

ELIGIBILITY & APPLICATION CRITERIA

All front-line senior living sector employees across Canada are eligible to apply for a bursary from the Senior Living CaRES Fund (the Fund). The Fund is providing bursaries worth \$2,500 each to employees pursuing post-secondary education opportunities relevant to the sector. Up to 100 bursaries will be distributed in 2022 and up to 1,000 submissions will be accepted.

- The Fund will provide additional supports, for example free webinars, which will assist bursary recipients in their education journey while they balance continued employment in the sector. There is no cost for bursary recipients to participate.

Applicants must:

- apply online at seniorlivingcares.ca between July 15, 2022, and September 7, 2022, and
- complete the application in full and provide two letters of reference from employers, co-workers and/or a resident.

In addition, applicants must meet the following criteria for selection and auditing purposes.

Specifically, those who complete the online application must:

- be a front-line employee (casual, part-time or full-time) of a senior living operator in Canada, employed for at least three months at a long-term care or retirement home as of the application date,
- consent to representatives of the Fund contacting the applicant via email and/or phone, and,
- agree to current employment verification with the human resources department of their employer.

APPLICATION, REVIEW & PAYMENT PROCESS

Applications for the Fund must be submitted online at seniorlivingcares.ca.

Applicants must:

- fill out the application form as completely as possible,
- provide references to support the application, and
- agree to the terms and conditions of the application.

Upon successful online submission, applicants will receive an email confirmation of receipt and be notified regarding the status of their application, for example:

- qualification of the application and direction on the next wave of applicant consideration,

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- successful approval of the application and next steps for validation (i.e., contacting their employer to confirm employment status),
- denial of the application, and/or
- request for additional information.

Applications will be reviewed through a blind evaluation process by a committee of volunteers of the Fund. The blind evaluation process means that the names of the applicants, name of the employer and any other identifying information will be hidden from the review panel.

To ensure fairness, the review panel will evaluate each application against pre-determined criteria that includes how this education will advance the applicant's career and enhance their ability to provide quality care and/or service within the senior living sector.

Payment Process

As a registered charity, the Fund is unable to send money directly to recipients. Bursaries will be administered and distributed via the post-secondary education institution.

If relevant, the institutions will distribute back to the recipients the difference between the course fees, books, student fees, etc. and the \$2,500 bursary total for recipients to cover their out-of-pocket expenses, should the actual course fees and associated fees be less than \$2,500.