



2024

GCWCC Janitorial Grant Program Details

PURPOSE:

This program provides funds to help Community Centres hire a janitorial worker/caretaker for day-to-day maintenance.

WHO MAY APPLY?

All Community Centres, as recognized by the City of Winnipeg/GCWCC and located within the City of Winnipeg boundaries, are eligible for funding. Applicants must be in good standing with all Accountability Items outlined in the Universal Funding Accountability Document.

ELIGIBLE COSTS:

In 2024, the grant will provide minimum wage at \$15.30 per hour, plus vacation pay and mandatory employer related costs (MERC's) to a **maximum of 60 hours per pay period** beginning January 1, 2024.

DEADLINE:

Friday, October 27, 2023.

Due to the high volume of requests expected, late applications will not be considered.

EMPLOYEE CRITERIA:

- Employees of the program **cannot** be current board members of the Community Centre, or a relative of a current board member of the Centre.
- Employees must be a minimum of 18 years of age.
- Employees that are not supervised by another employee of the Centre **must be capable of working unsupervised**.
- Employee duties are to focus on caretaking.
- **All applicants, including returning employees, must have a current approved Child Abuse Registry Check.**

APPLICATION PROCESS:

The completed application must include the Community Centre's:

- approved August financial statements (including all accounts and investments)
- A clear Board motion approving this application is either a special motion or noted in your meeting minutes.
- Employee performance review and evaluation complete and sent to GCWCC by October 24th, 2023, if you're a returning centre.
- Detailed Job description.
- Evidence of need, please provide rationale for funding on a separate page.
- Will the Community Centre top up the employees' wages or add and pay for additional hours bi-weekly.

Your application will NOT be considered without this information.



APPROVAL PROCESS

- All complete applications will be considered and prioritized based on the financial needs of each individual Community Centre and the availability of funding.
- Written notification will be sent to all applicants in early November.

RESPONSIBILITIES:

- As the employer of record, GCWCC will administer employee payroll, deduction remittances, and T4's.
- Community Centres are responsible for the day-to-day management of the employees.
- The Community Centre must provide the employee with a **detailed, written job description and forward a copy to GCWCC.**
- Community Centres are responsible for providing all training that is required by the employee to successfully perform his/her duties. **Employees are not to operate machinery unless fully trained and qualified to do so.**
- The Community Centre is to ensure a daily attendance timesheet is completed by the employee. **This timesheet must be signed off by the Centre supervisor/manager and forwarded to GCWCC no later than 11:00 am on the scheduled Monday (unless otherwise stated) for bi-weekly payroll purposes.**
- Community Centres are to inform GCWCC of any incidents related to absenteeism, or adverse behavior displayed by the employee.
- Community Centres are to inform GCWCC if an employee resigns.

EMPLOYEE EVALUATION:

An evaluation of each Janitorial Program employee's performance is to be provided to GCWCC annually, **October 1, 2024**. The "Employee Performance Review" is to be completed by the caretaker's Community Centre supervisor. The form must be signed by both the caretaker and the Community Centre, verifying that the review has been discussed in detail with the employee.

Failure to complete and return an annual employee evaluation will impact consideration of the Centre's application for the following year.

CONDITIONS:

The funding received for this program comes through the City of Winnipeg. Funding is limited, but wages and other costs continue to increase. GCWCC can't guarantee Community Centres currently in the program will be approved again.

GCWCC may reduce the number of hours or number of weeks paid for with this program to distribute funds in a fair and equitable manner.



2024 Janitorial Grant Program Application

NAME OF COMMUNITY CENTRE: _____

CONTACT PERSON & POSITION: _____

PH# _____ CELL# _____ FAX# _____ EMAIL _____

APPLICATION FOR A JANITORIAL EMPLOYEE:

FULL TIME _____ PART TIME _____ FULL TIME or PART TIME _____

Months Required: _____
(ie. JANUARY-DECEMBER, JUNE-SEPTEMBER)

Days Required: _____
(ie. WEEKDAYS, WEEKENDS, EVENINGS)

Hours Required: _____ A.M. TO _____ P.M.

Confirmation that the Centre will perform the Child Abuse Registry check. Agreed _____ (initial)

Confirmation, is the centre able to top up wages or cover additional hours? _____

SUPERVISOR'S NAME & POSITION: _____

SUPERVISOR'S CONTACT INFO: PH# _____ CELL# _____ FAX # _____

EMAIL: _____

(Signature of Community Centre President)

(Date)

Deadline to Apply: Friday October 27, 2023

Please ensure that you have included all items listed under the Application Process outlined on the first page. Without this information your application will NOT be considered. Please note we expect to be short funding, and therefore may not be able to approve all applications.

Applications may be emailed, faxed, or mailed to Theresa Oquialda

Address: 2703A – 83 Garry St. Winnipeg, MB R3C 4J9

Fax: (204)475-5812

Email: office@gcwcc.mb.ca