

New Media Manitoba (NMM) - Digital Internships Wage Subsidy Program

Introduction

Through the Government of Manitoba's First Jobs Fund, NMM has received funding to support employers hiring Northern Manitoban youth. This initiative provides work experience to youth who face barriers to employment and supports employers on expanding their workforce.

Candidates will be age 15-29 with varying experience, but cannot have worked in the exact role for a similar company to which they are applying.

Interns will be working remotely from Northern Manitoba and the expectation is that interns that are a fit will continue full time work with the company after the program ends.

Eligible Manitoban employers will receive a wage subsidy for each eligible intern's wage expenses for a negotiated percentage of the Manitoba minimum wage rate until March 31, 2024, further details below.

New Media Manitoba and the Government of Manitoba are committed to advancing Truth and Reconciliation Commission Calls to Action through this program and encourage employers to consider Indigenous candidates for these internships. NMM is working with the Communities Economic Development Fund (CEDF) to attract Northern Manitoban youth and Indigenous youth to apply.

Program Guidelines

This program is open to Manitoban companies. **Eligible applicants must:**

- Be Manitoba-based;
- Be incorporated in Manitoba; OR
- Be incorporated federally and have a permanent establishment in Manitoba which serves as head office and base of operations (i.e. applicant is eligible to pay corporate income taxes in Manitoba); OR
- Be prepared to incorporate immediately if their application is successful.
- Be a registered not-for-profit youth-serving organizations, non-governmental organizations, municipal governments, schools and school divisions, educational institutions and hospitals, and registered private businesses.
- Be able to justify why the applicant company would be considered a tech company, to NMM's satisfaction;
- Be able and willing to meet requirements included in the program guidelines, including providing a position description, check-ins, sharing of information for reporting;

- Have available cashflow to cover the full interns' payroll until the wage subsidy reimbursement, approximately one month after submission to NMM;
- Be registered and in good standing with the Manitoba Companies Office;

The following companies are ineligible:

- Federal and Provincial government departments, agencies and Crown corporations are NOT eligible;
- Companies that are associated with an organization that is not in good standing with New Media Manitoba.

At least one of the participating representatives in this application must be a decision-maker at the executive level within the applicant company or have decision-making powers on behalf of the company. Companies are advised to choose the applicant(s) best suited to take advantage of this opportunity.

New Media Manitoba will accept multiple applications per company or before the program completes on **March 31, 2024**, but applicants are encouraged to **include all planned activities in one application.**

NMM reserves the right to refuse an application if it is too close to the program end date or if sufficient funds are not available. Applications are reviewed on a first-come-first-serve basis and are assessed using the eligibility and application criteria detailed in these guidelines.

Applicants are encouraged to reach out to New Media Manitoba using the contact information at the end of this document to discuss your situation before applying. Eligible Candidates Interns may work in any type of role deemed valuable work experience by NMM. This may include social media marketing, research, software development, administrative assistance, and more.

To be eligible, interns must:

- Be age 15-29 during the internship period²;
- Be new to this type of role¹;
- Be a new employee of the company (i.e. has not worked for the company previously);
- Work full-time with the company during the internship period (sales agents, external consultants, etc. are ineligible);
- Be hired to work remotely from Northern Manitoba for the duration of the internship²;
- Be Canadian citizens, landed immigrants / permanent residents or have a valid work permit; and
- Be Manitoba residents.
- Not be currently approved/participating in another provincial or federal wage incentive program for this role

¹*The intern must not have worked for the applicant or a similar tech company in a similar role. The intern is still eligible if they have done similar work for a non-tech company or a tech company in a different subsector.*

²*Northern Manitoba is defined as north of the 53rd parallel. NMM reserves the right to adjust this condition in consultation with the funder.*

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If at any point an intern becomes or is discovered to be ineligible, the employer must contact NMM immediately and the internship may be terminated.

Work experience placements cannot result in layoffs, reduction of hours or dismissal of current employees. Retroactive support for previously hired youth is ineligible.

Interns will be working remotely from Northern Manitoba and the expectation is that interns that are a fit will continue full time work with the company after the internship ends.

