial gain for their members. They primarily receive provincial/federal funding (supplemented by fundraising and fees), often rely on volunteers to deliver programs, and are often governed by a Board of Directors or a Committee. This category includes:

- community, charitable or voluntary organizations, including faith-based organizations (for example, churches, synagogues, temples, mosques)
- associations of workers or employers as well as professional and industrial organizations
- Indigenous not-for-profit organizations
- non-governmental organizations
- unions
- sector councils
- not-for-profit Band Councils

Public sector employers

Organizations are considered part of the public sector when 50% or more of their operating revenue comes from government appropriations (voted through parliament or annual legislation) and when they must account for their activities to the government that provided their operating revenue.

Public sector organizations include public health and public educational institutions, municipal governments, and other publicly funded organizations. Among others, this category includes:

- public community colleges and vocational schools
- public health, including public hospitals, nursing homes, senior citizen homes, rehabilitation homes, and public libraries
- public degree-granting universities and colleges
- municipal governments and agencies, including regional legislative bodies and departments
- school boards and elementary and secondary institutions
- territorial governments

Note: When a public sector employer uses a Canada Revenue Agency (CRA) registered charity business number, it does not change the organization's designation to a not-for-profit.

Private sector employers

Private sector organizations are established to generate a profit or to provide an economic advantage to their proprietors, members or shareholders. Private sector employers must have 50 or fewer full-time employees across Canada at the time of application to be eligible for CSJ funding. Full-time employees are those working 30 hours or more per week.

This category includes:

- bodies, incorporated or unincorporated, including partnerships and sole proprietorships
- financial institutions
- business, incorporated or unincorporated bodies, which include:
 - federal Crown corporations operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes as indicated in Schedule III, Part II of the *Financial Administration Act*
 - provincial and territorial Crown corporations recognized as operating in a competitive environment and not ordinarily dependent on appropriations for operating purposes
 - private health and educational institutions
 - independent owners of franchises, if they employ 50 or fewer working full-time employees across Canada, regardless of the number of business numbers
- Indian Band corporations
- private Band Councils
- private universities or colleges

Ineligible employers

- Members of the House of Commons and the Senate or members of their immediate family
- Federal Government Departments and Agencies
- Provincial Departments and Agencies
- Organizations that engage in partisan political activities

- Organizations that engage in activities that directly or indirectly infringe, undermine, weaken, or restrict the exercise of human rights legally protected in Canada

What projects are eligible

To be eligible for funding, your project must meet program eligibility criteria and comply with the terms and conditions of the [Articles of Agreement](#) entered into between the Department and the organization. We will not reimburse costs for youths' salaries if your organization fails to do so. The provision of false and misleading information may affect the eligibility of your project, and we may revoke your funding.

Eligible projects and duration

- Provide full-time work experience (a minimum of 30 hours to a maximum of 40 hours per week) in Canada between April 20, 2026, and August 29, 2026, for a minimum of 6 consecutive weeks and a maximum of 16 consecutive weeks
 - If you provide a youth with less than 30 hours of work for any week, we may deem their wages ineligible for reimbursement unless we grant consent for exceptional circumstances
 - For example, to accommodate youth with disabilities or due to provincial laws that prohibit youth from working full-time hours
- Provide a work experience in an inclusive, non-discriminatory work environment that respects the rights of all Canadians

Note: We will not reimburse costs incurred for your project if it does not meet these requirements.

Ineligible projects and job activities

- Activities that take place outside of Canada, including youth teleworking outside of Canada

- Activities that contribute to the provision of a personal service to the employer
- Partisan political activities
- Fundraising activities to cover salary costs for the youth participant
- Projects or job activities that:
 - restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression
 - advocate intolerance, discrimination and/or prejudice; or
 - actively work to undermine or restrict a woman's access to sexual and reproductive health services

Please note the following definitions:

- as per subsection 2.1 of the CSJ [Articles of Agreement](#), “project” means the hiring, administration, and job activities, and the organization's activities as described in the Application/Agreement, including any activities which the Job supports, directly or indirectly
- to “advocate” means to promote, foster, or actively support intolerance, discrimination, and/or prejudice
- to “undermine or restrict” means to weaken or limit a woman's ability to access sexual and reproductive health services. The Government of Canada defines sexual and reproductive health services as including comprehensive sexuality education, family planning, prevention and response to sexual and gender-based violence, safe and legal abortion, and post-abortion care

Which youth participants are eligible

To be eligible, youth must:

- be between 15 and 30 years of age **at the beginning** of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment **and**
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Note: International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

Other conditions of youth eligibility

- **Youth hired under the program cannot displace or replace existing employees or volunteers**, even if they are absent (for example employees on vacation). Please refer to section 13.1(a) of the [Articles of Agreement](#) for more details
- **Youth hired due to nepotism are ineligible for reimbursement.** However, we may approve a family member's participation if it is confirmed that the hiring was not due to favouritism. Please refer to subsection 20.1 of the [Articles of Agreement](#) for more details

- **Youth must be hired as employees**, with proper payroll deductions and an employer-employee relationship. Please refer to section 32 of the [Articles of Agreement](#) for more details
- **Youth already working full-time for the employer are ineligible.** However, part-time employees or those previously hired through a CO-OP placement may be eligible
- **Youth should only work one CSJ-funded job per project.** As the intention of the program is to provide job opportunities to as many youth as possible, employers are to hire the number of youth identified in their agreement

If you have questions about youth eligibility, [contact us](#) for more information.

3. Prepare to apply

This section helps you understand what information is needed to assess your application. It also provides step-by-step guidance on completing the Application/Agreement form and explains which parts of the form will be shared publicly.

Before you start

Before you start your application, get familiar with the information you will have to provide in the application and how it is used.

- ✓ **Review** the Canada Summer Jobs [Articles of Agreement](#)
- ✓ **Read** the [Prepare to apply](#) section to understand how to complete an application and where the information provided in your application will be shared
- ✓ **Consult** the [How we assess your application](#) section to understand our evaluation process
- ✓ **Ensure** you have your organization's information ready (for example, your organization's legal name, business number, etc.)
- ✓ **Decide** who will represent your organization in communications with Service Canada
- ✓ **Confirm** who is authorized to sign the application
- ✓ **Determine** [the number of applications needed](#) for your proposed project
- ✓ Decide which format you want to use to apply. We recommend using [Grants and Contributions Online Services \(GCOS\)](#), but you can [apply by using the online fillable form, by mail, or in person](#)

Key terms

Here is a list of key terms to help you when you apply to the CSJ program:

- **assessment:** the process of evaluating the extent to which an application supports the program objectives

- constituency: geographic area in Canada that a member of Parliament represents in the House of Commons (also known as a riding or electoral district)
- disability: any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment, or a functional limitation, whether permanent, temporary, or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society ([Accessible Canada Act](#))
- local priorities: specific priorities that support the unique needs of local communities
- quality work experience: work experience in an environment that is safe, respectful, inclusive, free from harassment and discrimination, and in compliance with all applicable laws. Quality work experiences also invest in youth through:
 - higher wage – paying youth above the minimum wage in your province or territory
 - youth retention – committing to retain the youth as an employee beyond the period of the CSJ agreement
 - supervision – demonstrating how you will support the youth during their job through observing, evaluating, and providing feedback on job performance
 - mentoring – demonstrating how your guidance will support the professional and career development of the youth
 - skills development – providing opportunities for youth to develop the skills needed for employment

How to answer the application questions

The purpose of this section is to help you complete the application form. It describes the specific information you need for each question on the form.

