

How to Start a Funding Application:

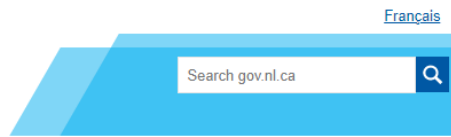
To view a list of all the programs and services available via the self-serve option, click on 'Programs and Services' under the 'Apply for Funding' section in the left navigation menu of LaMPSS. For information on individual programs, click on the program name and a display window will open with a brief description. From this window users are able to view the program information and navigate to the program website.

To begin an application for funding, click on 'Apply' to the right of the program name, to be directed to LaMPSS Online.

The screenshot displays the LaMPSS Self-Serve Programs interface. At the top, it shows the Newfoundland Labrador logo and the LaMPSS title. Below the navigation bar, the user is logged in as 'Self Serve User'. The left sidebar contains navigation options: 'My Organization', 'Apply for Funding' (with 'Programs and Services' circled in red), and 'My Account'. The main content area shows a table of programs under the 'IPGS - Employment and Training Division'. The table has columns for 'Department/Area', 'Program Name', and 'Apply'. The 'Wage Subsidy - Community Coordinator' program is circled in red, along with its 'Apply' button. At the bottom, it indicates 'Displaying records 22 of 22'.

| Department/Area | Program Name | Apply |
|---|--|-------|
| IPGS - Employment and Training Division | Apprenticeship Wage Subsidy Program-OFA | Apply |
| | Canada-NL Job Grant-OFA | Apply |
| | Community Partnerships | Apply |
| | Employment Assistance Services | Apply |
| | Employment Enhancement Program (OFA) | Apply |
| | Job Creation Partnerships - OFA | Apply |
| | JobsNL | Apply |
| | JobsNL 28 (OFA) | Apply |
| | JobsNL 42 (OFA) | Apply |
| | Labour Market Integration for Newcomers (Project) | Apply |
| | Labour Market Partnerships | Apply |
| | Linkages | Apply |
| | LMAPD - Supported Employment | Apply |
| | LMAPD School To Work Transitions | Apply |
| | Multiculturalism (Project) | Apply |
| | Self Employment Assistance - OFA | Apply |
| | Service Agreements for Youth and Students | Apply |
| | Student Mentorship Program (OFA) | Apply |
| | Student Summer Employment-High School | Apply |
| | Student Summer Employment-Post Secondary Component | Apply |
| | Transitional Support Program | Apply |
| | Wage Subsidy - Community Coordinator | Apply |

After an application form is launched, an email is automatically generated with a link to the newly created form. Users can click this link to return to the form without navigating through LaMPSS. Users will need to log in to LaMPSS Online.



LaMPSS Login

Labour Market Program Support System

Already have an account?

Organization ID #

Username

Continue

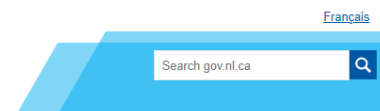
Don't have an account or having trouble logging in?

If you require a LaMPSS login, please visit [LaMPSS Public](#) or contact the program area that you have been communicating with.

LaMPSS Support Contact Information

📞 [1-844-252-6777](tel:1-844-252-6777)

✉ ExtOrgHelp@gov.nl.ca



LaMPSS Login

Labour Market Program Support System

Enter Password

Password

[Forgot Password?](#)

Log In

Cancel

The first page of a LaMPSS Online application is the landing page for that program and will display key information, including:

- 'Before you Begin' – which contains information and instructions regarding the application form and program requirements;
- 'Required Documents' – listing any documents that are required as part of the application;
- 'Important Links' – including the program website and other relevant websites or resources;
- The application deadline for the program (if applicable); the example below has no deadline which means applications are accepted on a continuous basis; and,
- If available, the average application completion time.


At the top of the landing page there is an option to exit LaMPSS Online and return to LaMPSS. To start the application, click 'Start Now' at the bottom of the page.




Canada-NL Job Grant-OFA Org Program Application Form

[Exit to LaMPSS](#)

Employment and Training Division Immigration, Population Growth and Skills

 Average Completion Time
15 Minutes

 Applications are accepted on a continuous basis.

Before You Begin

Please visit the program's home page and download the Program Guidelines document. Review the Guidelines document carefully and prepare or gather any supplementary documents required to submit along with the application.

