

The Canada-Saskatchewan Job Grant Applicant Guide



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The Canada-Saskatchewan Job Grant (CSJG) is an employer-driven program that provides eligible employers with financial support to train new or existing employees for jobs in their organization. Training can help support a new hire to the organization, result in a new or better job for an existing employee or reduce skills gaps of an employee. The CSJG provides opportunities for unemployed and underemployed workers to train for jobs.

Please forward the completed application form to your nearest Canada-Saskatchewan Job Grant office. You will be contacted within three business days to confirm receipt of the application. The Ministry of Immigration and Career Training (the Ministry) will evaluate fully completed applications and provide a decision on the application within 20 business days.

Only fully completed applications will be processed. Applications will be accepted, assessed and approved based on available funding. Meeting eligibility criteria does not guarantee funding approval. Approval of applications does not constitute an endorsement of any training provider or particular training course or program. Previous approval of employers or training providers does not guarantee approval in the future. All applications are assessed based on the information provided at the time of application.

All decisions regarding the eligibility of employers, trainees, training providers, training programs and reimbursable costs will be made by the Ministry at its sole discretion.

The Ministry reserves the right to contact employers, trainees, training providers or any other person in order to substantiate reimbursement claims, training activities, records and other related matters.

CSJG applications are assessed using the following eligibility criteria.

Questions?

Website: www.saskatchewan.ca/job-grant

Email: cansaskjobgrant@gov.sk.ca

Contact your local [Canada-Saskatchewan Job Grant](#) office.

| Eligibility Criteria | Definition |
|--|---|
| Incremental Training and Trainee Categories | |
| <p>Training funded by the CSJG is intended to increase employer investments in training and not replace an employer's pre-existing training investments. Put another way, the CSJG is intended to support incremental training activity and, specifically, training that would not take place without the grant. Employers training new hires do not need to meet this CSJG requirement.</p> <p>Employers must declare they understand funding is to support training that shall not replace existing employer investments. New hires do not need to meet the incremental training requirement.</p> <p>Ineligible training includes apprenticeship training pursuant to the <i>Apprenticeship and Trade Certification Act, 1999</i> and training required to maintain an existing professional licence.</p> <p>The Ministry reserves the right to determine ineligible training.</p> | <p>To help determine if the training requested is considered incremental or is existing, mandatory (core) training required by the employer, answer the following questions:</p> <ol style="list-style-type: none"> 1) Will this training take place without CSJG? (examples include orientation/onboarding training or any training the employer would normally provide) 2) Has this training already started or will start prior to receiving an application decision? <p>If the answer is "yes" to either question, the training is considered existing, mandatory training, and is not incremental. The training is not eligible for CSJG funding.</p> |
| <p>Training is intended to address an employer's skills deficit of existing staff or new employees, and must fit under one of the following three categories:</p> <ol style="list-style-type: none"> 1) Support a new hire to the organization, as defined under Eligible Trainees. <p>A new hire to an organization is one the employer intends to employ for a minimum of 600 hours post-training. In addition, the new hire is defined as either:</p> <ul style="list-style-type: none"> • One not yet employed by the employer (where the training is scheduled to occur prior to employment); or, • One who has been employed with the organization for 12 months or less from the date of the program application submission. <ol style="list-style-type: none"> 2) Result in a new or better job for the existing employee. <p>A new or better job is defined as one or more of the following:</p> <ul style="list-style-type: none"> • An increase in pay; • An increase in hours; and, • A promotion/advancement to another position. | <p>Ineligible training includes:</p> <ul style="list-style-type: none"> • Apprenticeship training pursuant to the <i>Apprenticeship and Trade Certification Act, 1999</i>; • Training to maintain an existing professional licence; or, • Training that is for personal interest. <p>A portion of conference costs may be eligible where there is specific skills training offered that meets the CSJG eligibility requirements. Fees identified under the CSJG application must be specifically tied to the training program offered only, to be eligible for funding consideration.</p> <p>Example of a new hire to the organization: Jane is currently looking for work in her community. An employer has an opening for a Heavy Equipment Operator. The employer is willing to hire Jane upon completion of the Heavy Equipment Operator training program they've chosen. The employer meets the eligibility requirements for job grant and provides a Conditional Offer of Employment for Jane.</p> <p>An unemployed individual develops in-demand skills and successfully gets a job upon completion of the training.</p> |