The order of the questions may vary slightly between the paper and online applications, but the same information is required. Unless otherwise indicated, you must complete all parts of the application.

Privacy Notice Statement

Carefully read the Privacy Notice Statement in the application as it contains important information for your understanding. You should also review the information before the Privacy Notice Statement as it contains useful information and links to the Applicant Guide and Articles of Agreement.

Part A – Employer information

Enter your organization's information.

1. Canada Revenue Agency (CRA) business number

What is your organization's 15-digit CRA payroll deductions (RP) business number? (For example, 123456789 RP 0001).

- You can find your CRA business number on tax-related documents or written communications from the CRA
- An RP account with the CRA is required if your business pays employees, and **you must have an RP business number** before hiring youth through the CSJ program

If your application is approved, a legally binding agreement will be formed between the Government of Canada and the organization identified by the business number and legal name in the Application/Agreement.

Note: To complete an online application using Grants and Contributions Online Services (GCOS) or the online form, you will need a business number. To obtain a business number, consult the [CRA](#) website.

2. Legal name of your organization

What is your organization's legal name that is associated with your CRA business number? If it is an acronym, enter the legal name in full. Please verify that the correct legal name has been entered.

If your application is approved, the signed agreement returned to you will form a legally binding agreement with the Government of Canada and any payments issued will be made out to the legal name. We will issue payment using only the first 44 characters of the legal name.

3. Operating (common) name (if different from legal name)

What is the operating (or common) name of your organization (if it differs from the legal name)? If it is an acronym, enter the common name in full.

We will post this information publicly on [Job Bank](#). Refer to the section titled "[Information to be posted on Job Bank](#)" for additional details.

4. Telephone number

What is your organization's telephone number?

We will post this information publicly on [Job Bank](#) for youth to contact your organization if they have questions regarding the job.

Refer to the section titled "[Information to be posted on Job Bank](#)" for additional details.

5. Organization type

Check the box or select the item from the drop-down menus that best describes your organization.

Note: If your organization disagrees with how their organization type is defined, you must provide a written explanation showing how your organization is funded and to whom it must report to about their activities.

Refer to [Section 2 – What employers are eligible](#) for more details.

6. Organization email address

What is your organization's email address?

We will post this information publicly on [Job Bank](#) for youth to contact your organization if they have questions regarding the job, unless you would like to provide a separate address to be used only for the Job Bank posting in question 7 below.

Refer to the section titled "[Information to be posted on Job Bank](#)" for additional details.

7. Email address for job advertisements, if different from organization email address

Do you have a different email address that you would prefer youth contact for questions regarding the job advertisement on [Job Bank](#)?

- If yes, enter the email address
- If no, you prefer to use the Organization Email Address, leave this question blank

We will post this information publicly on [Job Bank](#) if provided. Refer to the section titled "[Information to be posted on Job Bank](#)" for additional details.

8. Organization website

What is your organization's website?

We will post this information publicly on [Job Bank](#) to help youth find more information about your organization. Refer to the section titled "[Information to be posted on Job Bank](#)" for additional details.

9. (a-d) Organization primary contact: first name, last name, job title, telephone number

Who is the main contact person for the proposed project? Provide the contact information for the person who will be Service Canada's primary contact person in respect to your application for funding. Include the following details:

9.a): First name

9.b): Last name (surname)

9.c): Job title

9.d): Telephone number

Your organization's primary contact must be a representative with whom we can communicate regarding your application or any consequent agreement throughout the duration of the project and regarding questions related to payment claims. **You must notify us if there are changes to the contact person after submitting your application.**

This individual must be fully informed on both the application and the proposed project activities. Please note that the contact cannot be selected as a youth participant if your application is approved since the contact represents the employer.

9. (e) Primary contact email address

What is the main contact person's email address? Service Canada's main method of communication with applicants is by email, so please ensure there are no errors in the address provided.

Note: This email address should be monitored regularly, including any junk mail or spam folders since it will be used to send you information regarding CSJ and your application, including the outcome of the assessment of your application.

We will use this email address to send mandatory reporting documents during and after the agreement.

10. Preferred language of communication of primary contact

What official language would the primary contact prefer to use in written and spoken communications? Choose either English or French.

11. (a-d) Organization secondary contact: first Name, last name, job title, telephone number

If we cannot reach the main contact, who else can we contact? Provide the following details:

11.a): First name

11.b): Last name (surname)

11.c): Job title

11.d): Telephone number

Your organization's secondary contact must be a representative with whom we can communicate regarding your application or any consequent agreement throughout the duration of the project and regarding questions related to payment claims. **You must notify us if there are changes to the contact person after submitting your application.**

This individual must be fully informed on both the application and the proposed project activities. Please note that the contact cannot be selected as a youth participant if your application is approved since the contact represents the employer.

11. (e) Secondary contact email address

What is the secondary contact person's email address? Our main method of communication with applicants is by email, so please ensure there are no errors in the address provided.

Note: This email address should be monitored regularly, including any junk mail or spam folders since it will be used to send you information regarding CSJ and your application, including the outcome of the assessment of your application.

We will use this email address to send mandatory reporting documents during and after the agreement.

12. Preferred language of communication of secondary contact

What official language would the secondary contact prefer to use in written and spoken communications? Choose either English or French.

13. Year the organization was established

What year was your organization established? Enter the year that your organization began operations.

14. Describe your organization's activities

What are your organization's activities? Provide a summary describing your organization's activities.

15. Number of full-time employees working in Canadian locations of your organization

How many employees does your organization currently have that work full-time in Canada? Full-time employees are those who work 30 hours or more per week.

Important: Enter the total number of full-time employees working for your organization across the country (not only those working at a single location). Franchise owners must calculate the total number of full-time employees for all their franchise locations. Refer to [Section 2 – What employers are eligible](#) for more information on the eligibility of independent franchise owners.

If there are only part-time employees working for your organization, enter "0".

16. Mailing address of organization

What is the mailing address of your organization? Give a complete address in a format recognized by Canada Post and verify that the correct postal code has been entered. For more information, please visit the [Canada Post website](#).

We will use this address for all correspondence sent by mail, mainly for any payments made by cheque.

We will post this information publicly on [Job Bank](#) if it is used as the proposed activity location and if consent is given in question 19 to display the address.

Refer to the section titled “[Information to be posted on Job Bank](#)” for additional details.

17. Address of the location of the proposed job activities

Is the address where the participant will work different from the mailing address of the organization?

If yes, enter the main address where the youth will be working, and provide an explanation of why it’s different from the mailing address. This address **cannot be a post office box** (PO Box) since the location of proposed activities must be a civic address.

Important: If the work will be done remotely, such as telework or from any location outside a traditional workplace, like the employee’s home, the organization address must be used as the main address. You will also be responsible for the following:

- ensuring the work location complies with provincial laws and municipal by-laws
- providing adequate supervision and mentoring
- maintaining safety provisions as per the [CSJ Articles of Agreement](#)

We may ask you to provide leasing or rental agreements and/or proof that health and safety requirements will be met for job activity locations provided.

Employers must ensure that youth are working from locations within Canada, regardless of the work arrangements used.

Verify that the correct postal code has been entered, as it will be used to determine the constituency of your project. We will determine the constituency in which the activities will take place by searching the postal code of the location of the proposed activities on the [Elections Canada](#) website.

Important: The majority of the participant’s work must be within the constituency for which the application is submitted.

We will post this information publicly on [Job Bank](#) if consent is given in question 19 to display the address. Refer to the section titled “[Information to be posted on Job Bank](#)” for additional details.

