



# Grant Guide

**Accueillez  
un stagiaire**

**Pratiques** **RH**  
Propulsé par **FCCQ**

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## 1. Description

The «Accueillez un stagiaire» project, funded by the Government of Canada's Student Work Placement Program (SWPP), aims to create quality work-integrated learning (WIL) opportunities<sup>1</sup> and to develop students' skills and abilities to adapt and evolve in the job market in a sustainable manner.

## 2. The wage subsidy

Accueillez un stagiaire makes it easier to obtain a wage subsidy for interns at the vocational<sup>2</sup>, college, and university levels whose internship takes place in Quebec. The subsidy is available to employers located in Quebec who have a business address in the province<sup>3</sup>, operating in the private or non-profit sectors, whether French, or English-speaking, of all sizes and across most industries.

Each company can receive subsidies for up to 90 interns per fiscal year.

## 3. Eligibility

### The intern must be:

- Enrolled in a professional, college or university program at an accredited Canadian educational institution (CEGEP, Vocational Training Centre, college, or university) that includes a mandatory or optional WIL experience.
- Canadian citizen, permanent resident or have refugee status under the law.
- Legally entitled to work in Canada under the laws and regulations of the province or territory in which they reside.

### Ineligible interns

International students with only a work permit are not eligible because they do not respond to the residency status criteria.

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<sup>1</sup> In this sense, WIL is a learning opportunity that combines structured work experience with situations where the employer works directly with the educational institution to address a particular challenge. These may include co-op placements, internships, practicums, or applied projects to solve specific employer problems.

<sup>2</sup> The home address of directors or related individuals shall not be considered a business address of the company.

<sup>3</sup> For work-study internships leading to a Diploma of Vocational Studies (DEP), only one subsidy will be granted per internship. This subsidy may cover all internship periods completed during the session for which the application is submitted.

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**The employer must:**

- Be a non-profit organization or a private sector company.
- Be based in Canada.
- Commit to paying at least minimum wage to interns for the duration of the WIL experience (copies of interns' first and last pay stubs will be required).
- Comply with all federal and provincial human rights and labour laws and regulations, as well as all other relevant standards, including the Occupational Health and Safety Act and the Labour Standards Act.
- Ensure coverage of interns by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) or other workplace insurance, if applicable.
- Not apply for grants for paid interns who are federally funded under another federal funding program.

The employer will not be able to submit a grant application if there is a real, potential, or perceived conflict of interest.<sup>4</sup>

**Ineligible Employers**

Non-eligible employers fall into the following groups:

- Federal, provincial, territorial, or municipal governments, and related organizations such as educational institutions, hospitals, etc.
- Members of the House of Commons and the Senate.
- Organizations that engage in partisan political activities.
- Companies in the financial sector with 500 or more employees.

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<sup>4</sup> A «Conflict of Interest» is a situation in which a person associated with the employer or any member of the employer's family is in a position to benefit financially from his or her participation in Host an Intern, or any circumstance in which the employer or anyone who has the ability to influence the employer's decision has outside commitments, relationships, or financial interests that could, or could be perceived to, interfere with the employer's objective, unbiased, and unbiased judgment concerning Host an Intern and the use of grant funds..

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## 4. Funding rates

### Accueillez un stagiaire offers two funding rates:

- For regular interns: 50% of the gross salary, up to \$5000;
- For first-year trainees\* or trainees from diverse backgrounds\*\* in the labour market: 70% of the gross salary, up to \$7,000.

#### \*First Year Student

A student enrolled in the first year at a Canadian professional, college or university institution.

#### \*\*Persons from diverse backgrounds

An intern is considered a person from diverse backgrounds only when they identify themselves as a member of such a group through their declaration in the «Student Agreement» document, included in each company's application.

- «**Woman in STEM**» (science, technology, engineering, and mathematics).
- «**Aboriginal person**» means a person who has self-identified as belonging to at least one Aboriginal group, i.e. First Nations, Métis, or Inuit, and/or has self-identified as a treaty «Indian» or a status «Indian» within the meaning of the *Indian Act of Canada* and/or has self-identified as belonging to an «Indian» band or First Nation..
- «**Person with a disability**» means a person whose daily activities are limited because of an impairment or difficulty in performing certain tasks. These difficulties stem from a longterm health condition or a problem or disorder that is long-lasting or expected to last for a period.
- «**Newcomer**» means a student (Canadian citizen, permanent resident, or refugee with a valid work permit) who arrived in Canada within the last five years.
- «**Visible minority**» refers to a person who claims to be a member of a visible minority, defined as «person, other than Aboriginal people, who are non-Caucasian in race or nonwhite in colour».

## 5. How to obtains the subsidy



### Step 1 Application submission

Document: beneficiary information

Document: student agreement

Attestation of the educational institution

Copy of the internship contract



### Step 2 Deposit of first payment

Signed subsidy agreement

Copy of the intern's first pay stub

Excel document «banking information»  
with a check specimen of the company



### Step 3 Deposit of second payment\*

Internship supervisor survey

Intern survey

Copy of the intern's last pay stub

Attention: Incomplete applications, that is, those missing the duly completed internship agreement and student contract, will be cancelled upon receipt.

\*In some specific cases, it is possible to receive a single payment at the end of the internship. The terms and conditions will be explained to you by your advisor. .

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## Application process

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### Step 1: submitting the application - Online platform

Except for internships lasting more than one term, applications must be submitted by term (summer, fall or winter).

**ALL students doing an internship during the same term must be on the SAME application.**

These documents are available on the [Pratiques RH](#) website.

You will simply create your account and follow the steps.

The application file consists of 1 form and 3 documents:

#### 1. Beneficiary Information form

This online form must be completed by the employer. It is divided into three sections: beneficiary (employer), intern and internship information.

#### 2. PDF document Student Agreement

The employer must have a Student Agreement completed by each of the interns who may, if applicable, identify themselves as being from diverse backgrounds.

#### 3. PDF document Student Attestation

This document must be signed by the school and confirm that the student:

- Is enrolled as a student at a Canadian professional, college or university institution,
- Is a Canadian citizen, permanent resident or a person who has been granted refugee protection under the Immigration and Refugee Protection Act,
- Completes a work-integrated learning component (internship) as part of their plan of study.

\*If you have many students from the same school, we will provide you with an Attestation regrouping all of them so the school can only sign one document.

#### 4. Copy of the internship contract

The internship contract must be signed between the company and the intern using the template provided.

**It is important that the information is the same in each of these documents.**

After you've sent out your application through the online platform, within 5 minutes you will see your application number appear and the status in your account. The application will be analyzed and you will receive an email from your advisor.

## Application process

### Step 2: obtaining the first payment

Once the grant is approved and the grant agreement is sent by the Business Advisor, to receive a first payment of 50% of the total grant amount, the employer must email the following documents to their Business Advisor:

1. The signed grant agreement,
2. A copy of the intern's first pay stub which includes the accumulated gross salary,
3. An Excel file with the company's or NPO's banking information,
4. A void cheque from the company or NPO.

### Step 3: obtaining the second payment\*

To receive the second payment of the grant, the employer must, at the end of the internship, send to their business advisor:

1. A confirmation that each internship supervisor has completed the experience analysis survey,
2. A confirmation that each intern has completed the experience analysis survey,
3. A copy of the intern's most recent pay stub, which must contain the gross salary accumulated during the entire internship.

\*In some specific cases, it is possible to receive a one-time payment at the end of the course.  
The terms and conditions will be explained to you by your advisor.

## To contact us



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