

# Program Guidelines

## Goals

To build capacity within the specialized developmental services sector by attracting students' interest in and an awareness of the specialized developmental services sector as a career choice. A secondary goal is building long-term generic community capacity to provide services for people who have a developmental disability and enhancing knowledge of the developmental services sector by clinical professionals.

## Definition

Grants are available to support practicum placements based on the total number of supervised hours in an approved clinical setting.

Total hours	Grant
Up to 200	\$2,500
200-399	\$3,500
400+	\$4,500

In addition, a travel allowance is available to assist students with eligible travel expenses.

## Eligibility

In order to be eligible to receive funds under the Career Connections Grant, an individual must:

- be enrolled at a recognized Community College or University in Ontario in one of the following programs:
  - Behaviour Science Technology/Technician
  - Social Work
  - Psychology (clinical and behavioural)

- Speech-Language Pathology
  - Nursing
  - Occupational Therapy
  - Physical Therapy/Physiotherapy
- have secured a placement with a specialized clinical service provider within the Province of Ontario
  - be legally entitled to live and work in Canada

## How to Apply for the Career Connections Grant

To apply for a Career Connections Grant, the following documents and information are required:

1. completed *Application for a Career Connections Grant*
2. documentary proof of admission into an approved program of study
3. statement of interest outlining academic achievement, work experience, and volunteer or relevant personal experience
4. copy of transcript, and
5. current résumé

## Application Deadlines

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

*Fall Session – July 30<sup>th</sup>*

*Winter Session – November 30<sup>th</sup>*

*Spring/Summer Session – March 30<sup>th</sup>*

The program administrator will only consider applications for placements that have not yet begun. Retroactive applications are not eligible.

## Approval Process

1. Within six weeks of the application deadline, the program administrator will contact the applicant in writing to advise whether their application for a grant has been approved.
2. If approved, the program administrator will send the applicant a *Grant Agreement* form.
3. The applicant signs the agreement and returns it along with a VOID cheque (payments will be deposited directly to the applicant's bank account) to the program administrator.
4. The program administrator signs the agreement form and a copy is returned to the applicant for his/her records.
5. The grant is available on a session-by-session basis. This means that the applicant must reapply prior to every academic session (semester) to be eligible for an additional grant.

## Payment

The grant amount is divided into two equal payments, one at the beginning of the placement and one following successful completion of the placement. The second payment is conditional upon receipt of documented evidence that the applicant has successfully completed the placement (a form to be completed by the applicant's university or college placement coordinator will be included with the *Grant Agreement*).

Depending on the amount of funding you receive, your grant may be taxable. Grant recipients will be issued a T4A slip at the end of every calendar year in which they received payment.

## Other Terms and Conditions

1. *Other Grants and Awards* The total value of other grants or student awards, including scholarships, student grants and bursaries, but not including loans under the *Ontario Student Assistance Program*, must be provided in the application form.
2. *Unsuccessful completion of placement* If a grant recipient does not successfully complete their placement with the specialized service provider agency, the agreement is terminated and no further payment under the Career Connections Grant is made. Students may apply for another grant, but grants previously awarded for placements that were not successfully completed may be deducted from any future grant award.
3. *Transfers between providers* If an approved applicant would like to transfer from an eligible specialized service provider agency to another, he/she may do so by obtaining written consent from all concerned parties (i.e. program administrator, placement coordinator, agency representative).

## General Information

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

**Career Connections Grant Administrator**  
Northeast Mental Health Centre  
680 Kirkwood Drive  
Sudbury, Ontario  
P3E 1X3

Tel: (705) 675-9193 ext. 8411  
Toll Free: 1-866-989-9299  
Fax: (705) 670-3152  
Email: [info@dsgrant.on.ca](mailto:info@dsgrant.on.ca)

Or visit our website at [www.dsgrant.on.ca](http://www.dsgrant.on.ca)