| Eligibility Criteria | Definition |
|---|---|
| Incremental Training and Trainee Categories Continued | |
| <p>The change for the employee must either:</p> <ul style="list-style-type: none"> • Occur within six months of the end of training or; • Have occurred six months or less from the date of the CSJG application. <p>3) Reduce the skills gap of the existing employee.</p> <p>Skills gaps of an existing employee must be the result of employer-driven change in the workplace. The employer must:</p> <ul style="list-style-type: none"> • Identify the employer-driven change that impacts the current skill level of the employee; and, • Articulate how the employee’s function changes as a result of the training. <p>The employer must intend the change to:</p> <ul style="list-style-type: none"> • Be introduced to the workplace within six months of training; or, • Have been introduced to the workplace six months or less from the date of the CSJG application. <p>Training must be relevant to the operational needs of the employer, result in trainee skills development and be directly connected to employment in the available job.</p> | <p>Example of a new or better job for an existing employee:</p> <p>Joe has worked as a waiter with his employer in the restaurant industry for several years. The employer is looking for a new Restaurant Manager and they’ve agreed that Joe is the right candidate for the job but needs some additional skills to move into the new position. The employer has found a Professional Management Certificate course that would give Joe the skills needed to succeed in this new role. At the end of training and completion of the certificate, Joe will move into the new position and will receive a pay increase.</p> <p>The employer meets the eligibility requirements for job grant and offers a new or better job for the existing employee.</p> <p>An employed individual successfully expands his/her skill set and advances into a new job while the employer fills a vacancy with a qualified employee.</p> <p>Example of reducing the skills gap of an existing employee:</p> <p>Bill has worked in manufacturing for many years but has recently been advised that the component he has been responsible for assembling will be automated through a new piece of machinery. The employer has been automating processes which will be fully transitioned into the workplace within a year. The employer will need someone to maintain the new machine and perform additional duties that are being transitioned into a new role within the business. The employer would like Bill to take on this lateral position instead of being laid off. He will require training on the new machine functions, and the employer has found a training provider to deliver the required skills.</p> <p>The employer meets the eligibility requirements for job grant and mitigates the skill gap of an existing employee.</p> <p>An employed individual successfully expands his/her skill set and retains employment while the employer secures a qualified employee.</p> |

| Eligibility Criteria | Definition |
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| <p>Eligible Employers</p> <p>Employers must have a Saskatchewan job for the trainee at the end of training.</p> | <p>Employers must intend to hire or continue to employ trainees upon completion of the training.</p> |
| <p>Eligible employers must be:</p> <ul style="list-style-type: none"> • A business registered in Saskatchewan pursuant to <i>The Business Corporations Act</i>; • Incorporated by, or registered under, an act of the legislature of a province, or the Parliament of Canada; or, • A business that conducts operations in Saskatchewan; and, • A business that is in good standing with the province: <ul style="list-style-type: none"> • Employers must be in compliance with <i>The Saskatchewan Employment Act</i> or regulations thereunder. • Employers must have met or must currently meet all obligations to the Ministry. | <p>All Saskatchewan businesses that are required to register their business names with Information Services Corporation (ISC) must do so in order to be eligible for the CSJG.</p> <p>If the business did not originate in Saskatchewan but has a Saskatchewan-based place of business, it may not have registered with ISC. In that case, the employer is required to produce other proof of eligibility that it has met the criteria.</p> <p>Public sector employers are not eligible. This includes:</p> <ul style="list-style-type: none"> • Crown corporations not previously agreed to by the Governments of Saskatchewan and Canada; • Indigenous governments not previously agreed to by the Governments of Saskatchewan and Canada; • Regional and urban park authorities; • Boards of education; • Regional health authorities; • Public libraries; • Urban, rural and northern municipalities; • Departments/ministries or agencies of the Governments of Canada or Saskatchewan; • Employers not in current good standing with a program, project or service offered by the Ministry, including circumstances where the employer has been issued a notice of overpayment; and, • Employers deemed to be in contravention of any provision of <i>The Saskatchewan Employment Act</i> or regulations thereunder. |
| <p>Individual employers may include:</p> <ul style="list-style-type: none"> • Private, for-profit businesses; • Commercial cooperatives; • Entities registered pursuant to <i>The Non-profit Corporations Act, 1995</i>; • Banks registered pursuant to the <i>Bank Act</i> of Canada, 1991; • Credit unions registered pursuant to <i>The Credit Union Act, 1998</i>; • Private training institutions; | <p>Crown corporations are eligible when:</p> <ul style="list-style-type: none"> • The proposed training is for jobs located in small or remote communities with a population of 100,000 or less; • Crown corporation is a major employer; • There is a demonstrated need; and, • The Government of Canada has confirmed that the Crown corporation is eligible. <p>Indigenous governments are eligible when:</p> <ul style="list-style-type: none"> • The proposed training is for jobs located in small or |

