

Application for Education Grant

Application Checklist

Application Information

It is your responsibility to include all documents included on this checklist. The Grant Assistance Program is not responsible for any lost documents. **All supporting documents submitted must include your first and last name.**

The application is not considered complete until all required documents are received by the Grant Assistance Program Office. Once all required documents are received, the application will be placed in sequence, and may take up to 4 weeks to process.

Application Checklist:

You must provide the following documents with your application:

- Completed *Application for Education Grant*. Ensure that the application is signed and dated.
- Completed *Application for Travel Grant* form (for eligible applicants only. Please see www.ecegrants.on.ca for more information.)
- A letter from current employer(s), confirming your employment start date, average hours worked per week. A record of employment from their previous employer(s), including start and end dates is also acceptable. The primary site of employment (if working with a multi-site agency) must be indicated on the letter.
 - All employment must be disclosed, regardless of whether it is with an eligible agency.
 - The letter of employment must indicate whether you are working under a Director Approval or Letter of Permission
- Confirmation of enrolment in an approved Early Childhood Education diploma program. Confirmation of enrolment could include:
 - A copy of the Letter of Acceptance into the program
 - A letter from the College that confirms enrolment in a ECE program
- A copy of the tuition receipt for the academic year - if you have already paid for their courses and/or deposit.
 - If applying for sponsorship, you must provide a letter from the College stating which courses you intends to enroll in, course code(s) and the cost, or An Intent of Enrolment Document (see last page of application)

If you are working in an unlicensed child care setting, you must provide:

- Evidence of operating a registered business – including the name of the business, HST and/or Business Number
- Reference letters from parents and/or suppliers, demonstrating you have worked with children for at least 6 months.

If you are receiving any funding from a third party, you must submit a letter from the third party outlining the amount received and whether the funds are for tuition, books, or other expenses.

Application for Education Grant

Applicant Information

Last Name _____ First Name _____ Date of Birth mm/dd/yy
Sex: M F Prefer not to say Phone Number _____
Email _____ Address _____ Unit # _____
City _____ Province _____ Postal Code _____
I identify as First Nation, Metis or Inuit I identify as Francophone

Employment Information

Employer _____ Employment Start Date mm/dd/yy
I am currently working under a Director Approval or Working under a Letter of Permission
Position Status: Full-Time Part-Time Average Hours Worked per Week: _____
I also work for an employer outside of the above agency Yes No
If answered yes to the question above, please fill out the following information:
Name of Employer: _____ Average Hours Worked a Week: _____

Education Information

College Name _____ Program name _____
Campus Location _____ Enrolment Status: Full-Time Part-Time
Program Delivery Method: In-Class Online
I have already paid tuition/ deposit. Amount: \$ _____
I would like to be sponsored: so that my fees are paid directly to the college.
I am receiving other grants/awards. Yes or No Value: _____

First Aid Training

I will be completing First Aid Training
Estimated cost of First Aid Training \$ _____

Note: proof of payment and completion for first aid training must be submitted in order to receive reimbursement

Notice to Applicant

Notice with Respect to the Collection of Personal Information (Freedom of Information and Protection of Privacy Act)

The information in this form is collected under the legal authority of the **Child and Family Services Act, R.S.O. 1990, c. C.11**, for the purpose of assessing, verifying and monitoring eligibility for payment of a grant.

Consent

I consent to the collection of my personal information contained herein for the purpose of assessing, verifying and monitoring eligibility for payment of a grant, and to the disclosure of my personal information, contained in this application or in any files pertaining to the Grant program held by the administrator of the Grant, to the Ontario Ministry of Education for the purpose of evaluating the Grant, and agree to cooperate fully with the Ministry or its agents in any evaluation of the grant. Furthermore, I consent to the disclosure of information contained in this application to any person or institution, including my place of employment and post-secondary educational institutions, for the purpose of verifying the information contained in this application, and to the provision by any person or institution, including my place of employment and post-secondary educational institutions, of any document or information to the administrator of the program for the purpose of verifying information contained in this application or assessing and monitoring eligibility for a grant or compliance with the associated funding agreement.

Please Note: The program administrator retains the right to accept or refuse the application of any applicant under this program.

Applicant Signature

I, _____, undersigned do hereby apply to the program administrator for an Education Grant to cover tuition fees related to the completion of an approved academic program.

Signature of Applicant _____

Date _____

Please return signed copies of this form and all supporting documents

Email or fax:

Email Address:
info@ecegrants.on.ca

Fax Number:
1(705)670-3152

Intent of Enrolment Document

This document must be filled out by your college enrolment office

Applicant Information

Student Name: _____

Student Number _____

Program Name: _____

Semester the Student is enrolled in or is planning on enrolling into _____

Semester start date _____ End date _____

Course Information

Please indicate the course information for all courses the Student is enrolled into or is planning on enrolling into. We will use this information to provide the college with a sponsorship letter.

Course Name _____	Code _____	Cost _____
Course Name _____	Code _____	Cost _____
Course Name _____	Code _____	Cost _____
Course Name _____	Code _____	Cost _____
Course Name _____	Code _____	Cost _____
Course Name _____	Code _____	Cost _____
Course Name _____	Code _____	Cost _____
Course Name _____	Code _____	Cost _____
Course Name _____	Code _____	Cost _____
Course Name _____	Code _____	Cost _____

College Signature

Registrar staff signature: _____

College Stamp

