



**CANADA’S COVID-19
ECONOMIC RESPONSE PLAN**

Support for students and recent graduates

FUNDING AGREEMENT

BETWEEN

Her Majesty the Queen in Right of Canada as represented by the Minister of State (Diversity and Inclusion and Youth) styled as the Minister of Diversity and Inclusion and Youth (hereinafter referred to as “Canada”)

AND

WE Charity Foundation of Canada

(hereinafter referred to as “the Recipient”)

Hereinafter collectively referred to as “the Parties”

ARTICLES OF AGREEMENT

Whereas Canada has established the Youth Service Initiative also known as “Canada Service Corps” (hereinafter referred to as “the Program”) to support projects that create, promote and facilitate access to volunteer service opportunities that are meaningful to youth, that support lasting civic engagement, and that provide youth with life and work skills;

Whereas Canada has taken strong and quick action to protect its economy, the health, safety, and jobs of all Canadian during the global COVID-19 outbreak;

Whereas Canada’s COVID-19 Economic Response Plan provides targeted support for students and recent graduates;

Whereas Canada has determined that the Recipient is eligible to receive funding under Canada’s COVID-19 Economic Response Plan to Support Students and Recent Graduates; and

Whereas Canada has agreed to provide funding to the Recipient towards the costs of the Project;

Now, therefore, Canada and the Recipient agree as follows:

1.0 INTERPRETATION

1.1 Unless the context requires otherwise, the expressions listed below have the following meanings for the purposes of this Agreement:

“**Agreement**” means this agreement, including all schedules, and all amendments or restatements as permitted.

“**Cohort 1**” means up to 20,000 Project Participants, and a minimum of 50 Not-for-Profits, engaged in or offering volunteer service opportunities, respectively, as outlined in Schedule A.

“**Cohort 2**” means up to 20,000 Project Participants, and a minimum of 50 Not-for-Profits, engaged in or offering volunteer service opportunities, respectively, above those participating as part of Cohort 1.

“**Eligible Expenditures**” means expenditures (including applicable taxes):

- (a) that are directly related to the carrying out of the Project under this Agreement or are Program Costs;
- (b) that meet the conditions governing eligibility under section 5.0;
- (c) that ensure value for money because the costs they relate to have been negotiated to ensure best value, prudence and probity; and,
- (d) that are incurred during the Project Period except the cost of preparing audited financial statement requested by Canada notwithstanding if it incurred outside the Project Period.

;



“Force Majeure” means an event, condition or circumstance (and the effects thereof) which is not within the reasonable control of the Party claiming Force Majeure and which the Party claiming Force Majeure is unable to prevent or overcome, including events in the nature of acts of God, pandemic, epidemic, quarantine, illness outbreak, fire, explosion, civil disturbance, war, riot, insurrection, military or guerrilla action, terrorist activity, economic sanction, blockade or embargo, sabotage, flooding, earthquake, drought and action or restraint by the order of any governmental authority.

“Not-for-profit” means organizations under that are established for purposes other than financial gain for their members. This category includes:

- (a) community, charitable or voluntary organizations, including faith-based organizations (for example, churches, synagogues, temples, mosques);
- (b) organizations that are tax exempt under paragraph 149(1)(l) of the *Income Tax Act*; and
- (c) non-governmental organizations.

“Project” means the project described in Schedule A.

“Program Costs” means the expenditures incurred by the Recipient or Sub-Agreement Holder in the course of its regular operations that, though indirectly related to the delivery of the Project activities under section 3.0 enable the Recipient or Sub-Agreement Holder to manage the delivery of the Project activities under section 3.0 successfully.

“Project Participant” means an eligible student as specified in Schedule A and includes all students of Cohort 1 and 2 and the Supplementary Cohort

“Project Period” means the period beginning on the Project Start Date specified in Schedule A and ending on the Project End Date specified in Schedule A.

“Sub-Agreement” means a written agreement between the Recipient and an organization under which the Recipient further distributes a portion of the funding received by the Recipient under this Agreement to the organization and delegates all or part of its responsibilities relating to the delivery of eligible activities under this Agreement to the organization.

“Sub-Agreement Holder” means an organization other than the Recipient, to whom a portion of the funding received by the Recipient under this Agreement is further distributed to enable the organization to carry out a Sub-Agreement.

“Supplementary Cohort” means up to 60,000 Project Participants engaged in volunteer service opportunities as part of the Supplementary CSSG Program (as defined in Schedule A), and who are not part of Cohort 1 or Cohort 2;

“Working Day” means Monday through Friday except statutory holidays.

2.0 EFFECTIVE DATE AND DURATION

This Agreement shall come into effect on May 5th, 2020, and shall expire at the end of the Project Period unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

All obligations of the Parties shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

3.0 PURPOSE OF THE CONTRIBUTION

The purpose of Canada’s funding is to enable the Recipient to carry out the Project. The funding provided by Canada shall be used by the Recipient solely for the purpose of paying the Eligible Expenditures.

The Project’s objective is to provide opportunities for Project Participants to take part in meaningful volunteer service activities and gain labour market and skills development experiences while giving back to their communities during the global COVID-19 outbreak through the implementation of Project activities as specified in Schedule A.

4.0 CANADA’S CONTRIBUTION

4.1 The total maximum amount of Canada’s contribution towards the Eligible Expenditures (subject to section 4.1(d)) is up to \$ 543,530,000 (five hundred and forty-three million five hundred and thirty thousand dollars) for the Project Period, which shall be allocated as follows:

- a. **Award Funding to be disbursed directly to Eligible CSSG Students:** Up to \$500,000,000 (five hundred million dollars), to be paid as per section 4.3(d), to be distributed as awards to eligible Program Participants as follows:



