

# ECE Workforce Development Bursary Application For Owner/ Operators 2020



**ECEBC** | early childhood  
educators of BC

**Personal Information:** Please read through the entire application before you start. Be sure to attach supporting documents such as acceptance into an ECE Program from a recognized post-secondary institution and proof of BC residency.

**The ECEBC Education Support Fund is available to domestic residents of British Columbia.**

**International Students are not eligible to apply.**

Last Name	
Legal First Name	
Address	
City	
Province	
Postal Code	
Phone Number	
Email	

If you identify as Indigenous (First Nations, Métis, Inuit) – please indicate

If you speak an Indigenous language – please indicate

Languages that you speak fluently:

BC Provincial Health region: 

Interior	Fraser	Coastal	Vancouver Island	Northern
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**Academic Information:** Please indicate the term for which you are applying:

Fall (Sept.-Dec.):  Winter/ Spring (Jan.- April):  Summer (May- Aug.):

I'm adding courses to my application:  (*attach your revised course schedule or course contract*)

Please indicate full or part-time studies: Full time  Part time (3 or less):

Please indicate method of study: In class/person:  Online/Distance:

Will you complete your certification this semester? Yes  No

## Level of Study

Basic Certificate		Post Basic: Infant/Toddler		Post Basic: Special Needs	
Diploma: IT and SN		Diploma: Infant/Toddler		Diploma: Special Needs	
Bachelor: University of Victoria		Bachelor: Capilano University			
Post Secondary Institution				Campus	

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## Workforce Development Supports:

Additional supports are available to ECE professionals working in a licensed facility. Subsidies granted in this section will be included in the overall award amount of up to \$5,000. Please see appendix A for additional information. To learn more about what qualifies for the supports please read the Education Support Fund guidelines on our website. Indicate all costs for the duration of your studies.

Name of Child Care Facility:			
Facility Address:			
Facility Phone#:		Facility Email:	

<input type="checkbox"/>	I am requesting mileage subsidies		
Origin Address	Destination Address	Round trip mileage	
Anticipated number of trips	Total kilometers (Round trip mileage X Number of trips)		
<input type="checkbox"/>	I am requesting subsidies for additional transit costs in the amount of \$		
<input type="checkbox"/>	I am requesting subsidies for evening/ weekend childcare in the amount of \$		
<input type="checkbox"/>	I am requesting subsidies to assist with tutoring and/or text books in the amount of \$		

➡ Attach evidence (receipts, etc..) to demonstrate actual costs of evening/weekend childcare, tutoring and text books to qualify for subsidies.

**I am requesting Practicum Wage Subsidy** please complete the next section. If you're not go straight to the Applicant Declaration and Consent

## Practicum Wage Subsidy:

Complete and print out this section for your employer to sign-off if you are applying for wage subsidies due to practicums.

### About the Facility:

Number of ECE Certified Employees:		Number of non-ECE Certified Employees:	
Will the training result in additional spaces?		How many spaces?	
Will the training result in improved position and/or pay?			
Will the practicum result in unpaid leave of absence:		Length of Practicum	wks
How many hours a week do you work?		Hourly rate:	

➡ **Attach a copy of your most recent paystub to verify your hourly wage.**

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Owner/Operator to complete:

As per the requirements of the Workforce Development Bursary application, I am required to take a general leave of absence to complete my ECE practicums				
The leave of absence will be:	Paid	Unpaid	Partially Paid	for a period of _____ weeks
I am seeking support in the amount of: \$ _____				
Owner/Operator Signature: _____				

## **Required Documentation:**

### **Class Schedule:**

ECEBC requires a copy of your class schedule (your name should be clearly shown) detailing the class name and dates to determine the number of eligible classes on which to base payment. A letter of acceptance or transcripts detailing completed courses will not provide the class information required to determine the value of the bursary for the upcoming semester.

### **Proof of Residency:**

The bursary program is available to domestic residents of BC, therefore ECEBC requires proof of the applicant's residency in BC. Below is a list of accepted proof:

- BC Drivers Licence
- BC Services Card
- BC Hydro Bill (in your name and address)
- Any BC Government issued letter in your name and address

Copy of a voided Cheque or Direct Deposit Form to ensure accuracy of banking details

### **Payment:**

ECEBC reserves the right to audit applications and adjust awarded amounts to ensure applicants receive what is fair and due to them under the terms of this policy.