| Eligibility Criteria | Definition |
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| Eligible Employers Continued | |
| <ul style="list-style-type: none"> • Farmers as defined in <i>The Fuel Tax Regulations, 2000</i>; • Labour organizations as defined in <i>The Saskatchewan Employment Act, 2013</i>; • Self-governing professional organizations, societies or a member of, that is regulated pursuant to an Act; • Crown corporations when training is for jobs located in small or remote communities; and, • Indigenous governments including First Nation bands, tribal councils, the Federation of Sovereign Indigenous Nations and the Métis Nation - Saskatchewan when training is for jobs located in small or remote communities. | <p>remote communities with a population of 100,000 or less;</p> <ul style="list-style-type: none"> • The Indigenous government is a major employer; • There is a demonstrated need; and, • The Government of Canada has confirmed that the Indigenous government is eligible. <p>A Band Council Resolution (BCR) is required before proceeding with an application. A BCR is not required when working with a First Nation business entity that is separate from the First Nation itself.</p> |
| Eligible Trainees | |
| <p>Eligible trainees must be:</p> <ul style="list-style-type: none"> • Selected by an eligible employer; • A Canadian citizen, permanent resident of Canada, or a protected person within the meaning of the <i>Immigration and Refugee Protection Act (Canada)</i> entitled to work in Canada; and, • Able to provide a valid Social Insurance Number (SIN). <p>Trainees must be employees or prospective employees of the employer applying for CSJG funding and meet program requirements. An employer-employee relationship must meet the definition as set by the Canada Revenue Agency (CRA).</p> <p>Employers who are unsure if a prospective trainee is an employer or employee should consult with the CRA to get a ruling on the relationship. http://www.cra-arc.gc.ca/E/pub/tg/rc4110/</p> <p>General CRA website: https://www.canada.ca/en/revenue-agency.html</p> | <p>Ineligible trainees include:</p> <ul style="list-style-type: none"> • An employer/owner that is applying for CSJG funding; • Professionals seeking training to maintain their professional designation; • Temporary Foreign Workers or anyone temporarily working in Canada; and, • Any person who will not be employed by the employer once the training is complete. <p>Employers are ineligible to participate as trainees in CSJG training projects. Trainees must be employees or prospective employees.</p> <p>If an employer must send a different trainee to attend training after the application has been submitted or the contract has been approved, please ensure the substituted trainee meets all eligibility and program requirements. Employers must immediately advise their Ministry contact of this change.</p> |