- (i) Up to \$ 100,000,000 (one hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for Cohort 1 and is eligible to receive an award;
 - (ii) Up to \$ 100,000,000 (one hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for Cohort 2 and is eligible to receive an award; and
 - (iii) Up to \$ 300,000,000 (three hundred million dollars) to provide for the award of up to \$5,000 to each Project Participant who volunteers as per the conditions specified in Schedule A for the Supplementary Cohort and is eligible to receive an award;
- b. **Cohort 1 Program Design, Implementation and Delivery:** The following amounts, to be paid as per section 4.3(a), shall be allocated for the design, implementation and delivery of the activities described in Schedule A in respect of Cohort 1:
- (i) \$18,350,000 (eighteen million three hundred and fifty thousand dollars), which funds are intended to be allocated as follows, though the Recipient may reallocate amounts between any of subsections (A) to (C) below as the Recipient sees fit:
 - (A) \$5,000,000 (five million dollars) in funding to Not-For-Profit partners (as defined in Schedule A) for Eligible Expenditures;
 - (B) \$300,000 (three hundred thousand dollars) for Eligible Expenditures to program participants to help support accessibility to the program with focus on vulnerable populations;
 - (C) \$13,050,000 (thirteen million and fifty thousand dollars) for Eligible Expenditures which are required to set up and deliver activities in respect of Cohort 1 as specified in Schedule A, and for related Program Costs;
 - (ii) \$1,150,000 (one million one hundred fifty thousand dollars) for Eligible Expenditures to pay for the management and administration of the award for eligible youth for Cohort 1, including to verify the eligibility of Project Participants and volunteer hours, and to disburse awards to eligible Project Participants (including the issuance of tax slips or other documents).
- c. **Cohort 2 Program Design, Implementation and Delivery:** The following amounts shall be allocated for the design, implementation and delivery of the activities described in Schedule A in respect of Cohort 2:
- (i) \$12,380,000 (twelve million three hundred and eighty thousand dollars), paid as per section 4.3(b) or (c) as applicable, which funds are intended to be allocated as follows, though the Recipient may reallocate amounts between any of subsections (A) to (C) below as the Recipient sees fit:
 - (A) \$3,750,000 (three million seven hundred and fifty thousand dollars) in funding to Not-For-Profits partners (as defined in Schedule A) for Eligible Expenditures;
 - (B) \$300,000 (three hundred thousand dollars) for Eligible Expenditures to program participants to help support accessibility to the program.
 - (C) \$8,330,000 (eight million three hundred and thirty thousand dollars) for Eligible Expenditures which are required to set up and deliver activities in respect of Cohort 2 as specified in Schedule A, and for related Program Costs;
 - (ii) Up to \$1,150,000 (one million one hundred fifty thousand dollars) for Eligible Expenditures, which shall be included in the payment under section 4.3(b), if applicable, to pay for the management and administration of the award for eligible Project Participants for Cohort 2, including to verify the eligibility of Project Participants and volunteer hours, and to disburse awards to eligible Project Participants (including the issuance of tax slips or other documents).
- d. **Program Costs for Project Participants in Supplementary Cohort:** \$10,500,000 (ten million five hundred thousand dollars), paid as per section 4.3(e), shall be allocated for the activities described in Schedule A in respect of the design, implementation and delivery of the Supplementary Cohort and the disbursement of cash awards to eligible Project Participants outside of Cohort 1 and Cohort 2. For greater certainty, payments by the Recipient of this amount to one or more affiliates referred to in section 18.4 to subcontract



delivery of the activities in Schedule A associated with the Supplementary Cohort shall constitute Eligible Expenditures.

4.2 The Recipient may reallocate surplus funds without prior approval by Canada from activities specified in Schedule A between 4.1(b), (c) and (d) or to activities under 4.1 (a). The Recipient will report reallocations under section 4.2 in the final report provided for in section 12.0.

4.3 Canada will pay the funding to the Recipient in the following series of payments:

- a. one payment of \$ 19,500,000 (nineteen million five hundred thousand dollars) upon the signature of this Agreement for expenditures under section 4.1(b);
- b. unless either Party has given written notice before July 1, 2020 that it will not proceed with the activities described in Schedule A in respect of Cohort 2, one payment of \$13,530,000 (thirteen million five hundred and thirty thousand dollars) on July 2, 2020, for expenditures under section 4.1(c);
- c. if either Party has given notice prior to July 1, 2020 that it will not proceed with the activities described in Schedule A in respect of Cohort 2, one payment shall be made to reimburse the Recipient for all Eligible Expenditures related to Cohort 2 incurred up to the date of such notice, and all Eligible Expenditures related to Cohort 2 in respect of which the Recipient has, up to the date of notice, entered into binding commitments to pay to third parties, which amount shall be paid within ten (10) days of a delivery by the Recipient of a report setting out all Eligible Expenditures incurred in respect of Cohort 2 up to the date of notice;
- d. one or more payments, with the last payment request to be submitted by the Recipient no later than September 23rd, 2020, to support awards to eligible Project Participants, up to an aggregate maximum of \$500,000,000 (five hundred million dollars), with each payment to be paid to the Recipient in the amount requested by the Recipient within five (5) business days of the submission by the Recipient and acceptance by Canada of a request for payment, which shall include the requested payment amount as well as the anticipated number of awards to be covered by the payment along with the values of such awards. Total payments under this section 4.3(d) shall not exceed the maximum combined total amount identified in sections 4.1(a)(i), 4.1(a)(iii), and, if neither Party has given notice that it will not proceed with Cohort 2, section 4.1(a)(ii); and
- e. For the administration of the Supplementary Cohort one payment of \$10,500,000 (ten million five hundred thousand dollars) upon the signature of this Agreement for expenditures under section 4.1(d)

5.0 CONDITIONS GOVERNING THE ELIGIBILITY OF EXPENDITURES

5.1 To qualify as Eligible Expenditures, expenditures are subject to the following conditions:

- (a) subject to section 14.2, expenditures must be incurred during the Project Period;
- (b) expenditures must be reasonable;
- (c) the portion of the cost of any travel, meals and accommodation costs that exceeds the rates for public servants set out in the National Joint Council of Canada's Travel Directive is not eligible;
- (d) the portion of hospitality costs that exceed the rates set out in Appendix B of Canada's Treasury Board Directive on Travel, Hospitality, Conferences and Event Expenditures, is not eligible;
- (e) the portion of the cost of any goods and services purchased by the Recipient for which the Recipient may claim a tax credit (other than an input tax credit as defined by the *Excise Tax Act*) or reimbursement is not eligible;
- (f) depreciation of capital assets is not eligible;
- (g) fines and penalties are not eligible; and
- (h) the cost of alcoholic beverages is not eligible.

For greater certainty, to the extent that staff of the Recipient, WE Charity, WEllbeing Foundation, or ME to WE Foundation of Canada perform duties or activities related to the Project, the Recipient may allocate a



reasonable portion of their salary as an Eligible Expenditure and shall not be required to maintain timesheets in respect of such allocation.

6.0 INTEREST EARNED FROM ADVANCES

6.1 If the total interest earned by the Recipient on the advance payment provided by Canada, as set out in Section 4.0, is in excess of one hundred dollars (\$100), the Recipient may use the earned interest for Eligible Expenditures to advance the projects set out in this Agreement. All interest earned in excess of one hundred (\$100) remaining at the end of the Project Period will be subject to Section 19, and as such, shall be a debt due and owing to the Crown.

7.0 RECIPIENT DECLARATIONS

7.1 The Recipient declares that any person who has been lobbying on its behalf to obtain the contribution that is the subject of this Agreement was in compliance with the provisions of the *Lobbying Act (R.S.C., 1985, c. 44 (4th Supp.))*, as amended from time to time, at the time the lobbying occurred and that any such person to whom the aforementioned act applies has received, or will receive, no payment, directly or indirectly, from the Recipient that is in whole or in part contingent on obtaining this Agreement.