18. If the proposed activities will take place in multiple locations, will they be held within the same constituency?

- If yes, the proposed activities will take place in multiple locations within the same constituency, submit one application listing all of the locations where the youth will be working. These addresses must be civic addresses; they cannot be post office boxes (PO Box). Please verify that the correct postal codes have been entered
- If no, refer to the section titled “[When do I need to submit more than 1 application](#)” for more examples on how to determine the number of applications needed for your proposed project(s)

To determine the constituency in which the activities will take place, search the postal code of the location of the proposed activities on the [Elections Canada](#) website.

19. Do you consent to have the main activity address made publicly available on Job Bank?

- Select yes if you want the main activity address to show in full on [Job Bank](#)
- Select no if you do not want the main activity address to be disclosed. If you select no, only the city will be posted on [Job Bank](#)

Refer to the section titled “[Information to be posted on Job Bank](#)” for additional details.

20. Are the proposed activities directed at members of an official language minority community?

Official language minority communities are English-language communities in Quebec and French-language communities outside of Quebec. If your proposed project involves [official language minority communities](#), you should answer "Yes" to

this question by selecting which official language minority community will be served.

For example, if the proposed activities require that the participant use the minority language:

- in day-to-day internal operations
- for external operations or for responding to external demands (customer service)
- for communications activities, such as preparing written material, video, audio or web-based information
- for promoting community development or cultural activities, museums, guided tours, festivals or theatre, as well as other activities related to tourism

Answering “No” to this question will not invalidate your application.

21. Have you applied, or will you apply for other sources of funding to pay for part of the wages for the jobs you are requesting funding for?

“Other sources of funding” includes any source of funding other than the program to which you are applying for funding.

We use this information to verify that contributions to the project do not exceed 100% of the salary for the job requested.

Refer to paragraph 13.1(d) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answer “yes”, you must list the total amount of financial assistance your organization has received or is entitled to receive for the jobs requested.

22. Does your organization owe any amounts to the Government of Canada?

Refer to paragraph 13.1(f) of the Canada Summer Jobs [Articles of Agreement](#) before checking the applicable box.

If you answer “yes,” you must indicate:

- the amount owing

- the nature of the debt **and**
- the department or the agency to which the amount is owed

Owing money to the Government of Canada does not render your organization ineligible to receive funding. We will not reject your application for this reason. However, you must provide detail as to the type of debt and the arrangements you have for repayment.

Table 1: Example of detail to provide for the type of debt and the arrangements you have for repayment

Amount owing	Nature of amount owing	Department or agency to which money is owed	Is a payment plan in place?
\$10,000	Overpayment	Employment and Social Development Canada	Yes
\$5,000	Taxes	Canada Revenue Agency	No

We will verify with departmental records whether your organization has any amounts owing.

23. Is a payment plan in place?

If your organization owes any amount to the Government of Canada, you must indicate if a payment plan is in place for each amount owing, as a payment plan is required **before** any new agreements can be established with CSJ. Please ensure to have full details of your payment plan available as we may request this information later in the process.

24. Have you implemented practices to ensure that your work environment is healthy and safe?

It is mandatory to have implemented practices to ensure that your work environment is safe. Your organization's health and safety measures will be evaluated in relation to the work environment and specific job type and activities. We will consider each case on its merits, comparing the risks with the benefits for

the youth. Please indicate whether you have implemented practices to ensure that your work environment is healthy and safe.

Next, using the checkboxes provided, identify the health and safety practices you have implemented from the following options:

- **providing information on the Workplace Hazardous Materials Information System (WHMIS):** WHMIS is Canada's national hazard communication standard. All of the provincial, territorial and federal agencies responsible for occupational safety and health have established WHMIS employer requirements within their respective jurisdictions. Employer requirements ensure that hazardous products used, stored, handled or disposed of in the work environment are properly labelled, that Safety Data Sheets are made available to workers, and that workers receive education and training to ensure the safe storage, handling, use and disposal of controlled products in the work environment
- **listing workplace hazards:** Hazards may include:
 - chemical
 - ergonomic
 - physical
 - psychosocial

All of which can cause harm or adverse effects in the work environment.

- **demonstrating workplace safety:** As part of training and supervision, you must demonstrate safe work environment practices, including:
 - an appropriate understanding of overall work safety procedures
 - knowledge of the safe use of work environment tools and equipment
 - awareness of known and foreseeable work environment hazards

- **providing necessary certifications:** When the proposed job activities require safety certifications, you are responsible for providing the youth with the necessary training and certification
- **providing job-specific safety training:** As an employer, you must ensure that employees have the following necessary requirement to perform their work safely:
 - information
 - training
 - supervision

Consult the Government of Canada's [Workplace Safety webpage](#) for additional information.

- **conducting regular safety checks:** regular inspections help ensure that occupational health and safety hazards are addressed before they result in injuries. Consult the Government of Canada's [Workplace Safety webpage](#) for additional information
- **providing safety equipment:** as mandated by the Government of Canada, as an employer you are responsible for:
 - selecting
 - providing
 - fitting

of appropriate Personal Protective Equipment (PPE) for the hazardous exposures in the workplace.

Consult the Government of Canada's [Occupational Health and Safety webpage](#) for additional information.

- **having an emergency preparedness and response plan:** includes all activities, such as:
 - plans

- procedures
- contact lists
- exercises

undertaken in anticipation of a likely emergency.

- **other:** in the text box provided, describe any additional health and safety practices you have implemented

As per paragraphs 9.1(c) and 9.1(d) of the [Articles of Agreement](#), you are responsible for:

- ensuring the job is carried out in a safe environment; and,
- providing the youth with all information concerning health and safety, including for a remote work location (for example, somewhere outside of a traditional work environment)

25. Does your organization have Workers' Compensation or an equivalent insurance in place for your employees?

Select whether your organization currently has Workers' Compensation or an equivalent insurance in place for your employees.

Your organization is responsible for respecting the regulations in your province or territory. For more information, consult the list of Worker's Compensations boards in Canada on the [CCOHS: Workers Compensation Boards in Canada](#) site.

26. Have you implemented policies and practices to ensure that your work environment and hiring practices are free of harassment and discrimination?

It is mandatory to provide a work environment with non-discriminatory hiring practices that are inclusive and free of harassment and discrimination. Indicate whether you have implemented policies and practices to ensure that your work environment and hiring practices are free of harassment and discrimination.

Use the checkboxes provided to identify the practices you have implemented from the following options:

- hiring policies or practices
- discrimination policies or practices
- harassment policies or practices
- conflict resolution policies or practices
- employee and / or management training
- accessibility and accommodation policies or practices
- employment equity policies or practices
- privacy policies or practices
- other: when selecting this box, use the textbox provided to describe any additional practices you have implemented that demonstrate concrete efforts to create an inclusive work environment free of harassment and discrimination

Part B – Job details

In this section, you must describe in order of priority the jobs you are requesting and you must provide separate information for each job title.

- You may request multiple participants for a job title.
- A job is considered different when at least one of the following details varies:
 - job title
 - tasks and responsibilities
 - start date
 - hourly wage
 - number of weeks
 - number of hours per week
 - preferred level of education of the participant

If your application is approved, it may not be for all the jobs requested, the full number of weeks requested or the full number of hours requested.

For online applications: you will need to state the number of job titles that you are applying for and then how many participants you would like to hire for each job title.

For paper applications: copy an entire Job Details section for each additional job title and attach it to your application when submitting it. If there is not enough space to appropriately answer a question, you may answer it on a separate sheet and attach it to your application when submitting it.

Important: You must submit all changes requests to job details for our approval. We will only consider changes in exceptional circumstances.

27. Job title

What is the job title of the position you are requesting?

