

APPLICATION WORKSHEET

Community Social Services Training Fund

To help you understand the application process and prepare your responses, we have created this form-fillable worksheet that you can use to prepare your answers prior to completing the online form on our website. When you are ready, you can just copy-and-paste the answers into the online application. **This is just a worksheet; you must submit your application using the online form.**

The column on the right contains details and information about the application process, the two different granting streams (**Individual** and **Organizational**) and the three **Application Windows** for the **Organizational** grant stream of the training fund.

Applicant Information

Applicant Organization *

Please provide the full legal/payable name of the applicant organization.

Mailing Address *

Please provide the applicant organization's full mailing address.

Contact Person *

Who will be the main contact person for this application?

Contact Phone Number *

Please provide a phone number for the contact person.

Contact Email Address *

Email

Confirm Email

In which region does your organization provide services?

- Interior Fraser Vancouver Coastal
 Vancouver Island North Provincial

For questions about the training fund or the application process, please contact the Community Social Service Training Fund Coordinator.

Sheldon Martin
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PLEASE NOTE:

This is just a worksheet to help you prepare your application. The online form on The Federation website is the only way to submit an application for the Community Social Services Training Fund.

Grant Streams

There are two different training streams an organization may apply for:

1. Support for Certification/Education Individual Grant (Up to \$15,000)

Organizations may apply for funding on behalf of up to 10 employees (\$1,500 per employee) so they can participate in formal continuing education with an accredited body with the goal of obtaining certification or course completion.

2. Organizational Training Grant (Up to \$10,000)

Organizations may apply for a grant to be used (a) for the training of a cohort of two or more employees OR (b) to partner with another organization to deliver a joint training opportunity. Including more employees and/or multiple organizations will score higher during the selection process.

Which of the two grant streams are you applying for? *

- Certification/Education Individual Grant (Up to \$15,000)
- Organization Training Grant (Up to \$10,000)

Training Description & Rationale

The following four questions are only for organizations applying for the **Certification/Education Individual Grant** and will only appear if that grant stream is selected above .

Name of the Course or Program

Certification to be Received on Completion

The Name of the Educational Provider or Institution

Training Start and End Dates

There are two different grant streams that applying organizations may apply for.

The **Individual Grant Stream** will be accepting applications on an **ongoing basis**.

The **Organizational Grant Stream** is different. It has **three different application windows**—each devoted to a different topic theme.

Depending on which grant stream you select, different questions will appear on the online application. (Each requires us to collect different information.)

If you are applying for the **Certification/Education Individual Grant** the four questions to the left will appear.

If you are applying for the **Organization Training Grant**, you will be asked to select your funding round and training topic before you are asked to describe the your training.

Those questions are on the next page of this application worksheet.

All training must take place before **May 31, 2022**.

Organization Training: Funding Rounds/Themes

Organizational Training Grants are divided into three different rounds of funding, each with their own theme. Each of the three sequential rounds has multiple topics within its overall theme from which applicants can select and design training around and/or inspired by. **Organizations are only allowed to apply for one round of funding and must do so within the appropriate application window.**

For which of the three funding rounds are you applying?

- 1: Organizational Strengthening (**Application Window Feb–Mar 2021**)
- 2: Mental Health & Wellness (**Application Window April–Sept 2021**)
- 3: Equity & Reconciliation (**Application Window Oct 2021–Mar 2022**)

Round 1 Topic Selection: Organizational Strengthening (Application Window Feb–Mar 2021)

- Strategic Leadership
- Human Resources
- Pivoting to New Service Delivery
- Reconciliation
- Other:

Round 2 Topic Selection: Mental Health & Wellness (Application Window April–Sept 2021)

- Trauma-Informed Practice
- Mental Health in the Workplace
- Preventing Staff Burnout
- Reconciliation
- Other:

Round 3 Topic Selection: Equity & Reconciliation (Application Window Oct 2021–Mar 2022)

- Equality, Diversity, and Inclusion
- Anti-Racism and Decolonization
- Creating Gender-Inclusive Organizations
- Reconciliation
- Other:

Each of the three funding rounds has its own **application window** and **theme**. However, within that theme, applicant organizations can choose the **training topic** they would like to pursue or propose one of their own.

For the online application, topic options will only appear for the round of funding you have selected.

If/when you select “Other” for any of the three rounds of funding, a text box will appear where you can describe your alternate desired training topic(s).

Organizations may only apply for **one round** of **Organizational Training Grant** funding and must do so within the according **application window**.

Funding Round 1
Application Window
Feb–Mar 2021

Funding Round 2
Application Window
Apr–Sept 2021

Funding Round 3
Application Window
Oct 2021–Mar 2022

Training Description & Rationale

The following four questions are only for organizations applying for the **Organization Training Grant** and will only appear if that grant stream is selected above.

Please outline and describe the focus of the training and expected outcomes

Please list the names of all organizations that will participate

What is the estimated number of total participants (employees)?

Who will be the facilitator(s) of the training?

If you are applying for the **Organizational Training Grant** the four questions to the left will appear after you select your funding round and topic..

If you are applying for the **Certification/Education Individual Grant**, you will be asked different Training Description & Rationale questions .

Those questions appear earlier in this application worksheet.

Training Needs

Please describe the need for this training within your organization *

How will the certifications and/or skills obtained through this training increase the capacity of your organization? *

What impact will this training have on recruitment and retention in your organization? *

How will you assess the impact of this training on your organization? *

Please Note: Funding recipients will be required to report on the impact(s) of this funding.

Please provide a brief budget of training costs. *

All applications must include an official quote or invoice from a training institution or program.

All applications will outline the dates and duration of the proposed training.

For a list of eligible certificate and diploma programs for the individual grant stream, please see the [Community Social Services Training Fund webpage](#).

All recipients of this training must be employees of the applicant organization.

Applications that demonstrate the following will rank highest within the application evaluation process:

- (1)** Large group organizational training or multi-organization training.
- (2)** Programs and certifications which address gaps in accredited skills.
- (3)** A well-defined need for the training, a clear plan for implementation, and a description of the barriers the training will help to address and/or reduce.