8.0 PROJECT RECORDS

8.1 -The Recipient shall keep proper books and records, in accordance with generally accepted accounting principles, of all expenditures, costs and revenues relating to this Agreement, including:

- (a) Agreement-related contracts and agreements;
- (b) All invoices, receipts, vouchers, electronic payment requisitions and records relating to Eligible Expenditures;
- (c) Bank records including bank statements and cancelled cheques; and,
- (d) Agreement-related activity, progress and evaluation reports and reports of agreement reviews or audits carried out for, by, or on behalf of the Recipient.

8.2 The Recipient shall retain the books and records referred to in section 8.1 for a period of six (6) years following the Project Period.

9.0 OBLIGATIONS OF THE RECIPIENT REGARDING COLLECTION AND PROTECTION OF INFORMATION

9.1 Personal information may be collected and used by the Recipient in carrying out the Project and to provide aggregate data to Canada as per section 10.0.

9.2 The Recipient is solely responsible for personal information collected as part of this Agreement and will take all security measures reasonably necessary for the protection of same against unauthorized release or disclosure, as required by law in the jurisdiction of operation.

9.3 The Recipient must notify ESDC as soon as possible in the event of a privacy breach. This notification is for information purposes and may be considered in relation to the overall management of this Agreement. The Recipient remains solely responsible for the management of the privacy breach.

9.4 . For greater certainty, any personal information about identifiable individuals that is contained in the Recipient's books and records may be excluded from disclosure or redacted as necessary to enable the Recipient to comply with its obligations under applicable law when providing Canada with copies of or access to the Recipient's books and records under this Agreement..

10.0 REPORTING

10.1 The Recipient will provide to Canada bi-weekly report on project data as outlined in Schedule A.

10.2 The Recipient will only share aggregated statistics with representatives of Canada. No personally identifiable information will be included in regular reports.

10.3 The Recipient shall ensure that Project Participants are still allowed to participate in the Project if they do not agree to share with the Recipient any of the information on which the Recipient is required to include in the aggregated project data reported to Canada under Schedule A.



11.0 FINANCIAL AND ACTIVITY MONITORING

11.1 The Recipient shall also, upon request, provide representatives of Canada with copies and extracts of all Project-related books and records referred to in section 8.0 at all reasonable times on reasonable notice for the purpose of conducting financial and activity monitoring reviews of the Project.

12.0 CANADA'S RIGHT TO AUDIT

12.1 During the Project Period and for a period of six (6) years thereafter, the Recipient shall, upon request, grant representatives of Canada access to the books and records referred to in section 8.0 for the purpose of conducting an audit to verify compliance with the terms and conditions of this Agreement and verify expenses claimed by the Recipient as Eligible Expenditures. The Recipient shall permit Canada's representative(s) to take copies and extracts from such accounts and records. The Recipient shall also provide Canada with such additional information as Canada may require with reference to such books and records.

13.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

13.1 If, during the Project Period or within a period of six 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 to the utilization of the funding provided under 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.

14.0 FINAL REPORT

14.1 The Recipient shall provide Canada with a final report as specified in Schedule A that summarizes the project scope and includes Eligible Expenditures, description of the results achieved, an explanation of any discrepancies between the results and the planned or expected results and also contains such other information as Canada may specify in writing to the Recipient as well as a summary of the reports provided under section 10. The Recipient shall provide Canada with the final report no later than ninety (90) days following the Project Period in a form and fashion acceptable by Canada.

14.2 The Recipient will provide to Canada their audited annual financial statement covering the Project Period. Where the Recipient's annual audited financial statement does not provide sufficient project detail to satisfy Canada's auditing requirements, Canada may request that an additional, more detailed audit be undertaken, and, the cost of preparing such report shall remain an Eligible Expenditure notwithstanding that it is incurred outside the Project Period.

15.0 SUB-AGREEMENTS

15.1 The Recipient will establish its own service delivery structure to accomplish the Project's objective by delegating its responsibilities for the delivery of some of its activities under this Agreement to Sub-Agreement Holders. The Recipient may authorize Sub-Agreement Holders to further sub-delegate responsibilities that have been delegated under a Sub-Agreement. Any persons to which such responsibilities are sub-delegated shall be made subject to the same obligations, *mutatis mutandis*, as apply to Sub-Agreement Holders.

15.2 Any Sub-Agreement with a Sub-Agreement Holder will include the necessary obligations, as specified in section 15.4, to allow the Recipient to fully report to and to provide Canada with information under the terms of this Agreement.

15.3 When the Recipient provides a portion of the funding provided by Canada to a Sub-Agreement Holder to carry out the Project, the Recipient must enter into a Sub-Agreement. The Sub-Agreement must respect the terms and conditions under which the Recipient is receiving the funding from Canada such that the Recipient is able to fulfill its obligations as set out in this Agreement, including reporting and evaluation obligations. The Sub-Agreement can only be entered into on or after the date of signature of this Agreement, but may be effective as of May 5, 2020.

15.4 The written Sub-Agreement referred to in section 15.3 shall include at a minimum:

- (a) the effective date, the date of signing and the duration of the Sub-Agreement;
- (b) a requirement for the Sub-Agreement Holder to repay to the Recipient the amount of any financial assistance provided under the Sub-Agreement to which it is not entitled. The Sub-Agreement should specify that amounts to which it is not entitled include the amount of any payments:
 - i. made in error;
 - ii. made for costs in excess of the amount actually incurred for those costs; and
 - iii. that were used for costs that were not eligible under the Sub-Agreement;



- (c) to the extent that a Sub-Agreement Holder provides funding to a Not-for-Profit, a requirement that the Sub-Agreement Holder publicly disclose the name of the funded Not-for-profits and the amount of the funding provided to those Not-For-Profit;
- (d) a requirement for the Sub-Agreement Holder to notify the Recipient as soon as possible in the event of a privacy breach; and,
- (e) The disclaimer set out in section 16.

15.5 The Recipient must provide Canada with a copy of any Sub-Agreement that Canada requests within ten (10) business days. By submitting copies of a Sub-Agreement, the Recipient certifies and warrants that the Sub-Agreement complies with the requirements of this Agreement.

16.0 CANADA'S DISCLAIMER RESPECTING SUB-AGREEMENT HOLDERS

16.1 Nothing in this Agreement creates nor is to be interpreted, construed or held out as creating any role, responsibility, obligation or interest for or in Canada as it pertains to Sub-Agreements. Canada disclaims any and all responsibility, accountability and liability with respect to Sub-Agreements and the relationships between the Recipient and Sub-Agreement Holders.

