Applicant Guidance for the 2026–27 Apprenticeship Capital Grant Call for Proposals

Dear Applicants,

Thank you for your interest in the 2026–27 Apprenticeship Capital Grant (ACG) Call for Proposals (CFP).

The 2026-27 ACG CFP will open on November 24, 2026, and close on December 18, 2026.

Applicants will have one week from the CFP launch date to submit questions. Formal responses to questions received will be issued by the ministry and will be added to the 2026-27 ACG CFP Questions & Answers by December 15, 2026. Please refer to the 2026-27 ACG CFP Program Guidelines for additional information, including instructions on how to set up a Transfer Payment Ontario (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 2026-27 ACG CFP 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 ACG CFP Program Guidelines

Project Eligibility and Activities

Applicants may now submit up to two applications per region; however, each application remains limited to a single project and one eligible activity. See Section 1.5 of the 2026-27 Apprenticeship Capital Grant CFP Application Guide.

Eligible Expenditures

The following costs are now eligible:

- Development or customization of software, subject to certain eligibility requirements.
- Material costs related to the procurement and installation of plaques, up to $1,000.

See Section 1.6 of the 2026-27 Apprenticeship Capital Grant CFP Application Guide.

Ineligible Expenditures

The following costs are ineligible:

- Ongoing operational associated with assets, including software.
- Costs incurred prior to the project start date.
- Additions to buildings that are already under construction.

See Section 1.7 of the 2026-27 Apprenticeship Capital Grant CFP Application Guide.

Additions to Building Projects

The minimum applicant contribution increased from 50% to 51% of total project costs. See Section 1.8 of the 2026-27 Apprenticeship Capital Grant CFP Application Guide.

Roles and Responsibilities

For projects that involve facility improvements or building additions, applicants must ensure they have long-term control of the facility beyond the project term. See Section 2.3 of the 2026-27 Apprenticeship Capital Grant CFP Application Guide.

Proposal Evaluation

Evaluation criteria have been streamlined, and further guidance and examples have been added to clarify how applications will be evaluated. See Section 3.5 of the 2026-27 Apprenticeship Capital Grant CFP Application Guide.

Tips and Best Practices for Completing the Application

1. Submit a Clear and Complete Project Description and Delivery Plan

- Clearly demonstrate the alignment of the project design with apprenticeship training needs and the Training Delivery Agent (TDA) business plans, including deliverables, timelines, feasibility, and contingency planning to complete the project on time and within budget.
- Where a TDA has had approval to deliver for multiple years, proposal illustrates sustained delivery of in-class training (i.e. have delivered training each year over the last three fiscal years) in the applicable trade.

2. Demonstrate the Project Impact in Detail

- Proposed project demonstrates measurable impact in relation to at least one program objective and one program priority, while aligning with applicable curriculum standards.
- Applicants are encouraged to visit the ministry's Labour Market Information website to access data that may support their application by demonstrating demand for the trade and related in-class training within the proposed service area.

- Where a project involves investments in technology, equipment, or virtual learning, demonstrate how these investments will result in equipment and training facilities that better match what is used in the workplace.
- For projects focused on improving the health and safety, condition, and efficiency of apprenticeship instruction and/or facilities, describe how the project will achieve these outcomes, and how the project will result in training equipment that meets industry safety standards (if applicable).
- For projects aimed at improving access to in-class training, including removing barriers and advancing gender equity, demonstrate how the project will increase access for hands-on apprenticeship in-class training for persons with disabilities and/or support the inclusion of women in the trades.

3. Submit a Clear and Complete Budget

- Proposal includes reasonable and eligible costs and provides a clear cost breakdown.
- Costs align with project objectives and timelines, and are supported by required documentation (e.g., for a building addition).
- For more details, including eligible and ineligible expenditures, see Section 1.6 and 1.7 of the 2026-27 Apprenticeship Capital Grant CFP Application Guide.

4. Confirm Employer and Partner Commitment

- Include evidence of employer engagement and partnership commitments if partnership with employers/industry/sector is an element of the project proposal.
- Submit the required supporting documentation for Addition to a Building projects. For more details, see Section 1.8 of the 2026-27 Apprenticeship Capital Grant CFP Application Guide.

5. Understand Program Eligibility and Administrative Requirements

- Review eligibility requirements carefully to ensure you meet all requirements.
- Ensure you have been approved to deliver in-class training and demonstrated in-class training delivery for the primary trade associated with the project during the required fiscal years. For more details, see Section 1.4 of the 2026-27 Apprenticeship Capital Grant CFP Application Guide.

Common Issues That Weaken Applications

- Not demonstrating employer demand for the primary trade that the project supports.
- Lack of partnerships with employers/industry/sector to support project outcomes.
- Incomplete budget details.
- Missing timelines, or required documentation.

- Misinterpretation of funding, eligibility, or reporting requirements.