CSJ job titles must match options in the National Occupational Classification. This system is the national reference on occupations in Canada. It comprises more than 30,000 occupational titles organized according to skill levels and skill types. When reviewing the potential occupations, the accompanying education, main duties and employment requirements should correspond to the job performed.

For online applications: the text box uses predictive text to help you complete the job title. Begin typing your job title and select the most appropriate option.

For paper applications: please select your job title from one of the options listed on the form.

- If you select “other”, you must identify a [National Occupational Classification Code](#) for the proposed job activities. To find the correct code on this webpage, type the proposed job title in the Quick Search box located at the top of the page to generate a list of possible occupations

A list of [frequently asked questions](#) about the National Occupational Classification is available. For more information, [contact us](#).

We will post this information publicly on [Job Bank](#). Refer to the section titled “[Information to be posted on Job Bank](#)” for additional details.

Hourly wage rate

What is the hourly wage to be paid to the youth?

You must pay at least the minimum wage in effect at the time of the employment based on provincial and territorial regulations, and you must respect the hourly wage indicated in the application, which will form the agreement if approved.

Please contact us for any changes to your agreement.

Note:

- Some provinces and territories have multiple minimum wages depending on the age and experience of the employee, or the nature of the work. It is your responsibility to confirm the minimum wage at the time of employment
- Salaried jobs need to be calculated as an hourly wage rate

Refer to [Section 1 – Wage subsidies available](#) for more details.

This information will be posted publicly on [Job Bank](#). Refer to the section titled “[Information to be posted on Job Bank](#)” for additional details.

Tasks and responsibilities

Provide a detailed description of the job tasks and responsibilities of the youth.

If the tasks and responsibilities of the job change after you submit your application or after you are approved for funding, you must inform us. If the change occurs after you are approved for funding, we must approve of the change, otherwise the job may be considered ineligible for funding as per subparagraph 25.1(1)(f) of the [Articles of Agreement](#).

The job activities must be eligible. Refer to [Section 2 – What projects are eligible](#) for more details.

Skills development plan

What skills will the youth develop during their job?

Select one or more of the following checkboxes identifying the skills that will be **developed** during the work experience:

- adaptability – the ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback
- collaboration – the ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project
- communication – the ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers, and discuss ideas
- creativity and innovation – the ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way
- digital skills – the ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases
- numeracy – the ability to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics. For example, we use this skill to perform calculations, manage budgets, analyze, and model data and make estimations
- problem-solving – the ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor

success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures

- technical skills – the ability to develop capabilities that relate to the practical or mechanical side of an activity, the application of a set of technical processes and its required know-how
- other – you may list and describe any additional skills that will be developed

Language(s) required for job

What language(s) will the youth need to use during their job? Select one:

- English
- French
- English or French
- bilingual
- other – in the space provided, indicate the required language

We will post this information publicly on [Job Bank](#). Refer to the section titled “[Information to be posted on Job Bank](#)” for additional details.

Supervision plan

How will the youth receive supervision during their job? Provide each of the following mandatory pieces of information:

- supervisor job title (drop down menu in the online application or check one of the boxes in the paper application)
- type of supervision (on-site, remote, combination)
- frequency of supervision (daily, weekly, less than once per week)
- the amount of the supervisor’s experience in a supervisory role (less than 1 year, 1 to 2 years, more than 2 years)

- type of feedback to be provided (formal or informal)
 - formal feedback is provided during scheduled meetings, is in writing, and is in response to previously set work objectives
 - informal feedback is provided through unscheduled meetings, is primarily verbal, and does not respond to previously set work objectives
- what the supervisor will provide (job-specific training, work instructions and tasks, evaluation of work, or other)

Note: The supervisor and mentor are not required to be the same person.

Remote supervision

If the youth will be working remotely away from the supervisor's location (for example, teleworking), or from somewhere else outside of a traditional work environment, you must ensure that there is sufficient training and supervision to support the youth in obtaining a meaningful work experience. You must also ensure that the youth can still benefit from the experience of working with others, building interpersonal skills, and learning work environment protocols.

Mentoring plan

How will the youth be mentored during their job? Provide each of the following mandatory pieces of information:

- mentor job title (drop down menu in the online application or check one of the boxes in the paper application)
- type (one-on-one, team)
- frequency of mentoring (weekly, monthly, less than once per month)
- amount of mentoring experience of the mentor (less than 1 year, 1 to 2 years, more than 2 years)
- mentor-mentee relationship (formal, informal)

- a formal mentor-mentee relationship will have regular meetings and established career-development goals for the youth
- an informal mentor-mentee relationship will have irregular meetings and no established career-development goals for the youth
- what the mentor will provide (support for skills development, career-related training, access to learning materials, or other)

Note: The supervisor and mentor are not required to be the same person.

Work experience

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

Select “yes” if you plan to offer the youth continued employment after the CSJ-funded job ends. This additional work can be full-time or part-time.

We encourage you to employ the youth longer than the requested number of weeks although you will only be reimbursed for the approved period of your CSJ 2026 funding.

Preferred level of education of the participant

What is your preferred level of education of the participant (if you have one)?

Note: The preferred level of education of the youth **is not assessed**. The Canada Summer Jobs program is open to all youth ages 15 to 30 regardless of level of education or student status.

We will post this information publicly on [Job Bank](#). Refer to the section titled “[Information to be posted on Job Bank](#)” for additional details.

Recruitment plan

One of the program objectives is to provide youth facing barriers to employment with access to work opportunities. Youth who face barriers to employment include:

- Indigenous youth: youth who identify as First Nations, Métis and/or Inuk (Inuit)

- racialized youth: youth who identify as being part of a racialized community which, according to ethnic or cultural characteristics, is subjected to structural discrimination
- Black youth: youth who identify as Black
- youth with disabilities: youth who identify as having any visible or invisible impairment that, in interaction with social barriers, hinders their full and equal participation in society
- youth in a rural, remote, northern, or fly-in community:
 - rural: youth in a community with a population of less than 1,000
 - remote: youth in a community with no or little access to the services of the closest community with more than 1,000 residents and/or one that is without year-round road access
 - northern: youth in any community in the Northwest Territories, Nunavut and the Yukon
 - fly-in: youth in any community that requires scheduled or chartered flights to enter or leave for most of the year
- youth in an official language minority community: youth whose first official language is not the majority language in their province or territory. This includes Francophones residing outside of Quebec and Anglophones residing in Quebec
- 2SLGBTQI+ youth: youth who identify as Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, or as being part of additional sexual and gender diverse communities

Select whether your organization intends to prioritize the recruitment of youth facing barriers to employment for this job.

If you answered “Yes,” use the checkboxes to identify:

- which group(s) of youth facing barriers you will prioritize during your recruitment process
- how your organization will prioritize these youth in your recruitment efforts (for example, targeted outreach, inclusive job postings, partnerships with community organizations, etc.)
- what supports your organization has in place to assist these youth if they are hired (for example, mentorship, accessibility accommodations, cultural safety training, etc.)

National priorities

Does the proposed job support one or more national priorities?

If you answer yes, select which national priorities are supported by the job.

Refer to [Section 4 – How we assess your application](#) for details on each national priority.

Local priorities

How many local priorities does the proposed job support?

- Identify the number of local priorities supported by the job
- Identify the local priority or priorities supported by the job in the textbox provided

You can find the local priorities established for the constituency in which the proposed activities will take place on the [CSJ website](#). To find your constituency, search the postal code of the location of the proposed activities on [Elections Canada](#).

Note: It is not mandatory for members of Parliament to establish local priorities. If your member of Parliament has not established local priorities, select “None.” You will not be penalized during assessment if your member of Parliament has not established local priorities.