17.0 EVALUATION

17.1 The Recipient agrees to cooperate with Canada in the conduct of any evaluation of the Project and/or the Program that Canada may carry out during the Project Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by Canada to do so for the purpose of conducting an evaluation, the Recipient agrees to:

- (a) participate in any survey, interview, case study or other data collection exercise initiated by Canada, and
- (b) subject to section 17.2, provide Canada with contact information of the Not-for-Profit Project partner organizations, if any, who participated in the Project.

17.2 The Recipient shall provide Canada with the contact information of a person (name, address, phone number and e-mail address) referred to in section 17.1(b) only if the person has given their written consent to the release of the information to Canada. The Recipient agrees to make all reasonable efforts to secure such consent during the Project Period. When providing a person's contact information to Canada, the Recipient shall provide Canada with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with Canada.

18.0 CONTRACTING PROCEDURES

Contracting

18.1 The Recipient shall use a fair and accountable process when procuring goods and services from contractors in relation to the Project. The Recipient shall select the bid or proposal offering a reasonable value.

Restrictions Regarding Non Arms-Length Contracts

18.2 (1) Subject to section 18.4, and unless otherwise authorized in writing by Canada, all goods or services contracts, regardless of their value, entered into in relation to the Project between the Recipient and

- (a) an officer, director or employee of the Recipient,
- (b) a member of the immediate family of an officer, director or employee of the Recipient,
- (c) a business in which an officer, director or employee of the Recipient, or a member of their immediate family, has a financial interest, or
- (d) a business which is related to, or associated or affiliated (as these terms are defined in the *Canada Business Corporations Act*) with, the Recipient

require the prior written approval of Canada. In any such contract, the Recipient shall ensure that Canada has a right of access to the relevant records of the supplying entity for the purpose of verifying, if necessary, the amount of the expenditure claimed by the Recipient in relation to a contract referred to in this subsection.

(2) In this section, "immediate family" means the father, mother, step-father, step-mother, brother, sister, spouse (including common law partner), child (including child of common law partner), step-child, ward, father in law, mother in law or relative permanently residing in the household of the officer, director or employee.

Restrictions Regarding Sub-contracting of Recipient Duties or Responsibilities



18.3 Subject to section 18.4, the Recipient shall not subcontract the performance of any of its duties or responsibilities in managing the Project to another party without the prior written consent of Canada unless the Recipient has already indicated in the approved Project Description attached as Schedule A to this Agreement that it intends to use a subcontractor or subcontractors to perform those duties or responsibilities.

Exception

18.4 Notwithstanding section 18.3 the above, the Recipient may enter into contracts to procure goods and services from, and may subcontract the performance of its duties and responsibilities in managing the Project to, WE Charity, WEI Foundation or ME to WE Foundation of Canada without prior written approval by Canada. The Recipient anticipates that it will subcontract with WE Charity for the performance of some or all of its duties under this Agreement.

19.0 REPAYMENT REQUIREMENTS

19.1 In the event payments made to the Recipient exceed the amount to which the Recipient is entitled under this Agreement, the amount of the excess is a debt due and owing to Canada and shall be promptly repaid to Canada upon receipt of notice to do so and within the period specified in the notice. Without limiting the generality of the foregoing, amounts to which the Recipient is not entitled include

- (a) the amount of any expenditures paid for with the contribution which are disallowed or determined to be ineligible; and
- (b) any amount paid in error or any amount paid in excess of the amount of the expenditure actually incurred.

19.2 Interest shall be charged on overdue repayments owing under section 19.1 in accordance with the Interest and Administrative Charges Regulations (SOR/96-188) (the "Regulations") made pursuant to the Financial Administration Act (R.S.C., 1985, c. F-11). Interest is calculated and compounded monthly at the "average bank rate", within the meaning of such expression as contained in the Regulations, plus three per cent (3%) during the period beginning on the due date specified in the notice to repay and ending on the day before the day on which payment is received by Canada.

19.3 The Recipient acknowledges that where an instrument tendered in payment or settlement of an amount due to Canada under section 19.1 is, for any reason, dishonoured, an administrative charge of \$15 is payable by the Recipient to Canada in accordance with the Regulations.

20.0 TERMINATION OF THE FUNDING OR AGREEMENT

Termination for Default

20.1 (1) The following constitute Events of Default:

- (a) the Recipient becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Recipient;
- (b) the Recipient ceases to operate;
- (c) the Recipient is in material breach of the performance of, or compliance with, any provision of this Agreement;
- (d) the Recipient, in support of its application for Canada's contribution or in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada; or
- (e) in the opinion of Canada, acting reasonably, there is a material adverse change in risk in the Recipient's ability to complete the Project or to achieve the expected results of the Project set out in Schedule A.

(2) If

- (a) an Event of Default specified in section (1)(a) or (b) occurs, or
- (b) an Event of Default specified in sections (1)(c), (d) or (e) occurs and has not been remedied within thirty (30) days of receipt by the Recipient of written notice of default, or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period,

Canada may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, Canada shall have no obligation to make any further contribution to the Recipient.



(3) In the event Canada gives the Recipient written notice of default pursuant to section (2)(b), Canada may suspend any further payment under this Agreement until the end of the period given to the Recipient to remedy the Event of Default.

(4) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

Termination for Convenience

20.2 Canada may also terminate this Agreement at any time without cause upon not less than ninety (90) days written notice of intention to terminate.

Obligations Relating to Termination under section 20.2 and Minimizing Cancellation Costs

20.3 In the event of a termination notice being given by Canada under section 20.2.

- (a) the Recipient shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto, and
- (b) all Eligible Expenditures incurred by the Recipient up to the date of termination, and all Eligible Expenditures in respect of which the Recipient has, up to the date of termination, entered into binding commitments to pay to third parties, will be paid by Canada, including the Recipient's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this section shall only be made to the extent that the costs mentioned herein were actually incurred by the Recipient and the same are reasonable and properly attributable to the termination of the Agreement.

20.4 The Recipient shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Recipient to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Recipient shall cooperate with Canada and do everything reasonably within its power at all times to minimize and reduce the amount of Canada's obligations under section 20.3 in the event of a termination of this Agreement.

21.0 INDEMNIFICATION

21.1 The Recipient shall, both during and following the Project Period, 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 Recipient or its employees or agents, Not-For-Profit partners (as defined in Schedule A) or Project Participants that are participating as part of Cohort 1 or Cohort 2, in connection with anything purported to be or required to be provided by or done by the Recipient pursuant to this Agreement or done otherwise in connection with the implementation of the Project.

