



COMPENSATION FOR EMPLOYERS OF RESERVISTS PROGRAM GRANT APPLICATION PACKAGE

This Grant Application Package contains the following sections:

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Section B – Notice to Applicants

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Part 3 – Annex (for Quebec applicants only)

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Section A – Program Information

Please read these instructions carefully before filling out the form. If you require further instructions, please read the Compensation for Employers of Reservists Program (CERP) [Applicant Guide](#) located on the [Employment and Social Development Canada](#) (ESDC) Funding Opportunities website. You must complete your application, sign it in ink, and submit it to Canada with all the required supporting documents before we can process it.

What is CERP?

CERP is a Department of National Defence (DND) grant program for which ESDC provides administrative support. CERP provides a one-time financial support to civilian employers of reservists and self-employed reservists, to offset operational costs they incur when reservist employees take a leave of absence from their civilian employment in order to deploy on domestic or expeditionary operations or participate in military skills training.

Am I eligible?

Eligibility is determined by the following criteria:

- You are a Canadian employer (except for the federal government, federal agencies and Crown Corporations) of a reservist employee who is a member of the Primary Reserve or Canadian Rangers (see Definitions section).
- The reservist employee is being deployed on a Chief of Defence Staff directed operation or participating in military skills training for a minimum of 30 days, as confirmed by the Canadian Armed Forces.
- You are able to provide the required documentation demonstrating that the deploying reservist employee has worked for you for a minimum of 30 hours per week, for 13 consecutive weeks (3 consecutive months) prior to the leave of absence for training or an operational deployment.
- Self-employed reservists must provide required documentation demonstrating that the business is real, active, and represents the main source of employment/income for a minimum of 13 consecutive weeks (3 consecutive months) prior to the leave of absence for training or an operational deployment.

Employers whose reservist employees, and self-employed reservists, who are deployed for more than 18 months will be eligible for compensation up to the program maximum of 18 months, as per the requirement of this program.

How do I apply?

Your application and required supporting documents must be submitted by e-mail or by mail once the reservist has returned from military skills training or operational deployment.

Please submit your application to [CERP](mailto:PDER-CERP@servicecanada.gc.ca): PDER-CERP@servicecanada.gc.ca

Note that applications cannot be submitted through other electronic means, including cloud storage service providers such as Dropbox or Google Drive. Canada will not accept any applications submitted using such means.

Please sign the appropriate section(s) and provide a scanned image of the signed page(s) only.

If you are unable to submit your Grant Application Package and supporting documents by e-mail, you may mail them to the following address:

CERP Submissions
National Grants & Contributions Delivery Centre 140 Promenade du Portage
Phase IV, 4th Floor - Mail stop 402 Gatineau, QC K1A 0J9

Is there a deadline?

Yes. An employer of a reservist or a self-employed reservist must submit an application for each reservist no later than 12 months following the end date of the military skills training or the operational deployment.

What is the amount I can receive?

The maximum number of weeks that can be claimed is 78 weeks (18 months) of military skills training or operational duties including any pre- and post-deployment activities that are mandatory as part of the mission.

The amount payable is 40% of the Yearly Maximum Pensionable Earnings (YMPE) divided by 52 weeks, multiplied by the number of weeks deployed.

Who can I speak to for more information?

For more information on CERP, please visit [Supporting reservists and employers](https://www.canada.ca/employer-support): <https://www.canada.ca/employer-support>

For help completing this form or for further questions related to your application, please contact [CERP](mailto:PDER-CERP@servicecanada.gc.ca): PDER-CERP@servicecanada.gc.ca

Important note

We will not process incomplete applications, including those missing any of the required supporting documents. Once a funding decision has been made, you will be notified by email.

DEFINITIONS

ABSENCE DUE TO MILITARY ACTIVITIES

The reservist must take a leave of absence from their civilian employer in order to participate in military skills training or deploy on a Chief of Defence Staff directed operation. In either case, the absence must be for a minimum of 30 days, with a reimbursement of up to a maximum of 18 months.

RESERVIST

- Primary Reserve:

The Primary Reserve structure includes the Naval Reserve, the Army Reserve, the Air Reserve, the Health Services Reserve, and the Legal Reserve.

- Canadian Rangers:

The Canadian Rangers are reservists in sparsely settled areas that cannot be supported conveniently or economically by other Canadian Armed Forces components.

Section B – Notice to Applicants

The information you provide in this Grant Application Package is collected under the authority of the *Department of Employment and Social Development Act* for the purpose of assessing eligibility of your application.

Participation in CERP is voluntary. If you do not provide all of the personal information required in this application, your application will not be processed.

As part of the assessment process and issuance of the grant, information may be shared with DND, Public Services and Procurement, and Members of Parliament.

