

Registered Supportive Recovery Assisted Living Residences

Training Bursary Fund Application Guidelines

Timeline

Application available online: October 10th, 2019

Application deadline: Applications will be accepted on a rolling basis until **October 31st, 2020**

Grants awarded: [Between October 2019 – October 2020]

All proposed project activities must be completed, and funding spent, by **December 31st, 2020**

Overview and Purpose of the Supportive Recovery Assisted Living Residence Training Bursary Fund

As part of the Supportive Recovery Assisted Living Residence Project (SRHP), the Community Action Initiative (CAI) has established a Training Bursary Fund to support employees of eligible agencies to participate in courses, workshops, certificate programs or other formal training opportunities.

Proposed training must include knowledge or skill development that will enhance the employee's ability to support clients with substance use challenges in one or more of the following categories:

- Counselling
- Crisis Intervention and Conflict Resolution
- Intervention for Substance Use Disorders
- Trauma-Informed Practice

Grant Funding Priorities

The Supportive Recovery Assisted Living Residence training bursary fund aims to support **registered assisted living supportive recovery residences*** in BC to:

- 1) Strengthen the quality of services
- 2) Comply with updated [Assisted Living Regulations](https://www2.gov.bc.ca/gov/content/health/assisted-living-in-bc/assisted-living-registry) and new requirements that set minimum standards for staff training and qualifications (as of December 1, 2019).

* Organizations **must** be registered with the Assisted Living Registry
(For more information, please see <https://www2.gov.bc.ca/gov/content/health/assisted-living-in-bc/assisted-living-registry>)

Application Process

Service operators or organizations that meet [Applicant Eligibility & Requirements](#) listed below can apply for the Supportive Recovery Assisted Living Residence Training Bursary. The amount of funding available is determined by **the total number of units** that a service operator or organization has listed in the Assisted Living Registry, which may include units in one or more separate residences:

- Organizations registered for 4-10 units may apply for up to \$4,000
- Organizations registered for 11-30 units may apply for up to \$6,000
- Organizations registered for more than 30 units may apply for up to \$8,000

Where possible, applicants are strongly encouraged to combine multiple training opportunities in a single application, but can submit more than one application up to their maximum funding amount or the October 31st, 2020 deadline, whichever comes first. Individual staff members can take more than one training course per application.

Eligible Activities

- Course costs
- Registration fees for approved training courses
- Membership fees when membership includes access to approved training courses
- Group training sessions, including hiring a facilitator to conduct onsite workshops with staff
- Required course training material
- Travel costs for staff/volunteers who must travel 30km or more to attend training
- Backfill staffing costs

CAI grants must be used solely to support the activities outlined in the applicant's grant application.

Applicant Eligibility & Requirements

- Applicants must be a Supportive Recovery Assisted Living Residence that is registered with the [Assisted Living Registry](#)[†].

Please note: Supportive recovery homes that are not registered with the Assisted Living Registry, such as licensed residential care facilities (i.e., long-term care or substance use facility), are **not eligible** to apply to this training grant.

- Applicants must have the appropriate experience, organizational capacity, staff expertise and resources to support the proposed training activities within the stated timelines.

[†] <https://www2.gov.bc.ca/gov/content/health/assisted-living-in-bc/assisted-living-registry>

- Applicants must provide a clear rationale for how the proposed training will enhance staff or volunteer's knowledge and skills in one or more of the following categories:
 - Counselling
 - Crisis intervention and conflict resolution
 - Intervention for substance use disorders
 - Trauma-informed practice

- Applicants must describe how new knowledge and skills gained through the proposed training will be shared with other staff or volunteers in their organization.

- Training must be offered by a post-secondary institution, health authority, or a not-for-profit organization.

- Knowledge and acceptance of [Conditions of Funding](#).

If you are not sure if you meet these criteria or if you have questions, please contact the [CAI Community Grants Manager](#).

How to Apply

Applications must be submitted using the [ONLINE APPLICATION FORM](#), and must include:

- Contact details and information about the organization
- A list of staff who will be taking the training[‡]
- Training details (name of course, training organization, start date, length of course)
- Budget breakdown (registration fees, course costs, backfill costs, and travel costs)
- The expected benefits of completing the course
- A brief description of how skills/learning will be shared with other staff members

Please Note: Approval and processing of payments can take up to 4 weeks from the time a grant is submitted to the CAI. Please keep this in mind when registering for training courses. Approval and release of funds cannot be guaranteed for training courses that are scheduled to start less than 4 weeks from time of submission.

If you would prefer not to use or cannot access the online application form, please contact the [CAI Community Grants Manager](#). Application forms that can be completed manually and submitted via email, fax, or mail are also available on the CAI website: <https://caibc.ca/grants-training/supportive-recovery-assisted-living-residence-training-grants/>.

[‡] If more than 10 staff members will be taking a course, please contact the [Community Grants Manager](#).

Conditions of Funding

Bursary funding will be awarded to the service operator or organization, not to the individual(s) taking the training.

Payment

If the application is approved, 50% of the training bursary funds will be awarded upfront, with the remaining 50% dispersed upon successful completion of the training.

To receive the remaining 50%, grant holders must submit the following:

- An official receipt for the training/workshop
- A copy of the certificate of completion for each staff member who completed the training

Course Registration

If the application is approved, the applicant is responsible for ensuring that staff are registered and able to attend or complete the approved training program.

Financial hardship

In cases of financial hardship, agencies may receive a larger portion of CAI bursary funds in advance if they are unable to cover upfront costs for course registration and tuition fees. The remainder of the CAI bursary funds will be awarded upon successful completion of the training course/workshop. This will be done on a case-by-case basis and extra documentation may be required at the discretion of CAI.

Contact Information

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Mailing Address

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