

A program funded by the Ministry of Community and Social Services / Children and Youth Services  
 Administered by Northeast Mental Health Centre

# Incentive Grant - Program Guidelines

## Goal

To attract social service and rehabilitation professionals to fill full-time vacant positions within transfer payment agencies of the Ministry of Community and Social Services (MCSS) and Ministry of Children and Youth Services (MCYS) in Northern Ontario.

For purposes of this grant program, Northern Ontario is defined as the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay, Timiskaming, and the District Municipality of Muskoka.

## Definition

Incentive grants are available to assist in the recruitment and retention of social service and rehabilitation professionals in ministry-funded agencies located in Northern Ontario.

### **Graduate-level Professionals**

Incentive grants of up to \$5,000 per year to a maximum of \$15,000 paid over a three-year period are available to attract the following graduate-level professionals to eligible vacant positions:

- Psychologists
- Psychological Associates
- Psychology (MA)
- Social Work (MSW)
- Speech-Language Pathologists \*
- Occupational Therapists \*
- Physiotherapists \*

- Audiologists \*
- Chiropractors \*

### **College-level Professionals**

Incentive grants of up to \$2,500 per year to a maximum of \$7,500 paid over a three-year period are available to attract the following college-level professionals to eligible vacant positions:

- Developmental Service Workers
- Child and Youth Workers
- Social Service Workers
- Early Childhood Educators

## Eligibility

In order to be eligible for an incentive grant, the program administrator must approve the application before the applicant commences employment. The choice of where the applicant accepts a full-time position is his/hers although it must be taken from the current Vacancy Report posted on the program web site at [www.nogap.on.ca](http://www.nogap.on.ca). The applicant must meet all of the following requirements:

- Have accepted a full-time offer of employment in a vacant and approved MCSS/MCYS agency-funded position in Northern Ontario.
- Be qualified or licensed to practice that profession in Ontario according to professional requirements and be registered with the governing body of Ontario, where such a body exists.

*\*Only available to rehabilitation professionals employed by Children's Treatment Centres and Pre-school Speech and Language Programs.*

- Hold Canadian citizenship or landed immigrant status.

Due to the large number of applicants, eligible applications are accumulated on a quarterly basis, and then evaluated using the established Priority Scheme.

## How to Apply for Grant Assistance

To apply for an incentive grant, applicants must submit the following documents:

- A completed *Application for Incentive Grant* form.
- A copy of an offer of full-time employment for an eligible position.
- A copy of the applicant's acceptance of the full-time offer of employment.

## Approval Process

- The program administrator contacts the applicant by letter to advise whether their application for a grant has been approved.
- If approved, the program administrator sends the applicant two copies of the *Incentive Grant Agreement* form for signature.
- The applicant signs both *Incentive Grant Agreement* forms, has his/her supervisor sign both agreement forms, attaches a blank, void cheque and returns all documents to the program administrator.
- On receipt of the signed agreement, the program administrator signs the agreement and returns one copy to the applicant for his/her records.
- Near the end of year one and year two of incentive grant participation, the program administrator contacts the applicant to determine whether he/she intends to reapply for the grant for the subsequent year. Incentive grant renewal is subject to reapplication, confirmation of ongoing fulfilment of eligibility criteria and consent of

all parties concerned (the applicant, the employer and the program administrator).

## Payment

- The annual grant amount is divided into four equal payments with payments made at three-month intervals at the end of each quarter. The first payment will be deposited into the applicant's bank account approximately 12 weeks after their employment start date.
- All grant payments are contingent upon the applicant's ongoing employment in the approved position.
- All grants issued through this program are taxable as income. Grant recipients will be issued a T4A slip at the end of every calendar year in which they received payments.

## Other Terms and Conditions

1. *Resignation or Dismissal:* The applicant may terminate his/her association with the program by giving 15 days written notice. Any outstanding payments will be made and the agreement is terminated. If the applicant fails to notify the program administrator before leaving the position and continues to receive payments, he/she will be liable for any overpayment plus interest. If the applicant leaves before the end of three years, then returns to Northern Ontario and intends to commence work in a vacant and approved position, the applicant is eligible to apply for that portion of the incentive grant not yet received.
2. *Transfer between Agencies:* If an incentive grant applicant decides that the community he/she has chosen does not meet his/her needs, he/she may relocate to another community listed on the Vacancy Report subject to prior written approval from the program administrator. All eligibility criteria continue to apply.

3. *Parental Leave of Absence:* Grant payments are temporarily suspended when an applicant takes a parental leave of absence. Grant payments resume when the applicant returns to full-time employment.
4. *Under-filling Positions:* When an agency offers employment to an individual that does not possess the educational requirements for the position, NOGAP will consider offering the incentive grant if and when the individual achieves the degree/diploma originally required for the position.
5. *Other Human Service Disciplines:* When an agency offers employment to an individual with a degree/diploma in a related Human Services field (i.e. Master of Arts in Human Development Studies), NOGAP will consider the individual circumstances of each case to determine whether the applicant is eligible for an incentive grant.
6. *NOGAP Education Grant Participants:* Education Grant participants are not eligible to apply for an incentive grant.
7. *Autism Grant Participants:* Grant Assistance Program for Preschool Autism Professionals participants are not eligible to apply for an incentive grant.

## General Information

For additional information, please contact the program administrator at:

Northern Ontario Grant Assistance Program  
Northeast Mental Health Centre  
680 Kirkwood Drive  
Sudbury ON P3E 1X3

Tel: (705) 675-9193 ext. 8410

Toll Free: 1-866-989-9299

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Or visit our web site at [www.nogap.on.ca](http://www.nogap.on.ca)