Required Documents

- Detailed Project Description

Important Links

- [Program Website](#)

[Start Now →](#)

Completing the Application Form:

At the top of the page, there are options including 'Important Links', 'Manage Access', 'Return to Overview' and 'Exit to LaMPSS'. The 'Important links' will list the same links that were on the landing page, so users can reference documents while completing their application. To return to the LaMPSS Online landing page select 'Return to Overview', and to exit the application and move directly to LaMPSS, click on 'Exit to LaMPSS'.

To provide access to other users see the **Manage Form Access** guide.



Canada-NL Job Grant-OFA Org Program Application Form

[Important Links](#) [Manage Access](#) [Return to Overview](#) [Exit to LaMPSS](#)

Employment and Training Division Immigration, Population Growth and Skills

The following sections of this form can be completed in the order listed or any section can be selected from the list below. Sections can be skipped and completed at a later date. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit your form.

Status
In Progress

The form name for an application is automatically generated, a generic name. Users are able to keep that name or update it with a unique name. A unique name is useful when looking for specific applications under 'View/Access In-Progress Forms', especially if the organization has applied, or plans to apply, for multiple programs in LaMPSS. Once the form name is updated, select 'Save and Continue' to save the update.

The start of the application lists all form sections required to be completed for the specific application requested. While some sections are able to be skipped and be completed later, others must be completed before the user can proceed further. To skip a section, click on the 'Skip for Now' button at the bottom of the page. If a form section requires that a previous section be completed, a message will be displayed. **All form sections must be**

completed to submit the application.

Form Name

You can enter a unique name here for this form that can help you find it again later.

CNLJG Org Program Application Form

| | Form Section | Last Updated | Last Updated By | Status |
|----|--|--------------|-----------------|--------|
| 1 | Agreement Detail | | | |
| 2 | Contact Information | | | |
| 3 | Location | | | |
| 4 | Participants | | | |
| 5 | Activities | | | |
| 6 | Project Budget | | | |
| 7 | Project Cash Flow | | | |
| 8 | Legal Signing Officers | | | |
| 9 | Supporting Documents | | | |
| 10 | Summary and Submission | | | |

Save and Continue

The title of each form section provides a link to that section. To begin the application process, click on 'Save and Continue' at the bottom of the page or use the 'Return to Section List' at the top of the page to jump directly to a specific screen. Users are able to navigate around the steps of the application by selecting the drop-down menu on the step count, and also select another form section to complete.

Canada-NL Job Grant-OFA Org Program Application Form


[Important Links](#)[Return to Section List](#)[Exit to LaMPSS](#)

Status
In Progress

[Step 3 of 10](#)

Location

Identify the location(s) where the Program, Activities or Work will take place. If the default information loaded is correct, please click the Save and Continue button.

| Location | Description |
|---|----------------------|
|  | Edit |
| + Add Location | |

[Save and Continue](#) [Skip for Now](#)

If a user started to answer the fields on a specific page and navigated away from that page without saving, they will receive the following pop-up to notify that any unsaved changes will be lost.

There is a 40-minute timeout on each section of the form. If you pause for more than 40 minutes within a section of the form, any information entered will be lost.

Once a section has been saved the information will not be lost.

Once form sections are complete, the 'Form Section' list will be updated stating when the section was last updated, who updated the section, and the status on the specific section. If a section is showing as 'Locked', another organization user is currently working on that section.



Canada-NL Job Grant-OFA Org Program Application Form

[Important Links](#) •
 [Manage Access](#) •
 [Return to Overview](#) •
 [Exit to LaMPSS](#)

Employment and Training Division Immigration, Population Growth and Skills

The following sections of this form can be completed in the order listed or any section can be selected from the list below. Sections can be skipped and completed at a later date. All sections will be available to review before the completed form is submitted. Select the Summary and Submission section to submit your form.

Status
In Progress

Form Name

You can enter a unique name here for this form that can help you find it again later.

| Form Section | Last Updated | Last Updated By | Status |
|---|--------------|-----------------|---------|
| 1 Agreement Detail | May 03, 2023 | [Redacted] | ✔ Saved |
| 2 Contact Information | May 03, 2023 | [Redacted] | ✔ Saved |
| 3 Location | May 03, 2023 | [Redacted] | ✔ Saved |
| 4 Participants | | | |
| 5 Activities | | | |
| 6 Project Budget | | | |
| 7 Project Cash Flow | | | |
| 8 Legal Signing Officers | | | |
| 9 Supporting Documents | | | |
| 10 Summary and Submission | | | |

[Save and Continue](#)

On every application there is a section for supporting documents, even if none are required for the submission of the application. This enables users to provide any documentation in support of the application. If no documents are required, users can submit additional documents under the additional documents section. An 'Add' link will appear under the additional document section once the document is selected to be uploaded.