21.2 The Recipient will include a provision in each Sub-Agreement requiring the Sub-Agreement Holder to indemnify and save harmless both the Recipient and Canada from each of the matters set out above, and to specifically permit Canada to directly claim indemnification from, and to assert a legal claim to enforce the indemnification against, the Sub-Agreement Holder.

22.0 INSURANCE

22.1 The Recipient shall arrange and maintain, during the Project Period, appropriate comprehensive general liability insurance coverage to cover claims for bodily injury or property damage resulting from anything done or omitted by the Recipient or its employees, agents or Project Participants, in carrying out the Project.

23.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

23.1 -The management and supervision of the Project are the sole and absolute responsibility of the Recipient. The Recipient 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 payments to the Recipient towards the Eligible Expenditures and otherwise in accordance with this Agreement. 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 Recipient shall not represent itself as an agent, employee or partner of Canada.



23.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the maximum contribution specified in section 4.1. Canada shall not be liable for any loan, capital lease or other long-term obligation which the Recipient may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Recipient toward another party in relation to the Project.

24.0 CONFLICT OF INTEREST

24.1 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.

24.2 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.

25.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S CONTRIBUTION

25.1 The Recipient and Canada shall cooperate and consult in the communication and promotion of the CSSG and its components across all channels, which may include, but is not limited to social media, Internet, advertising, virtual events, and media relations.

25.2 The Recipient agrees that Canada may, for the purposes of advertising and promoting the CSSG and its components, reproduce, redistribute and otherwise make available to the public or any part of the public materials that they make available via social media or otherwise on the Internet.

25.3 To support Canada's ongoing communications efforts to demonstrate the success of CSSG, the Recipient agrees to identify and provide contact information for CSSG student recipients and/or Not-for-profits willing to share their service story in writing, including photographs and/or in video format, provided that such student recipients and Not-for-profits have provided their written consent to the release of such information. in the manner described in section 17.2

25.4 If the Recipient documents the project or any activity funded under the Project using photographs, videos, audio recordings or written accounts, Canada may request to reproduce, distribute and further use any photograph, video, audio recording or written account or part thereof to promote, advertise and communicate the CSSG.

25.5 The Recipient will endeavour to provide Canada with all permissions, consents, releases and rights considered necessary by Canada for Canada to use the photograph, video, audio recording or written account or part thereof for the purposes set out in this section by signing the document provided by Canada for this purpose.

25.6 The Recipient must contact Canada fifteen (15) business days in advance to provide an opportunity for the Minister to participate in events, virtual or in person.

25.7 In addition to the text, the Recipient must include an approved quote from Canada in all releases that refer to funding sources for Project. The Recipient must contact Canada for the quote at least fifteen (15) business days in advance of issuing the release.

25.8 The Recipient may also provide a quote for any media release that Canada issues.

25.9 The Recipient must acknowledge, orally and/or in writing, Canada's funding contribution for any work which is produced under this Agreement. For written recognition the Recipient must use:

- (a) « [Recipient to insert name of Project] is funded by the Government of Canada under the Canada Student Service Grant », or,
- (b) any other statement provided to the Recipient by Canada.

26.0 ACCESS TO INFORMATION

26.1 The Recipient 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.

27.0 PROACTIVE DISCLOSURE

27.1 The Recipient acknowledges that the name of the Recipient, the amount of the contributions and the general nature of the Project 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.



28.0 DISPOSITION OF CAPITAL ASSETS

28.1 During the Project Period, the Recipient shall preserve any capital asset purchased by the Recipient with the funding provided by Canada and shall not dispose of it unless Canada authorizes its disposition.

28.2 At the end of the Project Period, to the extent that the total value of all Capital Assets purchased by the Recipient exceeds \$200,000, Canada reserves the right to direct the Recipient to dispose of any capital asset purchased by the Recipient with the funding provided by Canada by:

- (a) selling it at fair market value or otherwise for an amount reasonably obtainable or realizable in the circumstances and applying the funds realized from such sale to offset Canada's funding of the Eligible Expenditures;
- (b) turning it over to another organization or to an individual designated or approved by Canada; or
- (c) disposing of it in such other manner as may be determined by Canada.

28.3 Where Canada elects to exercise its right under section 28.2, the Recipient agrees to comply with the related direction provided by Canada.

28.4 For the purposes of section 28.0, "capital asset" means any single item, or a collection of items which form one identifiable functional unit, that is not physically incorporated into another product or not fully consumed by the end of the Project, and has a purchase or lease value of more than \$1,000 (before taxes).

29.0 INTELLECTUAL PROPERTY

29.1 Where in the course of carrying out the Project, the Recipient produces any work using funds provided by Canada, the copyright in the work shall vest in the Recipient. However, the Recipient hereby grants to Canada a non-exclusive, irrevocable and royalty free license to use, translate, adapt, record by any means or reproduce, except for commercial sale in competition with the Recipient, any such work which is produced by the Recipient.

29.2 The license granted under section 29.1 shall be for the duration of the copyright and shall include:

- (a) the right to sub-license the use of the work to any contractor engaged by Canada solely for the purpose of performing contracts with Canada, and
- (b) the right to distribute the work outside the Department of Employment and Social Development as long as the distribution does not undermine any commercial use of the work intended by the Recipient.

29.3 The Recipient agrees to execute any acknowledgements, agreements, assurances or other documents reasonably deemed necessary by Canada to establish or confirm the license granted under section 29.1.

29.4 Additionally, with respect to any work licensed under section 29.1, the Recipient

- (a) warrants that the work shall not infringe on the copyrights of others,
- (b) agrees to indemnify and save harmless Canada from all costs, expenses and damages arising from any breach of any such warranty, and
- (c) shall include an acknowledgment, in a manner satisfactory to Canada, on any work which is produced by it with funds contributed by Canada under this Agreement, acknowledging that the work was produced with funds contributed by Canada and identifying the Recipient as being solely responsible for the content of such work.

29.5 The Recipient shall include in the final report for the Project, that the Recipient is required to submit to Canada under the terms of this Agreement, a copy of any work licensed under section 29.1.

30.0 NOTICES

30.1 Any notices to be given and all reports, information, correspondence and other documents to be provided by either party under this Agreement shall be given or provided by personal delivery, courier service, or email at the postal address, fax number or email address, as the case may be, of the receiving party as shown in Schedule A. If there is any change to the email address or contact person of a party, the party concerned shall notify the other in writing of the change as soon as possible.

30.2 Notices, reports, information, correspondence and other documents that are delivered personally or by courier service shall be deemed to have been received upon delivery, or in the case of notices and documents sent by email, one (1) working day after they are sent.