| Eligibility Criteria | Definition |
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| Eligible Trainees Continued | |
| <p>Eligible trainees must be:</p> <ul style="list-style-type: none"> Unemployed trainees designated as new hires if the employer intends to employ them for a minimum of 600 hours post-training. In addition, the new hire is defined as either: <ul style="list-style-type: none"> One who is not yet employed by the organization (where training is scheduled to occur prior to employment); or, One who has been employed with the organization for 12 months or less from the date of the application for training. Employed trainees, individuals who currently hold an employer-employee relationship with the employer applying for CSJG funding. | <p>Employers applying to train new hires do not have to apply for incremental training in order to be eligible for funding. See the program requirements outlined under Eligible Training.</p> |
| <p>New hires as defined above do not need to meet the incremental training requirement.</p> | <p>To demonstrate a commitment to hire the trainee in a Saskatchewan job, the Employer must submit one of the following:</p> <ul style="list-style-type: none"> Conditional offer of employment; and, Letter of employment. |
| <p>Employers with employed and/or unemployed trainees receiving Employment Insurance (EI) benefits must immediately advise their Ministry contact to ensure their benefits are not impacted.</p> | <p>Failure to properly declare EI claim information may result in forfeiture of trainee EI benefits.</p> |
| Eligible Training | |
| <p>Length of training Training will be a minimum of 24 hours in length, per trainee, per employer and completed within a 52-week period.</p> <p>Training must start within the time period outlined for the intake application period.</p> <p>The Ministry will set up each approved training program application with its own contract and will require separate initial and final reporting, reimbursement, and auditing.</p> <p>If multiple trainees are taking the same training from a single training provider, on the same training dates, they may be submitted on the same application.</p> | <p>Customized programs where the training provider has combined multiple individual courses, that are each less than 24 hours, into a single program are eligible.</p> <p>Training that is less than 24 hours in length, per trainee, per employer, and will not be completed within a 52-week period is ineligible.</p> <p>Intake periods may be posted on the program website: www.saskatchewan.ca/job-grant</p> <p>Example: Two trainees are taking a project management course from the same training provider on the same dates.</p> <ul style="list-style-type: none"> The employer can complete one application and training quote that identifies two trainees taking the program. |

| Eligibility Criteria | Definition |
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| <p>Eligible Training Continued</p> <p>If courses, dates, training provider or training programs differ between trainees, separate application forms are required for each training provider and their corresponding training course, and/or each training date.</p> | <p>Example:</p> <p>Two trainees are taking a project management course with training provider A on two different dates; one trainee starts in July and the other in November. The employer also has three trainees taking an accounting program from training provider B over the same dates in October.</p> <ul style="list-style-type: none"> • Three separate applications are required. Two applications for the different project management trainee dates from training provider A. The accounting program trainees from training provider B can be submitted under a third application as they are all taking the same training at the same time, with the same training provider. |
| <p>New hires as defined above do not need to meet the incremental training requirement.</p> | <p>To demonstrate a commitment to hire the trainee in a Saskatchewan job, the Employer must submit one of the following:</p> <ul style="list-style-type: none"> • Conditional offer of employment; and, • Letter of employment. |
| <p>Employers with employed and/or unemployed trainees receiving Employment Insurance (EI) benefits must immediately advise their Ministry contact to ensure trainee benefits are not impacted.</p> | <p>Failure to properly declare EI claim information may result in forfeiture of trainee EI benefits.</p> |
| <p>Credential</p> <p>Training must result in the awarding of a credential such as a record of completion, certificate, diploma, degree, mark or industry-recognized credential.</p> | <p>Exams required as part of the training program curriculum, and stated as such in the Training Quote, may be considered eligible.</p> <p>Exams offered separately by a training provider or granting institution, but not required to complete the program, are ineligible.</p> <p>Exams mandated by a differing governing body (e.g. a professional organization), but not required to complete the program, are ineligible.</p> <p>Ineligible training includes:</p> <ul style="list-style-type: none"> • Apprenticeship training pursuant to the <i>Apprenticeship and Trade Certification Act, 1999</i>; and, • Training required to maintain an existing professional licence. |

| Eligibility Criteria | Definition |
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| Eligible Training Continued | |
| <p>Training Format Training can be delivered in any setting such as a classroom, lab, workplace, or online.</p> | <p>Ineligible training includes, but is not limited to:</p> <ul style="list-style-type: none"> • Self-study for an exam; • Audio books; and, • Instructional DVDs. |
| <p>Training Location Third-party training providers and the training location can be in Saskatchewan or out of province.</p> <p>If the employer is requesting out of province training, the employer must indicate this under the training provider section of the application and provide an explanation as to why this request is necessary in the Training Quote Program Description.</p> | <p>Employers are encouraged to use Saskatchewan based trainers when possible.</p> <p>Please note that transportation and accommodation costs are not eligible for reimbursement as eligible CSJG training costs.</p> |
| <p>Start Date Training cannot start prior to the application date.</p> | <p>Applications submitted with a training start date prior to application approval are not eligible for CSJG funding.</p> <p>Decisions on completed applications will be provided within 20 business days. Please ensure your application is submitted well in advance of the training start date to allow adequate time for assessment and a decision to be provided.</p> |
| Eligible Training Providers | |
| <p>Training must be provided by a third-party training provider selected by the employer, as defined below:</p> <ul style="list-style-type: none"> • The training provider must be separate and distinct from the employer. • Training must be the main business activity of the training provider and includes but is not limited to: <ul style="list-style-type: none"> • Qualified instructors should have relevant education and experience directly related to the type of training. • Training rates and course descriptions must be posted (i.e. online) and remain stable. Anomalies will be reviewed on a case-by-case basis. • A satisfactory Course Outline must be accessible online. Anomalies will be reviewed on a case-by-case basis. | <p>A CSJG training quote is required to be submitted at the time of application. The training quote can be completed by the training provider or by the employer based on information provided by the training provider.</p> <p>In the event that program information is not publicly available a training course outline from the training provider may be requested.</p> <p>Training course outlines should include a breakdown of the following:</p> <ul style="list-style-type: none"> • A description of the training program and objectives; • Program structure including: <ul style="list-style-type: none"> • Description of each component (module or course) of the program with instructional hours and intended learning outcomes. • Description as to how trainee(s) will receive |