The information you provide may also be used and/or disclosed for policy analysis, research, and/or evaluation purposes. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Your personal information is administered in accordance with the *Department of Employment and Social Development Act*, the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, your personal information, which is described in Personal Information Bank ESDC PPU 721.

Instructions for obtaining this information are outlined in the government publication entitled [Info Source](http://www.infosource.gc.ca), which is available at the following web site address: <http://www.infosource.gc.ca>. Info Source may also be accessed on-line at any Service Canada Centre.



Project Number: _____

Section C – Grant Application for Funding under the Compensation for Employers of Reservists Program

* denotes mandatory field

OFFICIAL USE

Date application received (YYYY-MM-DD)	Project Number
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PART 1 – ORGANIZATION

A. ORGANIZATION IDENTIFICATION

(For employers of reservists and self-employed reservists)

1. Legal name *		2. Operating (common) name (if different from legal name) *	
3. Business number *		4. Organization type * ☐ Employer of a reservist ☐ Self-employed reservist	
5. Year established	6. Street address *		
7. City or town *		8. Province or territory *	9. Country *
10. Postal code (A1A 1A1) *	11. Telephone number (999) 999-9999 *	Ext. (999999)	12. Fax number (999) 999-9999
13. E-mail address *			
14. Mailing address (if different from Organization address) *			
15. City or town *		16. Province or territory *	17. Country (if not Canada) *
18. Postal code (A1A 1A1) *	19. Telephone number (999) 999-9999 *	Ext. (999999)	20. Fax number (999) 999-9999

B. ORGANIZATION CONTACT

(This should be your primary contact person in respect to this application for funding.)

21. Given name(s) *		22. Surname *	
23. Position title		24. Preferred language of communication * Written: ☐ English ☐ French Spoken: ☐ English ☐ French	
25. Organization contact – Address * ☐ Same as Organization Address ☐ Same as organization mailing address ☐ Different (include below)			
26. Street address *			
27. City or town *		28. Province or territory *	29. Country (if not Canada) *
30. Postal code (A1A 1A1) *	31. Telephone number (999) 999-9999 *	Ext. (999999)	32. Fax number (999) 999-9999
33. E-mail address			

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* denotes mandatory field

C. ADDITIONAL ORGANIZATION INFORMATION34. Does your organization owe any amounts to the Government of Canada? * ☐ Yes ☐ No

If 'Yes', please complete the fields below for each amount owing:

Amount owing *	Nature of amount owing (e.g. taxes, penalties, overpayments) *	Department or agency to which amount is owed *	35. If an amount is owing, is a payment plan in place? *
A.			☐ Yes ☐ No
B.			☐ Yes ☐ No
C.			☐ Yes ☐ No
D.			☐ Yes ☐ No

PART 2 – RESERVIST, MILITARY ACTIVITY AND EMPLOYMENT INFORMATION**A. RESERVIST INFORMATION**

36. Given name(s) *

37. Surname *

38. Military service number *

B. MISSION OR MILITARY SKILLS TRAINING

39. Name of mission or military skills training activity *

40. Start date of operational deployment or military skills training (YYYY-MM-DD)*

41. End date of operational deployment or military skills training (YYYY-MM-D) *

C. EMPLOYMENT INFORMATION

Questions 42 and 43 apply to employers of reservists.
Question 44 applies to self-employed reservists.

42. Date the reservist started working for your organization (YYYY-MM-DD) *

43. Average number of hours per week the reservist works for your organization *

44. Your business represents your main source of employment/income for at least 13 consecutive weeks (3 consecutive months) prior to the leave of absence for military skills training or an operational deployment. *

☐ Yes ☐ No**D. CHECKLIST AND SUPPORTING DOCUMENTS**

You must include the following with your application:

For employers of reservists:

- A Canada Revenue Agency (CRA) document that includes your CRA business number (e.g. tax related documents, CRA correspondence, etc.); ☐
- Copies of the reservist's pay stubs for the 13 consecutive weeks (3 consecutive months) prior to the leave of military skills training or an operational deployment. ☐

For self-employed reservists:

- A CRA document that includes your CRA business number (e.g. tax related documents, CRA correspondence, etc.); ☐
- A copy of your most recent financial statements signed by a certified accountant (which includes the 13 consecutive weeks (3 consecutive months) prior to the leave of absence for military skills training or an operational deployment). ☐

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* denotes mandatory field

PART 3 – ANNEX (For Quebec applicants only)**ADDITIONAL INFORMATION CONCERNING THE APPLICANT**
Act respecting the Ministère du Conseil exécutif (R.S.Q. c. M-30)**EXPLANATORY NOTE FOR THE APPLICANT**

The purpose of these questions is to ensure compliance with the requirements under the *Act respecting the Ministère du Conseil exécutif* (hereinafter "*the Act*").