Refer to [Section 4 – How we assess your application](#) for details.

Part C – Funding requested

28. Calculation of employer's total cost including contribution requested

- **Important:** For online forms (GCOS and online fillable form), the total contribution requested will be summarized automatically using the answers you provided in Part B of your application
- For paper applications, you will have to complete this question manually
 - If you are applying for more than five different job titles, you must make a copy of the Part C - Calculation of Employer's Total Cost Including Contribution Requested page, complete the copy with information for each additional job title, and submit the copy with your application. Once you have entered all the information for all the job titles, indicate the total of the columns in the "Total" line at the bottom
 - To avoid this space limitation, **submit your application electronically using [GCOS](#) or the [online fillable application](#).** Either option provides benefits that will simplify the application process. For example, online applications (GCOS and the online fillable form) will automatically calculate several of these fields and ease your review of the application as well as the submission process

Before completing question 28 on your paper application, refer to [Section 1 – Wage subsidies available](#) for details.

28(a). Job title

List each job title for which you are requesting funding. The job titles should be listed in the same order as in the Job Details section. A job is considered different when at least one of the following details varies:

- job title
- tasks and responsibilities
- start date
- hourly wage

- number of weeks
- number of hours per week
- preferred level of education of the participant

28(b). Number of participants requested who will have this job title

Enter the number of youth you are requesting for each job title.

28(c). Anticipated start date

Enter the date that you want the youth to begin employment.

- The earliest job start date is April 20, 2026
- The latest job end date is August 29, 2026
- The anticipated start date must allow for the number of weeks requested to be completed before the latest job end date
 - For example, a youth must start by July 6, 2026, to work 8 weeks before the latest job end date of August 29, 2026

We will post this information publicly on [Job Bank](#). Refer to the section titled "[Information to be posted on Job Bank](#)" for additional details.

28(d). Number of weeks requested for each participant

Enter the number of weeks for which you are requesting funding; it must be a minimum of 6 and a maximum of 16 weeks.

28(e). Number of hours per week requested for each participant

Enter the number of hours per week that the youth will be required to work. The hours must be full-time (30 to 40 hours per week).

We will post this information publicly on [Job Bank](#). Refer to the section titled "[Information to be posted on Job Bank](#)" for additional details.

28(f). Hourly wage to be paid to each participant

Enter the hourly wage including the contribution from Service Canada and other sources to be paid to the youth.

We will post this information publicly on [Job Bank](#). Refer to the section titled “[Information to be posted on Job Bank](#)” for additional details.

Important: You are responsible to ensure that the youth is paid and for making the necessary pay-related remittances to the CRA, in accordance with labour regulations in the province or territory where the employment is located, and as per Section 32 in the [Articles of Agreement](#).

28(g). Hourly wage funding requested

Enter the hourly wage funding that is requested from Service Canada. Not-for-profit employers are eligible to receive funding for up to 100% of the provincial or territorial adult minimum hourly wage. Public and private sector employers are eligible to receive funding for up to 50% of the provincial or territorial adult minimum hourly wage.

Refer to [Section 1 – Wage subsidies available](#) for details.

28(h). Mandatory Employment Related Costs (MERCs) requested (not-for-profits only)

Not-for-profit employers are eligible for reimbursement of MERCs for up to 100% of the adult minimum hourly wage in the province or territory where the activities will take place. All other employers are not eligible for funding to cover MERCs, in whole or in part.

If you are a private or public sector employer, indicate “0.”

Refer to [Section 1 – Wage subsidies available](#) for details.

28(i). Total funding requested

The total funding requested will be calculated using this formula:

(Column B x Column D x Column E x Column G) + Column H

(Number of participants requested who will have this job title x Number of weeks requested for each participant x Numbers of hours per week requested for each participant x Hourly wage funding requested) + MERCs requested (not-for-profits only).

28(j). Total employer contribution

The total amount of the contribution the employer pays towards hiring the youth will be calculated using this formula:

$((\text{Column B} \times \text{Column D} \times \text{Column E}) \times (\text{Column F} - \text{Column G}))$

$((\text{Number of participants requested who will have this job title} \times \text{Number of weeks requested for each participant} \times \text{Number of hours per week requested for each participant}) \times (\text{Hourly wage to be paid} - \text{Hourly wage funding requested}))$

29. Will you require an advance payment should your application be approved?

This is offered to all types of organizations. Select “Yes” if you wish to receive an advance payment.

Refer to [Section 1 – Wage subsidies available](#) for details.

Attestation

This section is mandatory. To be considered eligible, an official representative must attest to the following statements:

1. I have read, understood and will comply with the Canada Summer Jobs [Articles of Agreement](#)
2. I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and my organization
3. I certify and warrant on behalf of the organization and in my personal capacity that the information in this Application for Funding and any supporting documentation is true, accurate, and complete; and
4. I confirm that neither the job activities nor any of the activities of my organization which are directly or indirectly supported by the job activities in any way infringe, undermine, weaken, or restrict the exercise of human rights legally protected in Canada

Note: The Attestation is required for the application (submitted on a PDF form or online) to be considered complete and eligible for assessment. If you are submitting your application online, you must check this box to proceed, otherwise the system will not allow you to continue. If you are submitting a paper application, you must check this box in order for your application to be assessed.

Should an application or a project not be compliant with program eligibility criteria and/or the Articles of Agreement, your project may not be funded.

The provision of false and misleading information will affect eligibility and funding may be revoked.

30. to 31. Name of the organization's representative(s)

An **authorized** representative must provide their name, title, date and signature. When the organization requires two representatives to enter into a legally binding agreement, you must provide the name, title, date and signature of two representatives.

Your submission of an application does not constitute an agreement. An official agreement between your organization and the Government of Canada only exists **once we approve your application and sign the agreement.**

Important: You must read the Applicant Guide and Articles of Agreement in their entirety before you sign the application.

When do I need to submit more than 1 application

If all jobs requested are within the same constituency:

You only need to submit **one application form**. The location of the proposed activities determines the constituency for which the application will be assessed.

Example: If you are hiring 3 youth to work at different sites within the same constituency, you should submit one application listing all positions. If you submit multiple applications for the same constituency, we will merge them into a single application.

If a job involves work in multiple constituencies:

You do **not** need to submit a separate application for each location. The application should be submitted for the **constituency where the majority of the work will take place.**

Example: If a youth will work 3 days a week in Constituency A and 2 days in Constituency B, submit the application for Constituency A.

If you are applying for multiple jobs based in different constituencies:

You must submit a **separate application form for each constituency.**

Example: If you have 2 physical locations in different constituencies and plan to hire one youth at each location, you must submit 2 separate applications, one for each constituency.

As of 2025, the boundaries of most constituencies have changed. To determine the constituency in which the activities will take place, search the postal code of the location of the proposed activities on [Elections Canada](#).

If you're unsure which location qualifies as the main activity location, [contact us](#) for guidance.

Information to be posted publicly**Information to be posted on Job Bank**

We will post all positions funded by CSJ online at [Job Bank](#) as the primary source for information for youth on the availability of positions funded through the program.

Please note that we will post some information provided in your application (including contact information) to Job Bank.



Important: The application form and this Applicant Guide identify which information we will post publicly. Please pay close attention and keep this in mind when completing your application. If you have any questions about the information to be posted publicly, [contact us](#).

Figure 1: Example of a CSJ-funded position posted on Job Bank

Human resources clerk

Posted on April 22, 2025 by Employer

Job details

 1111 street name City, PROVINCE H0H 0H0	 Seasonal employment Full time
 21.00 hourly / 30 hours per week	 Post-secondary education
 Bilingual	 As soon as possible
	 2 vacancies
	 Canada Summer Jobs #1111111



Who can apply to this job?