| Eligibility Criteria | Definition |
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| Eligible Training Providers Continued | |
| <ul style="list-style-type: none"> Franchisers and training providers exclusive to one employer are not eligible. <p>An employer cannot deliver the training.</p> | <p>instruction (e.g. online, etc.) for each component of the program.</p> <ul style="list-style-type: none"> Description of how the trainee’s learning will be assessed/evaluated by the training provider; Dates of training; Training hours per component and in total; Cost of the program components and in total; Breakdown of training costs per training component and in total; and, Cost per participant and program capacity (number of participants), if applicable. <p>Group/daily/session rates will be considered on a case by case basis.</p> |
| Eligible Training Costs | |
| <p>Eligible training costs include:</p> <ul style="list-style-type: none"> Tuition/instructional fees charged by the training provider; Mandatory student fees; Textbooks or software; Examinations fees; Other training materials necessary to complete the training; and, Provincial Sales Tax (PST) and Goods and Services Tax (GST) incurred by the applicant on any of the eligible training costs identified above. <p>The Minister must be satisfied that the costs of training are reasonable.</p> <p>Employers must pay for costs up front. Government reimbursement for eligible costs is issued upon completion of training and reporting requirements.</p> <p>Trainees must not bear any of the employer training costs incurred upon completion of the training.</p> <p>See Reimbursement for details.</p> | <p>Ineligible training costs include:</p> <ul style="list-style-type: none"> Travel, transportation; Meals; Accommodation costs; Fees charged by the training coordinators or curriculum development costs; Trainee wages and employee benefits where the employer is not identified as a small employer with 50 or fewer employees; and, Costs incurred by the applicant but not identified in the application, contract or subsequent amendments. |

CSJG Funding Model

Eligible Funding

Employers must contribute a minimum of one third of the eligible training costs.

Large employers (more than 50 employees) are required to make a minimum financial contribution of one third of the eligible training costs for each CSJG.

Small employers (up to 50 employees) can:

- Make a minimum financial contribution of one third of the eligible training costs for each CSJG; or,
- Make a minimum financial contribution of one third of the eligible training costs for each CSJG with up to half of the contribution made in wages.

Example of contributions for employers with more than 50 employees:

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|-------------------------------------|---------|
| Program Total | \$3,000 |
| Canada-Saskatchewan Job Grant (2/3) | \$2,000 |
| Employer Contribution (1/3) | \$1,000 |

The employer will be contracted to receive \$2,000 in government funding for this training.

Example of contributions for employers with 50 or fewer employees contributing wages towards their 1/3:

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| Program Total | \$3,000 |
| Canada-Saskatchewan Job Grant (2/3) | \$2,000 |
| Employer Wage Contribution (half of 1/3) | \$500 |
| Employer Contribution (remaining half of 1/3) | \$500 |

The employer will be contracted to receive \$2,500 in government funding for this training.

Proof of wages (pay stub) will be required to demonstrate wage contributions upon submission of final reporting.

Funding Maximums

For each approved CSJG, the Ministry will contribute up to two thirds of eligible training costs subject to a \$10,000 maximum per trainee, per contract.

Eligible small employers may contribute up to \$2,500 in wages towards their employer contribution per trainee, per contract. Small employers can access \$10,000 in job grant funding and an additional \$2,500 in wage reimbursement for a maximum of \$12,500 in funding per trainee, per contract.