The following individuals are ineligible for internships:

- Immediate relatives of the owner, hiring authority or any director of the applicant business/organization;
- Individuals who are owners or part-owners, or board members of the applicant business/organization;
- Self-employed individuals, independent contractors, sub-contractors, independent commission salespersons, individuals involved in one-on-one personal services or those paid on a piece-work basis;
- Employees currently approved/participating in another provincial or federal wage incentive program.

Work Experience Placements Requirements:

- Each position must provide minimum of seven (7) hours of employment/week and at least 150 hours of TOTAL employment within the contract dates;
- Organizations must provide NMM with the job posting / position description;
- Organizations will recruit employers to participate in the program based on the employers' ability to provide work experience opportunities for youth.
- Employers must provide interns with ongoing performance feedback and an end-of-term evaluation.

The number of interns that a company can apply for is not capped, but applicants must consider the number of interns that they can support and reasonably create a valuable work experience, with a guideline of up to 5 interns during the program period. Applicants may submit additional applications if they believe they can and would like to hire more interns through this program.

While companies are strongly encouraged to submit carefully considered and realistic applications, New Media Manitoba is open to adjustments to a participating company's activities as required due to external pressures and unforeseen circumstances, as is reasonable in New Media Manitoba's discretion. Prior to making a change, recipients must notify New Media Manitoba for approval. Any changes that are not approved by New Media Manitoba in advance may result in a reduction of the amount of support provided to the participating company.

Program Delivery

Process:

1. Meet with NMM to discuss program and proposed internship.
2. Fill out an application.
3. NMM reviews application and reaches out for any further information (including job posting if not already provided).
4. NMM provides decision on application.
5. If approved, the organization will provide the job posting / position description to NMM and NMM will add job posting to the website.
6. Relevant contacts will meet with NMM for an onboarding meeting.
7. Working with CEDF and other partners, NMM will promote the job to eligible candidates. Companies are also welcome to source an eligible intern through other channels.
8. Applications are forwarded to a designated contact at the company as they are received.
9. Company will follow their standard screening process.
10. Company will inform NMM of the candidate that they would like to hire as an intern and NMM will confirm whether the candidate is a fit and whether program funds are still available. In case of limited funds, NMM will hold spot for up to 48 hours.
11. Company will provide job offer to candidate and to NMM for our records.
12. Company will provide necessary information to NMM including intern's contact information so that NMM can contact the intern for required information and check-ins.
13. Company will participate in occasional check-in conversations (after first week, after two months, within last month of internship).
14. Company will provide pay stubs for reimbursement (more details below).
15. Company and candidates will provide information for tracking up to four months after internship is complete.

Internships may start any time before **March 31, 2024**. NMM reserves the right to refuse an internship's approval if it is too close to the program end date or if sufficient funds are not available. Preference is given to internships that start earlier.

Employers are encouraged to set a wage rate that is reasonable and appropriate for the role, but note that the wage subsidy will only cover a negotiated percentage of the Manitoba minimum wage rate. The remaining portion of the Manitoba minimum wage rate, any additional wages beyond the Manitoba minimum wage, and other employment costs are the responsibility of the employer. Employers are encouraged to state the wage rate in the application. Employers may choose to set the role as a contract role ending March 31, 2024 to assess whether a hire through the program is a long-term fit for the company.

Job responsibilities should be reasonable and appropriate for the job title and the expected candidate experience. New Media Manitoba reserves the right to request changes to the application or job description submitted by the applicant company as part of their application to conform to the above guidelines.

Employers agree to share required information about the intern and the internship for NMM's reporting to the funder. This includes the intern's name, contact information, wage rate, starting date, etc. Employers will assign a contact within the organization as a point-of-contact for the intern who can act as a trainer or mentor. Employers must deliver sufficient orientation and onboarding for the intern, including any safety training.

Payment Process

- Companies submit pay stubs to NMM during the duration of the internship. These must be submitted no less than once per month.
- NMM will submit a request to the funder using the pay stubs provided by the company.
- The funder will provide a cheque for a negotiated percentage of the Manitoba minimum wage rate for the hours worked.
- NMM will send the cheque to the employer.
- This process is estimated to take one month. March expenses will be prepared early to allow for funds to be expended by the end of the program period.