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

International students and other temporary residents of Canada are not eligible.

Contact the employer to learn more about the job and apply.

Show how to apply

The phone number, email address and the website of your organization (if provided) are provided to the youth when they click on the “Show how to apply” button:

Figure 2: How to apply

How to apply

By email

employer@email.com

By phone

555-555-5555

Online:

<https://www.employer.com/careers> 

Information to be posted on the approved employers webpage

We will post the contact information, including the email address, of employers approved for funding on the Government of Canada's.

Information to be posted on the funded employers webpage

Once all projects have ended, we will post the following information on the Open Government website to ensure the transparency of Grants and Contributions funding:

- organization name
- organization type
- business number
- amount of funding
- project title
- agreement number
- agreement dates
- location

4. How we assess your application

This section outlines how your Canada Summer Jobs application is reviewed and scored, helping you understand the process as an employer.

We will review your application in 2 steps by:

1. [Screening for eligibility](#) against the 15 mandatory eligibility requirements listed below
2. [Assessing for quality](#) in relation to the program objectives:
 - provide quality work experiences for youth
 - provide opportunities for youth to develop and improve their skills
 - respond to national and local priorities to improve access to the labour market for youth who face unique barriers

Screening for eligibility

You must meet **the following 15 eligibility requirements** for your project to be considered eligible for funding. We will screen for eligibility based on the following eligibility requirements:

1. you must submit your application before the deadline
2. you must check the attestation box
3. you must provide a complete application
4. you must be an eligible employer
5. the project activities must be eligible
6. the job duration must be between 6 and 16 consecutive weeks
7. the job hours must be full-time (30 to 40 hours per week)
8. you must declare whether you have applied, will apply, or have received funding from other sources to pay for part of the wages for the jobs you are requesting funding for

9. the job salary must respect minimum wage requirements in your province or territory
10. your organization must declare any money owing to the Government of Canada and a payment plan must be in place before a funding agreement can be established
11. you must demonstrate that you have implemented adequate health and safety practices in the work environment
 - safety measures must relate to the type of work environment and specific job type and activities
12. you must demonstrate that you have implemented adequate measures to ensure that hiring practices and the work environment are free of harassment and discrimination
13. you must outline the supervision plan for the youth and proposed job activities
14. you must outline the mentoring plan for the youth
15. we will review all files associated with your organization to verify if there is documented evidence from previous agreements with us that would render your application ineligible (including but not limited to financial irregularities, health and safety concerns, past project default or other results)
 - we may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification, as part of this review process
 - we may also consult with the Canada Revenue Agency (CRA) on past financial irregularities

We will consider failure to comply with any conditions of a previously funded project in the evaluation of your new application, which could result in a decision of ineligibility of your new application as set out under paragraph 25.1(6) of the [Articles of Agreement](#).

Things that may impact your eligibility

- Your past performance or issues of default in projects with us may impact the eligibility of your application, as we may also review results from previous funding agreements. We may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification
 - When determining the eligibility of your application, we may review information in the public domain, including but not limited to materials on your website and media articles
- We are required to validate applicant information submitted for all Grants and Contributions funding programs. Therefore, we may request further information to confirm your CRA business number, postal address, and primary contact information before issuing a payment
- It is important to submit a complete application. We will assess your project only if all of the eligibility requirements are met. If the project as outlined in your application does not meet all 15 eligibility requirements, it will not proceed for assessment

Important: We may refuse applications that are incomplete or contain errors.

If your application is missing mandatory information, or if the information is unclear, we will contact you by email. We will use the contact information you provided in your application to request the information or clarification. We will do so before determining the eligibility of your application. If you receive such an email, **you must respond within 5 business days of the date on which the email was sent.** If you do not respond before the deadline, your application will not proceed for assessment.

Assessing on program objectives

We will assess your project **only if all of the eligibility requirements have been met**. We will assess your application for quality against the CSJ program objectives.

Objective 1: Provide quality work experiences for youth (30 points)

Under this objective, we will assess your application based on the following criteria.

The job(s) provides a salary above the provincial or territorial minimum wage (10 points)

Refer to [Section 1 - Wage subsidies available](#) for additional information on the minimum wage. Note that you will be required to report on the salary paid to the youth as part of the mandatory reporting process.

You intend to retain the youth as an employee following the end of the CSJ agreement (5 points)

This additional work can be full-time or part-time. Note that you will be required to report on whether you retained the youth as part of the mandatory reporting process.

The youth will receive supervision (15 points)

The supervision plan should be task-oriented and focused on the specific job activities contained in your application.

We will assess the quality of your supervision plan based on the following:

- type of supervision (on-site, remote, or combination)
- frequency of supervision (daily, weekly, less than once per week)
- amount of the supervisor's experience in a supervisory role (less than one year, 1 to 2 years, or more than 2 years)
- the type of feedback to be provided to the youth (formal or informal)

- what the supervisor will provide (job-specific training, work instructions and tasks, evaluation of work, other)

Objective 2: Provide opportunities for youth to develop and improve their skills (40 points)

Under this objective, we will assess your application based on the following criteria.

The youth will receive mentoring (13 points)

Mentoring is a relationship between an experienced employee (the mentor) and a less experienced employee (the youth). Through regular meetings, the mentor will learn about career objectives of the youth and share their professional experience. The mentor will support skills development and facilitate professional development to help the youth enter the labour market.

We will assess the quality of your mentoring plan based on the following:

- type of mentoring (one-on-one, team)
- frequency of mentoring (weekly, monthly, less than once per month)
- amount of the mentor's experience in a mentoring role (less than one year, 1 to 2 years, or more than 2 years)
- mentor-mentee relationship (formal or informal)
- what the mentor will provide (support for skills development, career-related training, access to learning materials, or other)

The youth will develop transferable skills through work experience (27 points)

As quality job experiences provides youth with the opportunity to acquire and develop transferable skills that are essential for success in the labour market. We will award points if you indicate that skills will be **developed** during the work experience. The job description section, including the outlined tasks and responsibilities, may be considered when assessing the skill development.

Refer to [Section 3 – How to answer the application questions](#) for a description of each of the skills.

Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers (30 points)

Under this objective, we will assess your application based on your ability to support the following.

Youth facing barriers to employment (10 points)

One of the program objectives is to provide youth who face barriers to employment with access to work opportunities. These social barriers to employment are often systemic or geographic and can make it more difficult for youth to enter or remain in the workforce. You can find more details on the groups facing barriers to employment in [Section 3 – How to answer the application questions](#).

We will award points to applications that prioritize the recruitment of youth facing barriers to employment. We will grant additional points if your organization has measures in place to support these youth once hired.

Important: If your organization intends to prioritize the recruitment of youth facing barriers to employment and your application is approved, we may monitor your recruitment and hiring activities to ensure they align with the commitments in your application.

National priorities (10 points)

National priorities are established to improve labour market outcomes for youth by focusing on sectors with current needs and future job opportunities. We will award points to projects that support national priorities. If your application demonstrates that it meets more than one national priority, we will award you additional points. Note that we will require that you report on the national priorities supported as part of the mandatory reporting process.

In 2026, CSJ will address the following national priorities.

