

Subject: Career and Employment Information Services Grants Policy

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**MESSAGE:**

In June 2017, a new Career and Employment Information Services (CEIS) Grant policy was developed to provide a mechanism for Community and Social Services (CSS) regional staff to offer support for CEIS projects to various organizations, municipalities, Indigenous organizations etc. via a grant funding approach.

In consultation with the Regions and the Contracts Procurement Office, two documents have been developed to assist CSS regional staff in implementing the CEIS Grant Policy:

- 1) **Question and Answer (Q and A) document (for staff only):** This is an internal document and only intended to guide staff in the use of the grant. The Q and A document has been attached to this memo for your reference.
- 2) **CEIS Grant Proposal Content Requirements (for staff and prospective service providers):** This document outlines the information required in the body of proposals from prospective providers interested in providing CEIS services. Also, it provides CSS staff with a reference of what to look for in grant proposal submissions. This document is located in the [Tools and Resources](#) section of the Alberta Works Policy Manual and a link referencing this document has been included in the CEIS Policy.