For examples and more information please review the ECEBC Education Support Fund (Bursary) Policy/Guidelines available on our website.

### **Owner/Operators**

You must ensure compliance with Section 36 of the Child Care Licensing Regulation, BC – Reg. 167/2018 while completing their practicum. Lost revenue or other expenses occurred during the practicum will not be awarded if the owner/operator is not in compliance as mentioned above.

Operators of Registered and/or Licensed Not Required facilities do not qualify for practicum wage subsidy.

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## Applicant Declaration and Consent

I authorize the Early Childhood Educators of BC (ECEBC) to release my application to the Selection Committee. The Selection Committee may be comprised of ECEBC staff, early childhood educator professionals, instructors and ECEBC board members.

I understand that all information provided to ECEBC on this application and accompanying documentation will be used solely for the purposes of determining my eligibility under the ECE Bursary Program, to facilitate payments and to generate a T4A for tax purposes.

I further understand that providing false or incorrect documentation in support of my application may result in my application being declined.

**I have read and fully understand the ECEBC Education Support Fund (Bursary) Policy/Guidelines and fully agree to abide by the terms and conditions of the policy.**

To facilitate electronic transfer of bursary funds to your bank account ECEBC requires the following information.

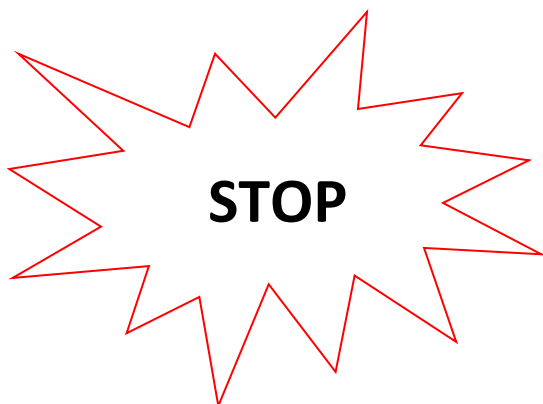
Legal First Name:		
Middle Name:		
Last Name:		
SIN #:		
Bank Name:		
Bank Address:		
Institution #	Transit #	Account #

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Your T4A will be emailed to you unless you indicate here that you want it sent by Canada Post:

Are you a member of ECEBC? Yes  No  Membership details can be found at [www.ecebc.ca](http://www.ecebc.ca)

I would like information about ECEBC's programs and services, please indicate here



**Have you filled in all areas of the application form ?  
Have you remembered to include your class schedule ?  
Have you remembered to include your proof of residency ?**

**You are ready to submit your application to:**  
[bursary@ecebc.ca](mailto:bursary@ecebc.ca)



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## Appendix A- Workforce Development Support

The Workforce Development Bursary Fund also provides funding for childcare professionals to remove additional barriers that make continuing with ECE education challenging.

Subsidies granted in this section will be included in the overall award amount of up to \$5,000.

Consideration will be given to costs such as, but not limited to:

- Tutoring
- Transportation
- Evening /Weekend Childcare
- Accommodation

Students living in rural and remote areas, who would not have reasonable access to ECE training or practicum fulfilment may apply for funds to help offset the additional costs of travel and out of town accommodation.

Includes transit passes for travel outside of your home community. For more information on BC's transit systems, zones and fares check the TransLink website for Metro Vancouver for areas outside of the zone

You may also request mileage subsidies for travel between communities. ECEBC aligns with the 2018 [Canadian Revenue Agency \(CRA\) Automobile](#) allowance rates of \$0.55 per kilometer for travel from your residence to post-secondary institution or practicum.

### Accommodation

Students who need to travel to another community for training or to complete a practicum may face a hardship in balancing the cost of commuting and accommodation with the goal of completing studies. Additional consideration will be given to students who require temporary accommodations to complete their studies.

### Childcare

The Workforce Development Supports for childcare are for costs outside of the student's regular childcare requirements. The intent is to help cover childcare costs associated with attending evening classes and/or weekend program classes.