31.0 ASSIGNMENT OF THE AGREEMENT

31.1 The Recipient shall not assign this Agreement or any part thereof without the prior written consent of Canada.

32.0 SUCCESSORS AND ASSIGNS

32.1 This Agreement is binding upon and enure to the benefit of the parties and their respective successors and assigns.

33.0 COMPLIANCE WITH LAWS

33.1 The Recipient shall carry out the Project in compliance with all applicable federal, provincial and municipal laws, by-laws and regulations, including any environmental legislation and legislation related to protection of information and privacy. The Recipient shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

34.0 APPLICABLE LAW

34.1 This Agreement shall be governed by and construed in accordance with the applicable laws of the province of Ontario and the federal laws of Canada applicable therein.

35.0 AMENDMENT

35.1 This Agreement may be amended by mutual consent of the parties, as required. To be valid, any amendment to this Agreement shall be in writing and signed by the parties.

36.0 FORCE MAJEURE

36.1 During the occurrence of an event of Force Majeure, the obligations of the Party affected by such event of Force Majeure, to the extent that such obligations cannot be performed as a result of such event of Force Majeure, shall be suspended, and such Party shall not be considered to be in breach or default hereunder, for the period of such occurrence. The suspension of performance of the activities or deliverables contemplated by this Agreement or a part thereof shall be of no greater scope and of no longer duration than is reasonably required by the Force Majeure condition.

36.2 The non-performing Party shall give the other Party prompt written Notice of the particulars of the event of Force Majeure and its expected duration, shall continue to furnish reasonable reports with respect thereto on a timely basis during the continuance of the event of Force Majeure and shall use its reasonable commercial efforts to remedy its inability to perform.

36.3 Notwithstanding sections 36.1 and 36.2 and the definition of the term "Force Majeure" at section 1.0, the Parties agree that COVID-19's impacts within Canada as of the date of signing of this Agreement do not constitute an event of Force Majeure for the purposes of this Agreement. However, the Parties also agree that COVID-19's impacts may possibly become an event of Force Majeure for the purposes of this Agreement if circumstances were to change significantly. In the event that either Canada or the Recipient decide that COVID-19's impacts may constitute an event of Force Majeure because of a significant change in circumstances, they shall so notify the other Party immediately and the Parties will negotiate in good faith to determine whether the change in circumstances resulted in an event of Force Majeure and what options are available to ensure the performance of the obligations of the Parties.

37.0 OFFICIAL LANGUAGES

37.1 Where the Project is to be delivered to members of either language community, the Recipient shall:

- (a) make Project-related documentation and announcements (for the public and prospective Project Participants, if any) in both official languages where applicable;
- (b) actively offer and provide in both official languages any Project-related services to be provided or made available to members of the public, where applicable; and,
- (c) organize activities and provide its services, where appropriate, in such a manner as to address the needs of both official language communities.

38.0 COUNTERPARTS

38.1 This Agreement may be executed in counterparts, each of which shall be deemed an original but both of which taken together shall constitute one and the same agreement. The exchange of copies of this Agreement and of signature pages by facsimile or electronic transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all



purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes

39.0 PROJECT PARTICIPANT ELIGIBILITY

39.1 In determining Project Participant eligibility, the Recipient shall be entitled to rely upon information submitted by Project Participants or ESDC. The Recipient shall include a requirement that applicants declare their eligibility and may require the submission of supporting documentation that they determine necessary but will not be required to verify or validate such information and is not liable for any statements or information provided by a Project Participant that are untrue.

SIGNATURES

Signed this 23rd day of June, 2020

For the Recipient, by the following authorized officer(s):

Scott Baker

(Name, please print)



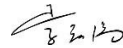
(Signature)

President, WE Charity Foundation

(Position)

Victor Li

(Name, please print)



(Signature)

Chief Financial Operations

(Position)

And signed this 23rd day of June, 2020

For Canada, by the following authorized officer:

Hon. Bardish Chagger

(Name, please print)



(Signature)

Minister of Diversity and Inclusion and Youth

(Position)



SCHEDULE A

PROJECT DESCRIPTION

NAME OF RECIPIENT
WE Charity
PROJECT TITLE
Project title

Recipient	Canada
Complete Mailing Address:	Complete Mailing Address:
339 Queen Street East Toronto, ON M5A 1S9	140 Promenade du Portage, Phase IV Gatineau, Québec J8X 4B6
Primary Contact: Dalal Al-Waheidi	Primary Contact: Tania Grenier
Telephone Number: 1-647-534-2907	Telephone Number: (819) 654-2526
Fax Number:	Fax Number:
Email address: dalal@we.org	Email address: Tania.grenier@hrsdcc-rhdcc.gc.ca
Secondary Contact: Scott Baker	Secondary Contact:
Telephone Number: 1-647-965-6871	Telephone Number:
Fax Number:	Fax Number:
Email address: scott.baker@we.org	Email address:

PROJECT START DATE	PROJECT END DATE	Total Number of Participants: (if applicable)	Up to 100,000 participants (consisting of Cohort 1, Cohort 2, and the Supplementary Cohort)
2020-05-05	2021-03-31		

OBJECTIVES

WE Charity Foundation of Canada (WE) will administer cash awards and develop volunteer opportunities, in collaboration with other not-for-profit (NFP) organizations, for the Canada Student Service Grant (CSSG), a new national initiative that recognizes the voluntary contributions of students to the community response to COVID-19. Through this project, students will gain valuable skills and experience and be recognized for their volunteer efforts with financial awards to help pay for their post-secondary education.

Definitions:

In this Schedule A, in addition to the defined terms in the Agreement, the following definitions will apply:

- (a) "Core Program" has the meaning set out below and applies to Cohort 1 and Cohort 2;
- (b) "IWTH Platform" means the "I Want To Help" online platform managed by the Government of Canada;



- (c) “non-WE volunteer service opportunity” means a volunteer service opportunity generated by a Not-for-Profit and posted to the IWTH Platform as part of the Supplementary CSSG Program;
- (d) “Not-for-Profit partner” means a Not-for-Profit that has entered into an agreement with WE to offer volunteer service opportunities as part of the Core Program;
- (e) “student” means an individual that meets the “Eligibility of Students” or the “Eligibility of Students Receiving Other Income Benefits” criteria under the “CSSG Eligible Criteria” set out below;
- (f) “Supplementary CSSG Program” has the meaning set out below and applies to the Supplementary Cohort;
- (g) “volunteer service opportunity” means an individual volunteer position under the Core Program or the Supplementary CSSG Program that meets the “Eligibility Criteria for Volunteer Service Opportunities” set out below;
- (h) “WE Platform” means a white label online platform to be managed by WE to administer volunteer service opportunities as part of the Core Program;
- (i) “WE service opportunities” means volunteer service opportunities offered as part of the Core Program.

