

A program funded by the Ministry of Community and Social Services / Children and Youth Services

Administered by Northeast Mental Health Centre

Education Grant - Program Guidelines

Goal

To build upon current human resources in Northern Ontario in order to ensure quality service delivery in our communities.

For the purposes of this program, Northern Ontario is defined as the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay, Timiskaming, and the District Municipality of Muskoka.

Definition

Education grants are available to existing residents of Northern Ontario who pursue full or part-time graduate level courses in social work or psychology to cover tuition costs up to \$500 per half-credit course and \$1,000 per full-credit course to a maximum of \$5,000 annually.

Eligibility

In order to be eligible to receive an Education Grant, an applicant must:

- Be registered in a graduate level course in psychology or social work at a Canadian University. The course of study must be accredited by the governing body for the profession (i.e. Ontario College of Social Workers).
- Be a permanent resident of Northern Ontario.

- Disclose if they are receiving funding from other sources.
- Hold Canadian citizenship or landed immigrant status.

Due to the large number of applicants, screening categories may be employed to narrow the list of applicants, with priority given to those who are established in the north, bilingual and reside/work in remote communities.

How to Apply for Grant Assistance

To apply for an Education Grant, the following documents and information are required:

- Completed *Application for Education Grant* form;
- A copy of the letter confirming admission into an approved course of study;
- Supporting documents confirming that the applicant has been a resident of Northern Ontario for a minimum of three years;
- Two letters of reference; and
- A current résumé.

Confirmation of Residency

The applicant must provide documented evidence that he/she has been a resident of Northern Ontario for the past three years by sending a copy of two documents from the list below with

their name and home address clearly indicated. The documents can be one of these:

- Valid Ontario Driver's License
- Ontario Health Card
- Utility bill (phone, cable, hydro, gas)
- Mortgage, rental or lease agreement
- Income tax assessment
- Insurance policy (home, tenant, auto or life)
- Employment record (pay stub or letter from employer)
- Letter from Indian Band Administrator
- Property tax bill

Letters of Reference

- Individuals providing the reference should be in a position to observe behaviour/performance that is related to the applicant's profession/discipline/proposed course of study (i.e. professor, supervisor).
- The relationship between the applicant and the individual making the reference should be "arms-length". That is, the relationship should be primarily professional and not personal.
- Most graduate programs require letters of reference/recommendation as part of the admissions process. Copies of these letters will be accepted as fulfilment of this requirement.

Application Deadlines

Applications will be accepted prior to every academic session up the following deadlines:

Fall Session - June 1st
Winter Session - October 1st
Spring Session - February 1st

NOGAP will only consider applications for courses that have not yet begun. Retroactive applications are not eligible under this program.

Approval Process

1. Within four weeks of the application deadline, the program administrator will contact the applicant by letter to advise whether their application for a grant has been approved.
2. If approved, the program administrator will send the applicant two copies of the *Education Grant Agreement* form.
3. The applicant signs both copies of the *Education Grant Agreement* form and returns them along with a blank, void cheque (payments will be deposited directly the applicant's your bank account) to the program administrator.
4. The program administrator will sign both agreement forms and return one to the applicant for his/her records.
5. Supporting documents (references, résumé...) are only required once annually unless there is new information that the program administrator should consider in the decision-making process.
6. The education grant is available on a session-by-session basis. This means the applicant must reapply at the end of every academic session to be eligible for an additional grant.

Payment

The grant amount is divided into two equal payments, one at the beginning of the course and one following successful completion of the course. The second payment is conditional upon receipt of a copy of the applicant's tuition fees and a transcript of his/her marks at the end of the course.

All grants issued through this program are taxable as income. Grant recipients will be issued a T4A slip at the end of every calendar year in which they received payments.

Other Terms and Conditions

1. *Courses Outside of Canada:* Exceptions may be made for applicants taking university courses outside of Canada provided that the courses are recognized by the governing body for the profession such as the Ontario College of Social Workers.
2. *Government Employees:* Government of Ontario employees are not eligible to apply for an education grant.
3. *Continuous Enrolment:* Applications for Master's project/thesis/continuous enrolment are subject to the following maximum allowable grants:
 - M.A. in Psychology/Social Work: \$1,500
 - Ph.D. in Psychology/Social Work: \$3,000
4. *Other Human Service Degrees:* When an applicant applies for an education grant to pursue graduate level courses in a related Human Services field (i.e. Master of Arts in Human Development Studies), NOGAP will consider the individual circumstances of each case to determine whether the applicant is eligible for an education grant.
5. *Course Withdrawal:* A grant recipient who withdraws from an approved course of study must notify the program administrator immediately so that the payment schedule can be revised accordingly. If there is no overpayment, the applicant can continue to participate in the program. In the case of an overpayment, any future grants awarded under the program will be deducted by the amount of the overpayment.
6. *Course Failure:* A grant recipient who fails an approved course of study may not reapply for an Education Grant for a period of two years.
7. *Qualifying Year:* Qualifying year courses are not eligible for grant assistance as they are not at the graduate-level.

8. *NOGAP Incentive Grant participants:* Incentive grant participants are not eligible to apply for an education grant.
9. *Autism Grant Participants:* Grant Assistance Program for Pre-school Autism Professionals participants are not eligible to apply for an education grant.

General Information

It takes at least four weeks to process an application after the applicant has provided all of the necessary documents. For more information, please contact:

Grant Assistance Program Administrator
Northeast Mental Health Centre
680 Kirkwood Drive
Sudbury, Ontario
P3E 1X3

Tel: (705) 675-9193 ext. 8410

Toll Free: 1-866-989-9299

Fax: (705) 670-3152

Email: info@nogap.on.ca

Or visit our web site at www.nogap.on.ca