Employers must have the available cashflow to cover the full interns' payroll until the wage subsidy reimbursement, approximately one month after submission to NMM. Employers are responsible for all other employment costs related to the internship.

The wage subsidy rate is negotiated and will increase throughout the period that an intern is retained, until **March 31, 2024**. The timing and percentage of wage subsidy rate increases are dependent on available funding.

Application Process

Applicants must submit a completed application form on NMM's website, [here](#). Incomplete applications will not be considered. Prior to final approval, the applicant must share a job posting / position description for the proposed role for NMM's review and approval.

Decision Criteria and Evaluation

Applications will be assessed on a first-come-first-serve basis according to the following criteria:

- Company track record* (10%)
- Quality and fit of the internship opportunity (60%)
- Fit as a tech company (20%)
- Earliness of projected internship start date (10%)
- **BONUS:** quantity of internships (5% bonus per intern up to 15%)

- **BONUS:** confirmed intent to hire interns full time after internship if they meet organizational requirements (10%)
- **BONUS:** extent to which the project supports and reflects diversity in Manitoba as described in the Government of Manitoba's definition of diversity** and/or gender parity; and/or applicant company is primarily Francophone, Indigenous, or culturally diverse (10%)

**Track record includes history in implementing projects supported by NMM, along with public reputation*

*** The dimensions of diversity include, but are not limited to: ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion (creed), sex, sexual orientation and socio-economic status.*

Applications will be reviewed and evaluated by New Media Manitoba staff. This is a competitive process and only those applications that best meet the requirements of the program will be accepted. Failure to achieve targeted results in previous projects with NMM may be taken into account in funding decisions. (New Media Manitoba reserves the right to consult with external industry advisors on the application packages on an as needed basis).

All New Media Manitoba decisions are final. New Media Manitoba reserves the right to alter program guidelines with general public notice to all potential applicants and to refuse any application for any reason. The number of awards and amount awarded is contingent on confirmation of the program budget. New Media Manitoba is not required to make any minimum number of awards. Subject to the Freedom of Information and Protection of Privacy Act, all information contained in the application will remain strictly confidential. All inquiries pertaining to New Media Manitoba Funds are to be directed to New Media Manitoba staff only.

Participant Obligations

Participating companies are responsible for making all arrangements for resources required for the internship outlined in their application.

- **Agreement:** On acceptance into the program, the recipient company will be required to sign a standard Manitoba government agreement covering the terms of their participation in the program including providing New Media Manitoba with information needed for reporting purposes. Recipients may not amend the agreement template.
- **Insurance:** Recipient companies will be required to carry Commercial General Liability Insurance on an occurrence basis for Third Party Bodily Injury, Personal Injury and Property Damage, to an inclusive limit of not less than \$2,000,000 per occurrence, \$2,000,000 products and completed operations aggregate. New Media Manitoba and Her Majesty the Queen need to be named as additional insureds on all policies. Please budget accordingly. Additional information on insurance requirements is available on request.
- **Internship:** Employers must comply with all applicable federal, provincial and municipal laws and regulatory requirements and have policies in place to create a safe and respectful work experience throughout the program period. Employers are required to promptly inform NMM if an internship ceases and include the reason (e.g. the intern was let go, the intern moved away from Northern Manitoba, etc.).

- **Reporting:** Employers are required to provide required information for reporting as detailed in these guidelines, participate in regular check-ins with NMM, and facilitate check-ins with the intern. Required information includes but is not limited to: intern's contact information, start date, wage rate, hours per week, name of mentor or trainer, and job description.
- **Cost Reports and Receipts:** Pay stubs will be submitted to NMM for reimbursement. See the payment section above for further details. Please maintain appropriate records.

Contact Information

Corinne Gusnoski, *Business Development Manager at New Media Manitoba (NMM)*
Email: corinne@newmediamanitoba.com

About New Media Manitoba

New Media Manitoba is the sector council and industry association serving Manitoba's Interactive Digital Media (IDM) industry.

Guidelines last updated: October 24, 2023