The project will consist of:

- 1) Core Program (0-40,000 volunteer service opportunities):
 - Up to 40,000 volunteer service opportunities (including Cohort 1 and, if not aborted, Cohort 2) made available for students by WE directly and by Not-for-Profit partners, of which a minimum of 10,000 volunteer service opportunities will be provided by WE to the extent that sufficient volunteer service opportunities cannot be offered through Not-for-Profit partners;
 - On-boarding, training, coaching of up to 40,000 student volunteers across Canada;
 - Posting eligible volunteer opportunities in bilingual format to the IWTH platform.
 - The disbursement of the CSSG cash award to up to 40,000 eligible students who have submitted validated volunteer service hours.
- 2) Supplementary CSSG Program (up to 60,000 student participants):
 - Facilitating the posting of additional non-WE volunteer service opportunities for students generated by Not-for-Profits who proactively reach out and would like to be part of the program on the ‘I Want to Help’ platform or through Canada. WE will not be responsible for recruiting such volunteer service opportunities, but will be responsible for ensuring such proposed volunteer service opportunities meet the eligibility criteria and are in bilingual format before they are posted;
 - Providing registration and enrollment support for non-core student participants to access the CSSG



- Collecting information from students to confirm eligibility for the CSSG cash award (via student card and additional verification if required), and collecting and storing payment information for eligible students.
- The disbursement of the CSSG cash award to students who have submitted validated volunteer service hours.

The specific objectives of the project are to:

- Place up to 40,000 students in WE volunteer service opportunities across Canada, including those from vulnerable or underrepresented groups and official language minority communities (OLMC), through the 'I Want to Help' platform;
- Facilitate the posting of additional non-WE volunteer service opportunities for students on the IWTH Platform, including registration and enrollment support for the non-core students to access the cash award generated by Not-for-Profits who proactively reach out and would like to be part of the program beyond Cohort 1 and, if applicable, Cohort 2;
- Disburse the CSSG cash award to up to 100,000 Project Participants (including from Cohort 1, Cohort 2 and the Supplementary Cohort) who have submitted validated volunteer service hours;
- Increase skills development for students; and
- Increase the civic engagement and contributions of students in their communities in response to COVID-19.

ACTIVITIES

Ongoing from May to September 2020

- Validate and post volunteer service opportunities in bilingual format from Not-for-Profits partners and other Not-for-Profits through web-based input module and electronic feed to ESDC's 'I Want to Help' platform;
- Promote the program and the CSSG, including through digital and social channels;
- Register and match students from Cohort 1 and, if applicable, Cohort 2 to WE volunteer service opportunities;
- Register all students interested in applying for the CSSG cash award;
- Provide bilingual supports to Not-for-Profit partners to ensure they have the capacity to train and safely onboard volunteers to WE service opportunities;
- Provide bilingual supports, youth skills training, and COVID-19 training to volunteers in WE service opportunities;
- Monitor program roll-out between WE and Not-for-Profit partners;
- Monitor WE service opportunities to ensure they continue to meet criteria;
- Provide bi-weekly reports to ESDC on all students registered in service opportunities and all students who register for the CSSG, with the following indicators as available:
 - estimated volunteer service hours completed;
 - first three digits of the student's postal code;
 - number of students per birth year;
 - number of students who identify as first language English or French;
 - number of students who identify as male, female, or other;
 - number of students who identify as LGBTQ2+;



- number of students who identify as a visible minority or racialized;
 - number of students who identify as having a disability;
 - number of students who identify as Indigenous, and whether they identify as: registered, on-reserve, off-reserve, non-status, Métis, and/or Inuit;
 - number of students who are newcomers to Canada (person who has left another country to settle in Canada within the last 5 years); and
 - number of students by their highest level of education completed, i.e. elementary, secondary, or post-secondary (college or CEGEP or university).
- NB: WE is only accountable to seek broad and diverse participation (as measured by the above indicators of success) in respect of Cohort 1 and Cohort 2 and is not accountable for the composition of the Supplementary Cohort for which WE will not engage in active recruitment.
- Collect information on all students to confirm eligibility (via student card and additional verification if required); and
 - Collect and store payment information for students and disburse one-time CSSG cash awards, as per the directives below, to all Project Participants based on their validated service hours.

May 2020

- Map out administrative needs, capturing of financial data and payment processes for the management and disbursement of the CSSG;
- Develop overall expenses tracking process; and
- Develop website, online registration and backend learning system for Project Participants.

June 2020

- Engage and sign agreements with a minimum of 50 Not-for-Profits, ensuring a diversity of partners across Canada that include those serving youth from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- Collaborate with Not-for-Profit partners to develop the basis for WE volunteer service opportunities for students, ensuring up to 10,000 service opportunities through WE charitable entities and up to another 10,000 service opportunities through Not-for-Profit partners;
- Develop a bilingual training program and resources for youth skills development;
- Develop processes and tools to implement and distribute the CSSG cash award to all Project Participants, including processes to validate service hours
- Establish a bilingual support centre to provide information on program and CSSG eligibility to all Project Participants;
- Develop and provide bilingual supports to volunteers in WE opportunities to ensure inclusivity for a diversity of students, including alternative participation methods for those without technology;
- Launch a bilingual online WE Platform to register and intake volunteers for WE opportunities;
- Promote the launch of the program and the CSSG through an integrated bilingual marketing campaign across WE's owned channels and paid media;
- Engage up to 15,000 total volunteers by July 7 (up to 10,000 with WE directly and a minimum of 5,000 with Not-for-Profit partners);
- Post sufficient volunteer service opportunities on the IWTH Platform to facilitate minimum participation within two weeks of the signature of this Agreement; and
- Organize official public announcement and launch of the Project.

July to August 2020

- Host a virtual national launch event for all Project Participants and Not-for-profit partners to



- promote and amplify the program and its anticipated social impact through the profiling of select volunteer service opportunities and special guests and speakers;
- Launch and test a bilingual CSSG registration portal for Project Participants to apply for the cash award;
- Enhance promotional efforts and storytelling of impacts achieved by Cohort 1;
- Continue outreach and engagement of students, particularly those from vulnerable populations;
- Launch Cohort 2, if not aborted, and develop up to an additional 20,000 WE volunteer service opportunities; and
- Engage up to 25,000 total volunteers by August 8 (up to 10,000 with WE directly and a minimum of 15,000 with Not-for-profit partners);

September to November 2020

- Support the wind down of WE volunteer service opportunities;
- Support the wind down of volunteer service placements and final activities by Project Participants;
- Host optional regional virtual summer-end celebrations (Western Canada, the Prairies, Ontario, and Quebec and Atlantic Canada) for Not-for-Profit partners and volunteers in WE service opportunities to celebrate their collective social impact, which will profile selected volunteers and include special guests and speakers;
- Follow up with Not-for-Profit partners for feedback, results, outcomes and lessons learned;
- Ensure any relevant accreditation is provided to all Project Participants for their validated volunteer service hours;
- Obtain, prepare and provide letters of reference for Project Participants as requested;
- Complete the disbursement of CSSG cash awards to Project Participants based on their validated completed volunteer service hours within the service standard of 60 days after payment is received from Canada for awards, subject to delays necessary to process or validate incomplete and problematic applications; and
- Process remaining payments for Not-for-Profit partners.
- Budget management, tracking and reconciliation.