Jobs that provide work experience related to construction

- For the purpose of this priority, construction includes activities that support the design, development, remodelling, renovation, and repair of buildings, including residential buildings
- Work experience related to construction can also include exposure to broader construction-related opportunities, such as advancing affordable housing and community development initiatives. It can include activities such as:
 - performing labour and structural work on construction sites
 - providing administrative support to construction teams or housing organizations, such as project planning, budgeting, or scheduling
 - participating in community engagement or housing advocacy efforts
 - contributing to research on housing needs, zoning, or urban development

Jobs that provide work experience related to green jobs and environmental protection

- Green jobs contribute directly or indirectly to protecting the environment by producing goods or delivering services that benefit the environment. They may involve environmental skills, knowledge, experience, or competencies, but do not necessarily require these specialized skills to result in a positive environmental impact
- For the purpose of this priority, jobs related to environmental protection include activities such as:
 - mitigating or adapting to climate change
 - conserving or restoring the environment
 - supporting organizations that work toward or advocate for positive environmental outcomes

Jobs that provide exposure to technology and digital skills, including opportunities to develop foundational artificial intelligence skills in the workplace

- For the purpose of this priority, exposure to technology and digital skills includes work experience related to:
 - technology support or design
 - data science, analysis, or administration
 - information technology and cybersecurity
 - coding or programming
 - artificial intelligence (AI) and machine learning
 - web design and development
 - telecommunications
- Opportunities to develop foundational AI skills refers to on-the-job activities that help youth understand how AI works and how it is used in practical settings. These skills can be developed through entry-level tasks such as:
 - data labeling or preparation to support machine learning
 - supporting literature reviews or data collection for AI-related projects
 - automating repetitive tasks

Local priorities (10 points)

Members of Parliament establish local priorities for each constituency throughout the country, taking into account local labour market information.

Indicate which local priorities your project supports. The local priorities for your constituency are available on the CSJ webpage for [Local priorities by province, territory, and constituency](#). If your application demonstrates that it meets more than one local priority, we will award you additional points.

Note: It is not mandatory for members of Parliament to establish local priorities. We will not penalize you during assessment if your member of Parliament has not established local priorities.

5. Apply now

You can apply from November 4, 2025, to December 11, 2025, at 11:59 p.m. Pacific Standard Time.

We will **not consider** applications received or postmarked after the deadline date.

Before you apply

Make sure to carefully read the [Before You Start](#) section and the [Articles of Agreement](#). These resources explain what information and supporting documents are required for your application. When you apply, you will need to confirm that you have read, understood, and agree to follow the Articles of Agreement.

Important

- If you need to change something in your application, **do not submit** a new copy, [contact us](#) instead.
 - Sending multiple copies or using different methods to submit the same application can delay processing.
- If you are unsure if you should submit more than one application consult the [When do I need to submit more than 1 application](#) section.
- If you're unsure whether your application was received or didn't get an acknowledgement of receipt email, [contact us](#) to confirm.

Apply with Grants and Contributions Online Services (GCOS)

We recommend that you apply online using the Grants and Contributions Online Services ([GCOS](#)). GCOS is an online platform where you can create an account for your organization to submit ESDC funding applications online.

Using the Grants and Contributions Online Services (GCOS)

- **Already have a GCOS account?**

Visit the [Grants and Contributions Online Services: User Guides](#) for step-by-step instructions on how to complete your application online.

- **Need to create a GCOS account?**

- Follow the instructions on the [GCOS website](#).
- Make sure to use your organization's payroll deductions (RP) business number assigned by the CRA

Creating an account is quick and only needs to be done once. After that, you will be able to:

- save a draft of your application and come back to it later
 - make sure to submit it before the Call for Applications closes
 - once submitted, you won't be able to make changes, but you can still view your application
- track the status of your application
- sign an agreement if your application is approved for funding
- manage active projects and submit documents
- review past projects submitted through your GCOS account

Important: To access all GCOS features, you will need to complete your registration by verifying your identity. We strongly recommend setting up your GCOS account **before the application deadline** to avoid delays or missed opportunities.

Confirmation of receipt

Once you click "Submit" at the end of your application, you will immediately receive a tracking number and an acknowledgement email will be sent to the address provided in your application.

Important: If you do not receive a confirmation number or a confirmation email, your application has not been submitted.

For more information on the GCOS application confirmation number, or if you experience any technical issues, please consult the [Grants and Contributions Online Services: User Guides](#).

How do I save or print a copy of my GCOS application

You can consult and print a copy of your application once it has been submitted. When viewing a submitted application, click into the Review & Submit section. Under the Review & Submit section, you can print a copy of the application.

Other ways to apply

While we recommend using GCOS, you can also apply using one of the following options:

Online fillable application form

You can submit a fillable application form online directly in your browser. Your progress can be saved and resumed later, but your application is only officially submitted to us when you click the “Submit to Service Canada” button at the end of the application.

Important technical notes if you apply using the [Online fillable form](#):

- **sessions expire after 1 hour of inactivity.** Your draft application in the online fillable form will become unavailable if left inactive for an hour
- **your application can be saved and continued at a later date.** To save a draft application, you must provide your email address and create a password. Once saved, an email will be sent with a **one-time link** to resume completion of the application. However, **you must complete and submit the application within 72 hours** following the start of the application. Otherwise, the saved copy of your application will expire, and all inputted information will be lost. If the password created is forgotten, it cannot be reset and the application will be lost
- **if required information is missing**, you will not be able to access the next page
- **print a copy of your application before submitting your application.** You can print a copy of your online application for your records.

However, you must print a copy **before** submitting your application online. Once submitted, you will not be able to print it

- **you must click “submit to Service Canada”** to complete your application. If you do not click “**submit to Service Canada**”, we will not receive your application
- **a confirmation number is immediately generated by the system** once an online fillable application has been successfully submitted. This confirmation is considered the acknowledgement of receipt of your application. We will send a confirmation of receipt to the email address provided in your application. **If you do not receive a confirmation number acknowledging the application has been received, you have not completed the submission properly**

By mail or in person

To apply by mail or in person, download and complete the [application form](#).

Important: Please note that the ability to submit an application in person or by mail could be impacted by office closures. Applications received by fax or by email will not be considered.

It is the applicant’s responsibility to ensure that mailed applications are postmarked with the date of mailing, especially if they are sent on or close to the application deadline. Applications without a clear postmark may be considered late and therefore ineligible.

By mail

Your application **must be postmarked by a postal service on or before December 11, 2025**. [Consult the Contact CSJ webpage](#) for the address of where to send your application. Please note that additional administrative delays might apply.

We recommend that you submit your application electronically using GCOS or the online fillable application. The ability to submit an application by mail could be impacted by office closures.

If you submit your application by mail, you will receive an acknowledgement by email within 14 calendar days of the end of the Call for Applications. We will send the acknowledgment to the email address provided in your application. Retain this confirmation, as you will need it for future communications with us.

In person

We must receive your application **before the close of business of the Service Canada Office on December 11, 2025.**

Consult the [Service Canada](#) website for the hours of service of the Service Canada Offices. Please note additional administrative delays might apply.

We recommend that you submit your application electronically using GCOS or the online fillable application. The ability to submit an application in person could be impacted by office closures.

If you submit your application at your local Service Canada Centre, we will send you an acknowledgment to the email address provided in your application within 14 calendar days of the end of the Call for Applications. Retain this confirmation, as you will need it for future communication with us.

About PDFs

Our application form uses PDF form technology. You must have a PDF reader installed to use the form correctly. There are several readers available on the Internet for free that support our form:

- Adobe Reader (you must use a version of Adobe Reader 8 or higher, for example Adobe Acrobat DC Reader)
- Foxit Reader

If you do not use the recommended readers (Adobe Acrobat 8 or higher or Foxit Reader), Service Canada may receive a blank application from you.