Individual employers are subject to a maximum of \$100,000 in approved government contributions per fiscal year (April 1 – March 31).

Example of \$10,000 funding maximum:

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| Actual Program Total for One Trainee | \$17,000 |
| Eligible CSJG Program Total for One Trainee | \$15,000 |
| Canada-Saskatchewan Job Grant (2/3) | \$10,000 |
| Employer Contribution (1/3) | \$5,000 |

The employer will be contracted to receive \$10,000 in government funding for this training.

\$2,000 of the costs incurred are ineligible for CSJG reimbursement. The employer must bear these costs as they are over the maximum program funding per trainee, per contract.

Reporting

Federal Communication and Reporting Requirements

As part of federal funding agreements, the Government of Canada requires the Government of Saskatchewan to collect certain information from program participants. To receive reimbursement of training costs, employers are required to provide personal information on trainees as outlined in the trainee consent and registration form, and the final reporting documents.

Failure to accurately complete reporting or provide incomplete reporting may impact reimbursement.

Employers must comply with relevant privacy legislation and also inform trainees of the disclosure of their personal information.

Provincial Reporting Requirements

The Government of Saskatchewan is committed to maintaining an accountable, open and transparent environment to the public. In accordance with this commitment, information on awarded contracts may be publicly disclosed.

Reimbursement

Training Reimbursement

Employers must pay 100 per cent of training costs upfront.

Reimbursement for eligible costs is 100 per cent payable upon completion of training and all reporting documents.

The Ministry strives to exceed the following service standards:

Within 40 business days from the training end-date, the approved CSJG payment will be issued to the employer once all reporting requirements are met.

Reporting documents required include:

1. Signed copy of contract and any subsequent amendments;
2. Direct deposit or banking information;
3. Trainee consent and registration(s);
4. Final reporting (including the following):
 - Final financial report;
 - Final outcome report;
 - Trainee final report; and,
 - Expenditure receipts supporting eligible training costs incurred and payment.
5. Any other documents or information required in discussion with the Ministry.

Final reporting must be submitted within 30 days of the training end date. Incomplete or delayed reporting may impact reimbursement. **Failure to report may result in termination of funding.**

Reimbursement cannot exceed the amount of funding or the number of trainees that were approved.

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| <p>Incomplete Training</p> <p>The employer will be reimbursed for eligible training costs where the training course(s) has started but has not been completed by the trainee, provided the reason for non-completion is beyond the employer's control.</p> | <p>The employer must notify their Ministry contact of any changes to the contract.</p> <p>The employer will not be reimbursed for training that the trainee(s) did not attend.</p> |
| <p>Tuition Refunds</p> <p>If a tuition refund is issued, the employer must immediately (within 30 days of the refund date) advise their Ministry contact of this change.</p> | <p>Tuition refunds will be applied to actual eligible training costs to recalculate reimbursement amounts.</p> |
| <p>Trainee Reimbursement</p> <p>In the event that the trainee has paid the costs of CSJG approved training, the applicant must submit final reporting, training receipts and supporting materials demonstrating that the trainee has been reimbursed for contracted eligible training costs.</p> | <p>Trainees must not bear any of the employer training costs incurred upon completion of training.</p> <p>Proof of trainee reimbursement may include:</p> <ul style="list-style-type: none"> • Copies of deposited cheques; • Expense reports; and, • Payroll information and/or paystubs. |
| <p>Direct Deposit Information</p> <p>The preferred method of reimbursement is through direct deposit. To receive direct deposit, the employer must submit a direct deposit payment request form along with a void cheque.</p> | <p>If banking information has already been provided with a previous contract, this information is not required unless the banking information has changed.</p> <p>Bank direct deposit forms/letters are not sufficient. A Government of Saskatchewan Direct Deposit Payment Request Form must be completed.</p> <p>If no direct deposit information is provided, or it is incomplete/incorrect, a cheque will be issued.</p> |
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| <p>Questions?</p> <p>Website: www.saskatchewan.ca/job-grant</p> <p>Email: cansaskjobgrant@gov.sk.ca</p> <p>Contact your local Canada-Saskatchewan Job Grant Office.</p> | |
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