

## Program Guide

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### What is the Food Producer and Processor Career Internship Program?

The Food Producer and Processor Career Internship Program (Program) provides support to the Basin's local food production and processing sector with wage funding for a seasonal or year-round career-focused position that leads to permanent employment.

This Program is designed to:

- support employers with retaining an employee who demonstrates a commitment to a career in local food production and processing;
- provide interns with the opportunity to develop skills and experience and gain meaningful and sustainable employment; and
- inspire interns to return to, move to, or stay in the Basin.

### Who can apply?

Eligible employers are primary food producers (vegetables, dairy, grains, fruit, forage and livestock), non-profits that are food producers or processors, and Indigenous communities within the Columbia Basin Trust region ([ourtrust.org/map](http://ourtrust.org/map)) that are food production/processing focused (Eligible Employer).

### When is the application deadline?

Applications are accepted and reviewed on an ongoing basis until all program funding has been committed.

### What is the application process?

The Program has a two-stage application process. First, an online Application must be submitted. Second, if the internship is selected for further review, an interview will be scheduled with Trust staff to learn more about the internship opportunity.

### What types of internships are eligible?

#### Job Criteria

Funding will be considered for internships that:

- are seasonal or permanent year-round positions that are five to 12 months in duration;
- lead to permanent employment after the internship period;
- offer meaningful, professional employment with responsibilities appropriate to the skills and education of the intern;
- provide training and professional development opportunities;
- provide supervision and mentoring in a positive, safe working environment;
- offer a salary that reflects the market wage rate for the position;
- will not result in the displacement of a current employee;
- are not eligible for existing other intern programs in the food production and processing sector;
- are not Industry Training Authority (ITA) apprentice positions; and
- require the intern to work in the Columbia Basin Trust region.

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### Employer Criteria

To be eligible for the Program, the Eligible Employer must:

- demonstrate how the wage funding will support the food producer and processor to build capacity and achieve business goals;
- demonstrate a strong plan for sustaining the position after the internship;
- complete a training plan that demonstrates a commitment to the intern's career development and opportunities for peer learning;
- have been in existence for more than one year;
- be able to hire the intern within six months of approval;
- not be receiving funding for the same intern position from another wage subsidy program, including the Food Producer Wage Subsidy Program;
- not be receiving government funds (Federal or Provincial or local) for the same intern position and/or intern responsibilities;
- have a WorkSafeBC account in good standing;
- adhere to labour laws; and
- be located in the Columbia Basin Trust region.

Eligible Employers should identify interns who have completed an education program in Agricultural Sciences, Agriculture Technology, Agricultural Management, Land and Food Systems or other related area at a post-secondary institution.

### Intern Criteria

To be eligible for the Program, the intern must:

- be residing in the Columbia Basin Trust region when the internship starts;
- be hired as a seasonal or year-round employee and not as a contractor;
- not be a relative of the Eligible Employer, senior management or board member;
- not be currently employed or employed in the last 12 months by the Eligible Employer\*;
- be legally able to work in Canada; and
- demonstrate a commitment to a career in food production and processing through past experiences by:
  - completing an agriculture focused post secondary program; and/or
  - one to two seasons of work experience in a primary food producer organization or non-profit involved in food processing.

\* The Trust may, at its discretion, consider an intern who is currently employed or has been employed by the Eligible Employer in the past 12 months, if the internship opportunity clearly demonstrates a substantial increase in hours, wage, and/or job responsibilities.

### Wage Criteria

Eligible Employers will be required to top up the intern's wages to reflect the market wage rate for the position. Find wage rates under Explore Careers by Wages at:

<http://www.jobbank.gc.ca/>.

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Eligible Employers are expected to pay mandatory employment-related costs (MERCs), including Employment Insurance, Canada Pension Plan, WorkSafeBC and a minimum of four per cent vacation pay (or offer vacation days) in addition to the market wage rate, and may choose to offer extended benefits (such as medical, dental, etc.) to the intern.

Payments will be issued according to the payment schedule in the Contribution Agreement. No advance payments will be made, and the Trust will not reimburse employers for overtime incurred by the interns.

### WorkSafeBC Coverage

Eligible Employers must have a WorkSafeBC account in good standing and provide a clearance letter with application. You can find the form here:

[www.worksafebc.com/insurance/managing\\_your\\_account/clearance\\_letters/default.asp](http://www.worksafebc.com/insurance/managing_your_account/clearance_letters/default.asp)

### How much will the Trust fund?

The Trust will fund up to 70 per cent of the intern's salary and mandatory employment related costs (MERCs). The maximum amount of Trust funding for an internship is \$25,000 over a five-to-twelve-month internship.

### How does the Trust select internships for funding?

The Trust use(s) the following selection criteria to prioritize funding.

- The internship demonstrates it meets the program eligibility listed above.
- The Eligible Employer shows they are ready to move forward in the stated timelines.
- The Trust strives to distribute program funds across communities and organizations and will consider this as part of the adjudication process.
- Additional consideration may be given to internships that incorporate:
  1. Indigenous perspectives or partnerships with Indigenous Peoples.
  2. Climate change adaptation practices.

### When will organizations hear the results?

The review process usually takes up to four weeks. Trust staff may request additional information during the evaluation phase. Eligible Employers will be contacted by email, at the address provided on the application form, to confirm if the application has been approved for funding.

To finalize funding, both parties will sign a Contribution Agreement. Funds will be received after both parties sign the Agreement in accordance with the payment schedule.

### When can the internship begin?

Successful Eligible Employers will have six months from the date of application approval to recruit an eligible intern and have them start in the position.

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### Does the Program help me recruit and hire the intern?

Successful Eligible Employers are responsible for recruiting and hiring the appropriate intern for the position.

### What documentation will I need to provide?

- Eligible Employers must have a WorkSafeBC account in good standing and provide a clearance letter with application.
- Eligible Employers must keep accurate payroll records for interns for submission to the Trust if requested.
- Eligible Employers will be required to complete an Interim Report and a Final Report at the end of the internship.
- Successful interns will be asked to complete a survey upon completion of the internship.

### What else to keep in mind?

Even if an internship request meets eligibility criteria, it may not be selected for funding as the Trust often receives requests for more funding than what is available. The Trust retains the right to determine eligibility and the amount of funding allocated; this may be all or part of what was requested.

### Ready to apply?

1. If you would like to work offline, download the [Application Worksheet](#). The worksheet contains direction and advice on how to complete the Application. This is optional and cannot be used as your application.
2. Complete the Application Form found here: [Link](#)
3. Once your application is complete, and you have confirmed all the steps in the Program Guide, click submit. After you submit, you will receive an email confirmation that will contain a copy of your submission.
4. If you need to make an edit to the submitted Application before the deadline, you can do so from the Your Entries and Drafts page on the application form website.