Sections **3.11** and **3.12** of the *Act* provide that certain entities (that meet the definitions of government agency, municipal body, school body or public agency in the *Act*) must obtain the authorization prescribed by the *Act* before entering into any agreement with the Government of Canada or one of its departments or agencies, or with a federal public agency. You may wish to consult the provisions of M-30 at the following website: an [Act respecting the ministère du Conseil exécutif \(M-30\)](#).

We ask you to take note of the relevant provisions of the *Act* before answering the following questions.

APPLICANTS MUST ANSWER QUESTIONS 1 AND 2

1. Under section **3.11**, is the applicant a municipal body or a school body as defined in section **3.6.2** of the *Act*? *

☐ Yes ☐ No

2. Under section **3.12**, is the applicant a public agency as defined in section **3.6.2** of the *Act*? *

☐ Yes ☐ No

3. Name of the Quebec department responsible of your organization (if applicable):

RESULTS AND PROCESSING OF APPLICATIONS

The purpose of questions 1 and 2 is to determine whether the employer is an entity that is subject to section **3.11** or **3.12** of the *Act* in which case the entity may require an authorization from the Quebec Government.

Should the application be recommended for funding, Canada will communicate its intent with the applicant. Canada approval will be granted once authorization from the Quebec Government has been obtained and submitted to Canada.

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Section D1 – Articles of Agreement

Compensation for Employers of Reservists Program Grant Agreement ARTICLES OF AGREEMENT

BETWEEN

HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by
the Minister of National Defence, (hereinafter referred to as "Canada")

AND

The Employer of a reservist, or the self-employed reservist identified as the "Legal name" on the attached "Compensation for Employers of Reservists Program Grant Application Package" (hereinafter referred to as the "Employer")

Insert organization legal name

Hereinafter collectively referred to as "the Parties"

Now, therefore, the Parties agree as follows:

- Whereas Canada has established the Compensation for Employers of Reservists Program;
- Whereas the employer has requested funding from Canada under this program;
- Whereas Canada has determined that the employer meets the eligibility criteria for a grant under the program and that the military activity qualifies for compensation under the program; and
- Whereas Canada has agreed to provide a grant to the employer to offset the costs incurred when part-time Reservists are absent from their civilian employment due to full-time military skills training or an operational deployment.

Now, therefore, the Parties agree as follows:

1.0 AGREEMENT

1.1 The following documents constitute the entire agreement between the Parties with respect to its subject matter and supersedes all previous understandings, agreements, negotiations and documents collateral, oral or otherwise between them relating to its subject matter:

- (a) Section D1 – Articles of Agreement
- (b) Section D2 – Declarations and Signatures
- (c) Section D3 – Canada Approval

2.0 BASIS AND TIMING OF PAYMENT

2.1 Payments made to eligible employers will be made in a lump-sum payment based on the Grant Amount Calculated by Canada in Section D3 – Canada Approval.

2.2 Any payment payable under this agreement is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made and to the maintenance of current and forecasted funding allocation levels for the *Compensation for Employers of Reservists Program*.

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3.0 EFFECTIVE DATE AND DURATION

3.1 This Agreement terminates the day after the Employer receives the grant.

3.2 Notwithstanding anything to the contrary in this Agreement, those provisions of this Agreement which by their nature and/or intent should survive the expiration or termination of this Agreement, shall survive such expiration or termination for three (3) years from the date of the expiration or termination.

4.0 PROJECT RECORDS

4.1 The Recipient shall keep proper books and records of the grant received.

4.2 The Recipient shall retain the books and records referred to in section 4.1 for a period of three (3) years following the Agreement Period.

4.3 At the request of Canada, the Recipient shall permit reasonable access to its files, books, records and personnel by representatives of Canada during the Period of the Agreement or during the period referred to in section 4.2 for the purpose of verifying the compliance with the terms and conditions of this Agreement. The Recipient shall permit Canada's representative(s) to take copies and extracts from such books and records. The Recipient shall also provide Canada with such additional information as Canada may require with reference to such books and records.

5.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

5.1 If, during the Agreement Period or within a period of three (3) years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act (R.S.C., 1985, c. A-17)*, requests that the Recipient provide him or her with any records, documents or other information pertaining with the terms and conditions of this Agreement, the Recipient shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada. (Non-applicable for municipalities or other recipients excluded by the application of an Act).

6.0 EVALUATION

6.1 The Employer recognizes that Canada is responsible for the evaluation of the Program named in this Agreement. The Employer agrees to cooperate with Canada for the duration of the Project and within a period of three (3) years thereafter by providing access to the information required to carry out the evaluation.