The screenshot shows the 'Canada-NL Job Grant-OFA Org Program Application Form' interface. At the top left is the Newfoundland & Labrador Canada logo. At the top right is a search bar with 'Search gov.nl.ca' and a 'Français' link. Below the header is a 'Logout' button. The main heading is 'Canada-NL Job Grant-OFA Org Program Application Form'. There are three links: 'Important Links', 'Return to Section List', and 'Exit to LaMPSS'. A status indicator shows a pencil icon and 'Status In Progress'. Below that is 'Step 9 of 10' and the section title 'Supporting Documents'. The 'Additional Documents' section is circled in red. It contains the instruction: 'To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.' Below this is a table with columns 'Document', 'Document(s) Attached', and 'Size'. The 'Document' column has a dropdown menu with 'Select' and a downward arrow. At the bottom are two buttons: 'Save and Continue' (green) and 'Skip for Now'.

If supporting documentation is mandatory for the submission of the application, this will be listed under 'Mandatory Documents' in the 'Supporting Documents' section. To add documents here, click on the 'Add' link that appears to the right of the document name.

Newfoundland & Labrador
CANADA

Logout

Franglais

Search gov.nl.ca

Canada-NL Job Grant-OFA Org Program Application Form

[Important Links](#) [Return to Section List](#) [Exit to LaMPSS](#)

Status
In Progress

Step 9 of 10

Supporting Documents

Mandatory Documents

The following documents are mandatory and must be submitted with this application.

| Document | Document(s) Attached | Size |
|------------------------------|----------------------|---------------------|
| Detailed Project Description | | Add |

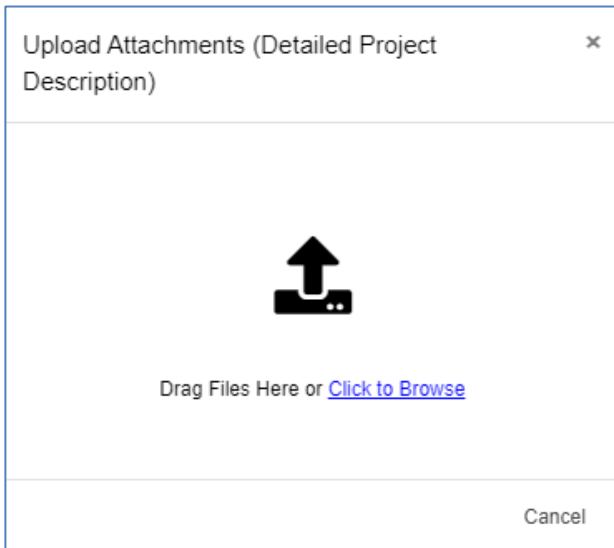
Additional Documents

To submit additional documentation in support of this application, select the type of document below and click Add to select and attach the file.

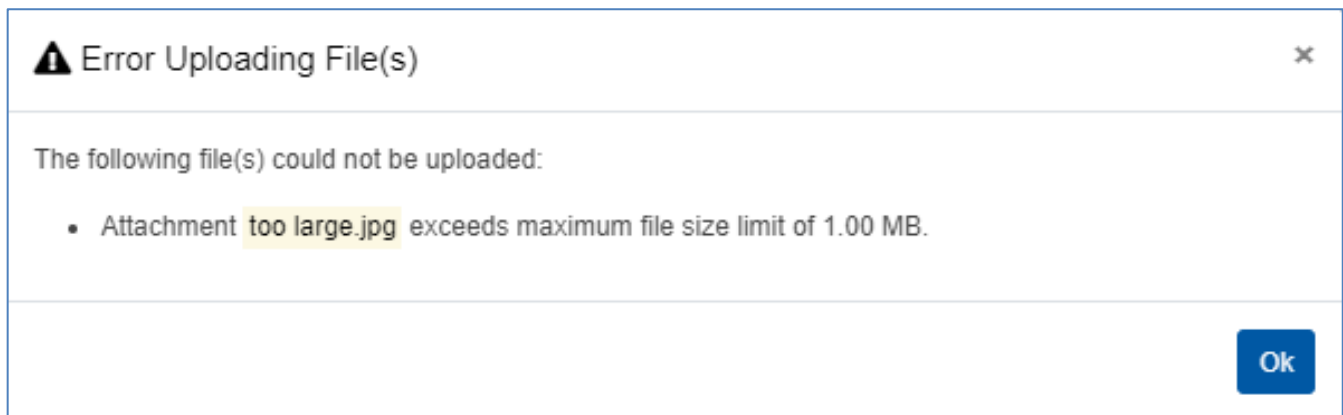
| Document | Document(s) Attached | Size |
|-------------------------------------|----------------------|------|
| <input type="text" value="Select"/> | | |