Downloading the application form

Make sure that you have Adobe Acrobat Reader 8 or higher or Foxit Reader installed on your system.

Select the Application form

When prompted to open or save the form, select the down arrow on the “Save” button, and select “Save as”.

Select your folder location and save (file type must be PDF).

Reopen the form from your computer:

- select the “Open with” option
- choose option to open with either Adobe Acrobat Reader or Foxit

Make sure that the form opens in one of the Reader Softwares (Adobe or Foxit), by looking at the top of your screen. For example, it should indicate:

- ESDC-EMP5396A.pdf (SECURED) – Adobe Acrobat Reader DC
- ESDC-EMP5396A.pdf (SECURED) – Foxit PhantomPDF

Begin inputting and save your information.

Before submitting your application make sure that the Application form is completed, and all information has saved properly.

Moving within a form

To move from one field to the next in the form, press “Tab”. This helps ensure you do not accidentally skip any fields.

Forms that perform calculations

Some sections of the form perform calculations based on the amounts you enter and will automatically calculate totals in the appropriate fields. You are responsible for the completeness and accuracy of any information submitted. Please double-check all data you enter.

Submit 1 application only

Submit only 1 copy of your application to Service Canada. Submitting multiple copies of the same application or submitting the same application by using various methods may cause longer processing times for your application. If you are unsure if your application was successfully submitted or you did not receive an acknowledgement of receipt email, please [contact us](#) to verify it was received.

What happens if information is missing from your application

If your application is incomplete, we will send you an email. You will **have 5 business days** to submit the missing information. If your application is not complete by that time, we may reject it.

6. After you apply

This section outlines the key steps and timelines after an application has been submitted, including when you can expect a funding decision, and your next steps and responsibilities.

You can find a summary of the key steps on the [Canada Summer Jobs project overview page](#).

How funding is decided

Once all eligible applications are reviewed:

- we score and rank them within each constituency
- a list of recommended projects is created based on these scores
- each member of Parliament (MP) receives the list of eligible projects for their constituency and can give feedback based on local needs and priorities
- funds are then allocated to successful applicants based on the results of our assessment of applications, and feedback from MPs

When you will get a funding decision

We will start letting applicants know the status of their application in April 2026, and continue through the summer. You will receive an email confirming whether your application is eligible and if it will receive funding.

Funding is limited, so not all applications will be approved. Each year, we receive more application than we can fund. Even if your project is eligible, it may:

- not be selected for funding
- receive less funding than requested
- receive less funding than in previous years
- be approved for fewer weeks than requested

To support quality jobs, we aim to fund positions that last about 8 weeks and offer 35 hours per week.

Before your project starts

You cannot be reimbursed for any activities that happen **before** your project is officially approved and a signed agreement is in place between your organization and Service Canada.

Submitting an application does not mean your project is approved. You must wait for written confirmation from Service Canada before making any commitments.

Final decisions

All decisions are final. There is no appeal process.

What happens after an application is approved

If your application is approved

We will send you an email with:

- a document called “Calculation of Approved Canada Summer Jobs Contribution Amount”, signed by an authorized representative of Canada
- the forms you need to complete your agreement

The email will also include the contact information for a Service Canada representative who can help if you have questions about your agreement.

Inspections and audits

Please note: Some approved employers may be randomly selected for inspections or audits, as outlined in subsection 21.2 of the [Article of Agreement](#).

If selected, your organization may be asked to provide financial documents such as:

- payroll records

- pay stubs
- CRA remittance forms

We may also interview participants in the Canada Summer Jobs program. If we find any financial issues, we may verify information with the Canada Revenue Agency.

What happens if an application is not approved

All applicants will receive a written decision by email, whether their application is approved or not.

To keep the process fair and consistent, we do not share individual assessment scores.

However, we encourage you to review the program objectives and assessment criteria on our website. This can help you understand how applications are evaluated and how to strengthen future submissions.

Contact us

For more information, call 1-800-935-5555 (TTY: 1-800-926-9105) or visit a Service Canada Office.

Frequently Asked Questions

- [How can I submit my application?](#)
- [How do I find my constituency?](#)
- [How do I determine where the job activities take place?](#)
- [Can I apply for multiple jobs?](#)
- [What are the program's national priorities?](#)
- [How do I calculate Mandatory Employment Related Costs \(MERCs\)?](#)
- [When will I know if I'm approved for funding?](#)
- [Who can I contact if I have questions?](#)

Reference: Internet Domain Addresses

The following include all hyperlinked internet domain addresses in the CSJ application and in this guide.

Accessible Canada Act

<https://laws-lois.justice.gc.ca/eng/acts/a-0.6/page-1.html#h-1153395>

Articles of Agreement

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/agreement.html>

Canada Post – Find a postal code

<https://www.canadapost-postescanada.ca/cpc/en/tools/find-a-postal-code.page>

Canada Revenue Agency

<https://www.canada.ca/en/revenue-agency.html>

Canada Revenue Agency – Business number

<https://www.canada.ca/en/services/taxes/business-number.html>

Canada Summer Jobs website

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html>

CCOHS: Canadian Centre of Occupational Health and safety

https://www.ccohs.ca/oshanswers/information/wcb_canada.html

CSJ Local Priorities

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/local-priorities.html>

Department of Employment and Social Development Act

<https://laws-lois.justice.gc.ca/eng/acts/h-5.7/page-1.html>

Elections Canada

<http://www.elections.ca/home.aspx>

GCOS – Access

<https://www.canada.ca/en/employment-social-development/services/funding/gcos.html>

GCOS – Register

<https://www.canada.ca/en/employment-social-development/services/funding/gcos/register.html>

GCOS – User Guides

[Grants and Contributions Online Services: User Guides - Canada.ca](#)

Grants, contributions, and funding processes from ESDC

<https://www.canada.ca/en/employment-social-development/services/funding/grants-contributions-process.html>

Info Source

<https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/info-source.html>

Job Bank

<https://www.jobbank.gc.ca/youth>

Job Bank – Hire persons with disabilities

[Recruit persons with disabilities - Job Bank](#)

National Occupational Classification Code - Search

<https://noc.esdc.gc.ca/>

National Occupational Classification Code – Frequently Asked Questions

<https://noc.esdc.gc.ca/Home/FAQ?GoCTemplateCulture=en-CA>

Occupational Health and Safety Webpage

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/occupational-health-safety/whmis-quick-facts-personal-protective-equipment-health-canada-2008.html>

Online Fillable Application

<https://srv217.services.gc.ca/ihst4/Intro.aspx?cid=e7d4ea95-e956-4121-8754-03166ae47520&lc=eng>

Personal Information Bank ESDC PPU 706 - Youth Employment and Skills Strategy

<https://www.canada.ca/en/employment-social-development/corporate/transparency/access-information/reports/infosource/infosource-detailed.html#s46>

Privacy Act

<https://laws-lois.justice.gc.ca/eng/acts/p-21/page-1.html>

Privacy Commissioner of Canada

<https://www.priv.gc.ca/en/>

Service Canada – Contact

<https://www.canada.ca/en/employment-social-development/corporate/contact/canada-summer-jobs.html>

Service Canada – Forms catalogue

<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5396A>

Service Canada – Offices

<http://www.servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp?lang=eng>

Support to official-language minority communities

<https://www.canada.ca/en/treasury-board-secretariat/services/values-ethics/official-languages/public-services/support-official-language-minority-communities.html>

Workplace Safety Webpage

<https://www.canada.ca/en/employment-social-development/services/health-safety/workplace-safety.html>

Youth Employment and Skills Strategy

<https://www.canada.ca/en/employment-social-development/programs/youth-employment-strategy.html>