7.0 INDEMNIFICATION

7.1 The Employer shall, following the reservist's leave of absence for active for military skills training or an operational deployment, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Employer or its employees or agents in connection with anything purported to be or required to be provided by or done by the Employer pursuant to this Agreement or done otherwise in connection with the leave of absence for military skills training or an operational deployment.

8.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

8.1 The Employer is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract for services or a contract of service or employment. Canada's responsibility is limited to providing financial assistance to the Employer in support of the leave of absence for military skills training or an operational deployment of the Reservist employee. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Employer shall not represent itself as an agent, employee or partner of Canada.

9.0 CONFLICT OF INTEREST

9.1 No current or former public servant or public office holder, to whom the *Conflict of Interest Act (S.C. 2006, c. 9, s. 2)*, the *Policy on Conflict of Interest and Post-Employment* or the *Values and Ethics Code for the Public Sector* applies, shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.

9.2 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

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10.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S FUNDING

10.1 The Employer shall ensure that in any and all communication activities, publications, advertising and press releases referring to the Compensation for Employers of Reservists Program, there is included an appropriate acknowledgement, in terms satisfactory to Canada, of Canada's grant.

10.2 The Employer shall notify Canada in advance of any and all such communication activities, publications, advertising and press releases.

10.3 The Employer shall cooperate with representatives of Canada during any official ceremonies relating to the promotion of the Compensation for Employers of Reservists Program. Canada may set the time, place and agenda of the ceremony.

11.0 ACCESS TO INFORMATION AND PROACTIVE DISCLOSURE

11.1 The Employer acknowledges that Canada is subject to the *Access to Information Act (R.S.C., 1985, c. A-1)*, and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

11.2 The Employer acknowledges that the name of the Employer and the amount of Canada's funding may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.

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* denotes mandatory field

Section D2 – Declarations and Signatures

In order for your application to be eligible for funding, the following declarations must be made by the official representative(s) of the applicant organization in accordance with the organization's by-laws or other constituting documents. The person(s) signing this form certify(ies) and agrees to the following:

- A. I certify that I have the capacity and that I am authorized to sign and submit this Grant Application Package on behalf of the Organization named in Part 1;
- B. For employers of reservists. I certify that:
- The reservist employee is employed by the Organization named in Part 1 and has been for a minimum for 13 consecutive weeks (3 consecutive months) prior to the leave of absence for an operational deployment or military skills training;
 - The reservist employee works a minimum of 30 hours per week for the Organization named in Part 1; and
 - The reservist employee has consented to share their personal information for the purposes of the administration of CERP.
- C. For self-employed reservists. I certify that:
- I am self-employed, that the business or company is real and operating, and that it represents my principle source of employment/income (and has for at least 13 consecutive weeks (3 consecutive months) prior to the leave of absence for an operational deployment or military skills training);
- D. I certify that the information provided in this Grant Application Package and supporting documentation is true, accurate, and complete to the best of my knowledge; if the information described above is inaccurate, false or misleading, I may be required to repay some or all of the financial assistance I receive;
- E. I certify that the Organization and any person lobbying on its behalf are in compliance with the [Lobbying Act, R.S.C., 1985, c. 44 \(4th Supp.\)](#) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding; and
- F. I have read, understand and agree to the attached Articles of Agreement and I agree that when approved and signed by a representative of Canada, this Grant Application Package will be effective and shall constitute a legally binding agreement.

Signatory name (please print) *	Title (please print) *
Signature *	Date (YYYY-MM-DD) *
Signatory name (please print)	Title (please print)
Signature	Date (YYYY-MM-DD)

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Section D3 – Canada Approval *(To be completed by Canada)*

Funding Decision:

☐ Approved☐ Not approved

Date (YYYY-MM-DD) : _____

TO BE COMPLETED BY CANADA IF APPROVED

Military activity start and end dates provided by the applicant:

Missions start date or training 1 (YYYY-MM-DD): _____

to missions end date 1 (YYYY-MM-DD): _____

Missions start date or training 2 (YYYY-MM-DD): _____

to missions end date 2 (YYYY-MM-DD): _____

Missions start date or training 3 (YYYY-MM-DD): _____

to missions end date 3 (YYYY-MM-DD): _____

Military activity start and end dates confirmed by DND:

Missions start date or training 1 (YYYY-MM-DD): _____

to missions end date 1 (YYYY-MM-DD): _____

Missions start date or training 2 (YYYY-MM-DD): _____

to missions end date 2 (YYYY-MM-DD): _____

Missions start date or training 3 (YYYY-MM-DD): _____

to missions end date 3 (YYYY-MM-DD): _____

Grant amount calculated by Canada: _____

Canada delegated signing authority

Name (please print)

Title

Signature

Date (YYYY-MM-DD)