[Save and Continue](#) [Skip for Now](#)

Once the 'Add' link is clicked, the following pop up will appear. Users can either drag and drop the document in this box or select 'Click to Browse' and navigate to the file on their computer.



Each mandatory or additional document must have a unique filename. Individual files cannot exceed 1MB, and will generate an error message as follows:



The overall submission, including all attachments, cannot exceed 5MB.

If no documents are required and there are no additional documents, click 'Save and Continue' to save this step. If users navigate to the next step to submit, it will notify them that there are sections not completed, but if documents are not required, it will still allow the user to submit the application.

Submission of an Application:

The final step on every application is the form summary. Here application summaries can be viewed and downloaded, and applications can be submitted. To view or download an application summary, click the 'View/Download Summary' button at the bottom of the screen.

If all sections have not been completed for the application, a message will appear under the 'Summary and Submission' section, which directs users to return to the 'Form Section' list to identify which section(s) needs to be completed.

The screenshot shows the user interface for the 'Canada-NL Job Grant-OFA Org Program Application Form'. At the top left is the Newfoundland & Labrador Canada logo. At the top right is a search bar and a 'Français' link. Below the logo is a 'Logout' button. The main heading is 'Canada-NL Job Grant-OFA Org Program Application Form'. Below this are three navigation links: 'Important Links', 'Return to Section List', and 'Exit to LaMPSS'. A status indicator shows a pencil icon and the text 'Status In Progress'. Below that, it says 'Step 10 of 10' and 'Summary and Submission'. A light blue message box with an information icon states: 'There are still sections that have been not been completed on this form. The form cannot be submitted until all sections are completed.' Below this message, it says 'Please return to the [Form Section List](#) to identify those sections.' and 'To view / print a copy, please click View / Download Summary below.' At the bottom, there are two buttons: 'View/Download Summary' (highlighted with a red circle) and 'Submit'.

After clicking the 'View/Download Summary' button, a new window appears that has a 'Download PDF', this will generate a PDF summary. Users are able to navigate to any section that may need to be updated by selecting the 'Edit' link to the right of the form section name. Clicking on the 'Edit' link will take users to that section of the form. Updates can be made to any information, as required.

Canada-NL Job Grant-OFA

Org Program Application Form
Immigration, Population Growth and Skills
Employment and Training Division

Form Name CNLJG Org Program Application Form

Agreement Detail

[Edit](#)

Agreement Title New Canada Job Grant Application for Training
Agreement Start Date 08/05/2023
Agreement End Date 31/08/2023
Previous Agreement Renewal No
Previous Agreement Not Provided
Project Description
Completing Application to prepare training material

Contact Information

[Edit](#)

Title
First name
Last name
Telephone
Mobile
Email

Location

[Edit](#)

Location 1

[Download PDF](#) Close

Once all sections have been completed, the 'Submit' button will be visible.



Canada-NL Job Grant-OFA Org Program Application Form

[Important Links](#)

[Return to Section List](#)

[Exit to LaMPSS](#)

Status
In Progress

Step 10 of 10

Summary and Submission

Your form appears to be ready for submission.

It is recommended that all information be reviewed carefully prior to submission to ensure the required information has been provided.

To view / print a copy, please click [View / Download Summary](#) below.

If you feel ready to submit, please click [Submit](#).

[View/Download Summary](#)

[Submit](#)

Once the application is successfully submitted, users will receive the following message with a unique agreement number.

Government staff can view the application submitted.

[Français](#)



[Logout](#)

Canada-NL Job Grant-OFA Org Program Application Form

[Exit to LaMPSS](#)

Submission Successful

Thank you, the submission was received. It is now pending review and approval.

For reference, the Agreement ID is 298697. Please refer to the LaMPSS self-service website for information on the status of the submission.

[View/Download Summary](#)