December 2020 to April 2021

- Complete project wrap-up activities, including but not limited to follow-ups with Not-for-profit partners, any dissemination of project results, final data collection, and final financial information, etc.;
- Provide additional reporting and support to Not-for-profit partners to ensure their most up-to-date information is on the IWTH Opportunities Uploader;
- Final engagement with Not-for-profit partners and debrief of project activities and deliverables;
- Follow up with volunteers in WE service opportunities, with optional ongoing basic mentorship focused on areas of skill development and training;
- Optional low-touch ongoing support to volunteers in WE service opportunities on volunteer engagement and training;
- Storytelling and amplification of the impact of completed volunteer service opportunities;
- Issue tax receipts to all Project Participants who received the CSSG cash award;
- Direct in-bound Not-for-profit partner leads to the IWTH Platform;
- Conduct simple end of year survey with Not-for-Profit partners and a select sample of Project Participants;
- Reconcile expenses, close books and prepare for end of Project financial reporting;
- Ongoing website maintenance and handling of in-bound questions from Project Participants



and Not-for-Profit partners.

- Prepare report on lessons learned and suggestions and deliver to ESDC;
- Compile social media and PR assets compendium and deliver to ESDC; and
- Deliver final report to ESDC.

Disbursement of the CSSG Cash Award

- Applicants from the Core Program and the Supplementary CSSG Program must register on the WE created platform by the deadline of August 8, 2020 in order to be eligible to receive the cash award.
- Cash awards will be paid in a lump sum amount based on the number of validated volunteer service hours that an applicant has completed between the launch of the program and September 15, 2020.
- Applicants may only apply for and receive the cash award once.
- The amounts for five levels of awards are as follows:
 - o 100 hours for \$1,000.
 - o 200 hours for \$2,000.
 - o 300 hours for \$3,000.
 - o 400 hours for \$4,000.
 - o 500 hours for \$5,000.
- Applicants must reach the minimum number of hours for each threshold, e.g. an applicant who submits 270 hours is only eligible to receive the \$2,000 level award.
- Cash awards will be disbursed within 60 days of receipt of payment from Canada, unless demand is reported to exceed 100,000 applicants, and subject to delays necessary to process or validate incomplete and problematic applications.

EXPECTED RESULTS

Outputs

- Up to 40,000 students engaged across Canada, including those from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- Up to 40,000 eligible WE volunteer service opportunities across Canada are posted on the 'I Want to Help' platform for students, including those from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas ;
- A broad range of Not-for-Profit across Canada have provided eligible volunteer service opportunities on the 'I Want to Help' platform, including those serving youth from vulnerable or underrepresented groups, OLMCs, and in rural and remote areas;
- CSSG cash awards are disbursed to up to 100,000 Project Participants within 60 days of receipt of payment from Canada, subject to delays necessary to process or validate incomplete and problematic applications, to recognize their validated volunteer hours towards the COVID-19 response and provide financial support towards post-secondary studies;
- A bilingual online platform to register and intake Project Participants;
- A bilingual online platform to register and intake CSSG applicants;
- Bilingual resources, including onboarding and training materials, for Not-for-Profit partners and volunteers in WE service opportunities;
- A bilingual support centre to provide information on program and CSSG eligibility to all Project Participants;
- Bi-weekly reports with the agreed-upon indicators; and
- A final report, including audited financial statement as required by section 14.2 of the Agreement.

Outcomes



Students from diverse backgrounds and regions across Canada:

- successfully contribute to the community response to COVID-19;
- are recognized for their voluntary service to the COVID-19 response;
- receive financial support towards their post-secondary studies;
- gain valuable experience and skills development that will benefit their transition into the labour market; and
- increase their civic engagement and contributions in their communities.

CSSG ELIGIBILITY CRITERIA

Eligibility of Students

1. To be considered an eligible student, a person must:

- be enrolled and attending post-secondary education (PSE) during the spring/summer 2020 and/or September 2020; or
- have graduated from PSE no earlier than December 2019; and
- be a Canadian citizen, permanent resident, registered Indian, or have refugee status.

2. Domicile:

- International students are not eligible.
- Canadian students who study abroad but are currently residing in Canada, and do their volunteer hours in Canada, are eligible.

3. Age:

- All students, up to the age of 30, who meet the eligibility criteria will receive the cash award.

4. Post-secondary education includes:

- part-time or full-time study over a period of at least twelve weeks which must be in pursuit of a degree, diploma or certificate at an accredited institution. Accredited institutions are universities, colleges and Indigenous learning institutions accredited by the province or territory in which they are located.

Eligibility of Students Receiving Other Income Benefits

1. The following students are eligible:

- those receiving the Canada Emergency Student Benefit;
- those who are employed; and
- those receiving a stipend under the Canada Service Corps (CSC) micro-grant stream.

2. The following students are ineligible:

- Students who are receiving, or who have received at any time, the Canada Emergency Response Benefit (CERB), are not eligible to receive the CSSG. Students will be required to attest that they have at no time been in receipt of the CERB.

Eligibility Criteria for Volunteer Service Opportunities

1. Eligible Organizations:

- An eligible volunteer service opportunity must be with a Not-For-Profit, which includes non-profits and registered charities.

2. Eligible opportunities must:

- take place in Canada;



- be in support of Canada’s response to COVID-19;
- be a minimum of two hours a week for four weeks and run within the period from the official date of program launch until September 15th, 2020;
- adhere to public health regulations; and
- provide a meaningful experience for student volunteers.

3. Canada Service Corps Participants :

- Those in a CSC placement or using a CSC micro-grant to lead a service project can count their volunteer hours towards the CSSG cash award.

4. Ineligible Opportunities:

- Those used for lobbying, advocacy or that provide financial benefits to an organization or its members; and
- Those used as a way to replace a position where a person was previously paid, or, where a person would reasonably expect to be paid.

5. Ineligible Organizations:

- For-profit organizations are not eligible to post opportunities on the ‘I Want to Help’ platform.

SIGNATURES		
SCOTT BAKER _____ RECIPIENT	VICTOR LI _____ RECIPIENT	_____ CANADA
JUNE 23, 2020 _____ DATE	JUNE 23, 2020 _____ DATE	_____ DATE