Applicant Guidance for the 2026–27 Pre-Apprenticeship Call for Proposals

Dear Applicants,

Thank you for your interest in the 2026–27 Pre-Apprenticeship Call for Proposals (CFP).

The 2026-27 Pre-Apprenticeship Call for Proposals (CFP) will open on **September 22, 2026**, and close on **October 27, 2026**.

Applicants will have two weeks from the CFP launch date to submit questions. Please refer to the program guidelines for additional information, including instructions on how to set up a TPON account and submit an application.

To support applicants in preparing strong and complete submissions, the Ministry is sharing:

1. **Highlights of Changes Between the 2025–26 and 2026–27 Program Guidelines**
2. **Tips and Best Practices for Completing the Application**

These are intended to supplement the Program Guidelines, application materials and other supports. They highlight key updates to the program and provide practical advice based on observations from previous CFP intakes.

Highlights of Changes Between the 2025–26 and 2026–27 Program Guidelines

Ministry-approved Equivalent Work Experience

In exceptional circumstances, proponents may submit projects without paid work placements provided they include paid employment. Proponents must provide a rationale to support the use of confirmed paid employment in lieu of paid work placements and illustrate how this option better serves participants relative to paid work placements. The ministry will have sole authority to determine equivalency to work placements and to deem proposals ineligible if it is not found to be equivalent to work placements. See Section 1.10 of the 2026-27 Pre-Apprenticeship CFP Application Guide.

Documentation for Staffing Costs

The ministry may request documents to support staffing funding requests including information such as role descriptions, hours projections, rate or salary basis, and alignment to project activities. The ministry will review budget submissions critically to ensure that staffing costs are reasonable, clearly tied to project delivery, and not duplicative of other funding sources. See Section 3.1 of the 2026-27 Pre-Apprenticeship CFP Application Guide.

Tips and Best Practices for Completing the Application

1. Demonstrate Labour Market Need

- Clearly explain employer demand and participant demand, supported by evidence.
- Prioritize projects that address high-demand trades and workforce needs.
- Align proposed training with regional and provincial labour market priorities. See section 1.1 in the guidelines for more additional details.
- Proponents are encouraged to visit the ministry's Labour Market Information website to access data that may support their application.

2. Develop a Detailed and Realistic Training Plan

- Include clear project timelines with training, placement, and cohort dates.
- Describe program activities (such as participant screening and selection criteria), outcomes, milestones, and partnerships in detail.
- Identify measurable outcomes and explain how success will be tracked and reported. See Section 2.2 of the guidelines for more information on the Service Provider's role in providing outcomes and Section 4.0 for information on performance measures.
- Demonstrate readiness to deliver, rather than presenting concepts that are contingent on future planning.

3. Confirm Employer and Partner Commitment

- Include evidence of employer engagement and partnership commitments where possible.
- Demonstrate how employers will support proposed participant placements and employment outcomes.

4. Submit a Clear and Complete Budget

- Provide an itemized breakdown of all funding requests. For more details, including eligible and ineligible expenditures see Section 3.0.
- Clearly distinguish Level 1 training costs for primary trade, secondary trade training costs, weekly placement wages, and other project expenses.
- Follow guidance on Level 1 per diem calculation rules.
- Ensure budget assumptions are transparent and supported.

5. Provide Complete Project and Cohort Information

- Clearly number of cohorts and identify for each cohort:
  - Number of participants
  - Training start and end dates

    - Placement start and end dates
    - Key project activities and timelines

6. Understand Program Eligibility and Administrative Requirements

- Review participant eligibility requirements carefully.
- Ensure participants meet trade-specific requirements where applicable.
- Understand enrollment procedures, documentation requirements, reporting obligations, and Section 25 processes.

Common Issues That Weaken Applications

- Not demonstrating employer demand and participant demand for the trade(s) that the project supports.
- Lack of collaboration with local organizations, service providers, and stakeholders to support participant outcomes.
- Unclear training plans and project outcomes.
- Lack of confirmed employer placements or partner support.
- Incomplete budget details.
- Missing timelines, cohort information, or required documentation.
- Misinterpretation of funding, eligibility, or reporting requirements.
- Limited evidence of organizational capacity and resources for project delivery.