



## **Training Subsidy Program Information Package**

### **(Includes Application / Renewal Form and Subsidy Claim Form)**

Through a partnership with Columbia Basin Trust, the Kootenay Boundary Community Services Co-op (Co-op) is able to provide a training subsidy to eligible *community social service non-profit organizations* to reduce financial barriers when arranging staff training. Eligible organizations within the Columbia Basin are invited to apply for the Training Subsidy. There is \$750 available to each approved agency in the form of a reimbursement for eligible fees and/or expenses for staff training events attended between August 1, 2011 and July 31, 2012. The deadline for claiming the subsidy is August 15, 2012.

A limited number of subsidies are available. Agencies will be reviewed on a first come, first served basis. Organizations not eligible for this subsidy include Community Foundations, arts and culture, sports and recreation, and environmental organizations.

#### **Eligibility Criteria:**

To be eligible for the Training Subsidy program, an organization must:

- Be a non-governmental and non-profit agency (child-care centres do qualify) **and**
- Be a registered charity (or in the process of becoming a registered charity) **and**
- Be a multi-purpose community *social service* organization serving a variety of at - risk populations in Columbia Basin communities **and**
- Have a service area within the Columbia Basin **and**
- Be governed by a voluntary Board of Directors and have a clearly defined mission statement.

#### **Eligible Training Opportunities:**

- The event must be listed on the Co-op training calendar available at [www.thekoop.ca](http://www.thekoop.ca), **and**
- Training events must happen within the geography of the Columbia Basin.

#### **Application Process:**

- Complete the Training Subsidy Program Application Form in this package or download from [www.thekoop.ca](http://www.thekoop.ca) **and**
- Print and fax the form to 250 352-6712 or scan and email to [info@thekoop.ca](mailto:info@thekoop.ca).
- Notification of acceptance can be expected within five working days.

#### **Claiming the Subsidy:**

Using the Subsidy Claim form, agencies can keep track of the staff, events, dates and training costs between August 1, 2011 to July 31, 2012. Submit your completed claim form when you have reached \$750 in expenses or by the deadline of August 15, 2012, whichever comes first. A Claim Form must be submitted to receive a reimbursement. Download claim form at [www.thekoop.ca](http://www.thekoop.ca). (Training and Consultation – Training Subsidy)



## Training Subsidy Application Form

Is this a new application \_\_\_? Or a renewal application \_\_\_?

If applying for the first time, please complete the full Application.

**If renewing a previous application, please complete only section A below**

### A. Organization Information:

Name of Organization: \_\_\_\_\_

Contact Person (name and title): \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### B. Please describe the service or services provided by the organization:

Social service  Advocacy  Health care

Community development  Education  Child Care

Other (please describe)

Is the organization governed by a voluntary board of directors? yes \_\_\_ no \_\_\_

What year was this organization established? \_\_\_\_\_

What is the mission statement? \_\_\_\_\_

### C. Charitable Status: Please check all that apply:

Registered Charity

Not a registered charity but application for registered charitable status is in process

Incorporated non-profit organization in BC

Voluntary group (un-registered, un-incorporated)

Non-governmental organization

### D. Population(s) served: Please check all that apply:

Children and families  Seniors  Mental health clients

Youth  Aboriginal groups  Physically disabled

Victims of domestic violence  Developmentally disabled  Low income

Please fax this application to 250 352-6712 or scan and email to [info@thekoop.ca](mailto:info@thekoop.ca).



## Training Subsidy Claim Form

Using the Subsidy Claim Form, agencies can keep track of the staff, events, dates and training costs between **August 1, 2011 to July 31, 2012**. Once an organization has reached \$750 (or close to \$750) in training expenses, submit the completed Subsidy Claim Form to the Co-op by July 15, 2012 for reimbursement. A Claim Form must be submitted to receive a reimbursement. The maximum claim amount is \$750.

Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Staff Participant	Event	Date of Event	Cost
<b>TOTAL</b>			

Total amount requested for reimbursement: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_

For Co-op Office Use Only: Completed form received: _____ Cheque Amount: _____ Cheque Sent: __ Date: _____
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## Frequently Asked Questions about the Training Subsidy:

- **Why do we get reimbursed only once per year in July?**  
 Reimbursing participant organizations on a yearly basis (during the quieter month of July) rather than reimbursing organizations following each event is much more manageable for the bookkeepers in both the Co-op and the partner organization.
- **Why do the training events have to occur within the Columbia Basin?**  
 Our funding for this programme comes from the Columbia Basin Trust and is for agencies within its boundaries. Training staff “closer to home” reduces the travel and accommodation component costs of training and ensures that training funds are more effectively spent on training rather than travelling. In addition, keeping training dollars within the Columbia Basin supports local economies.
- **If an event is in Vancouver, can I still use these funds to send a staff person?**  
 No, but if there is important training being provided outside the Basin, we would be glad to look into ways to bring those opportunities into the Basin for others to share.
- **I manage a larger agency with lots of staff who could benefit from training. Why is the \$750 training subsidy the same for all agencies, regardless of the size?**  
 The overall goal of the program is to improve the capacity of community social service organizations in the Columbia Basin. We believe that, in general, small organizations have fewer resources at their disposal to spend on capacity development than larger ones. This is our very rough attempt to "level the field", a strategy that will be reviewed from time to time.
- **What are Co-op/Early Years partnered events?**  
 The Co-op and its Early Years office will be partnering with community agencies and colleges throughout the Basin to provide training relevant to expressed needs. An example of a Co-op/Early Years partnered event could be a jointly organized Co-op / College of the Rockies training day (or Early Years Conference). Partnered events will be advertised as such and will include the Co-op's logo. If you are in doubt about a particular event, check on our web-site or connect with us at [info@thekoop.ca](mailto:info@thekoop.ca).
- **If we don't spend the full \$750 one year, can we transfer it to the following year?**  
 No. Co-op training subsidy dollars cannot be transferred into the next year.