

# Skills Training Grants (STG) User Guide

## Accepting a Community Workforce Response Grant Agreement

Last Updated: February 20, 2025

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Scroll down the page to your Community Workforce Response Grant (CWRG) application, then click “Continue.”

1950034 Enter your program description here. (start date 2019-01-28)

Community Workforce Response Grant ·

Accept by 2019-02-02

ACCEPT GRANT AGREEMENT

Continue

3. Click “View Approval Letter.”

Community Workforce Response Grant ·

### Review and Accept Grant Agreement

The grant agreement is an offer made to you by the Ministry in response to your grant application.

The Ministry requires you to review and accept the grant agreement within five (5) days of its issue. After this time, the Ministry may withdraw the offer and close your grant file.

For each section of the agreement shown below, read and confirm your understanding and acceptance. When you have done this, you will be able to accept the agreement and proceed with your training and reimbursement claim.

If you choose not to accept your agreement, you may reject it and your application file will be closed.

**Status**

ACCEPT GRANT AGREEMENT

Accept by 2023-01-22

Issued on 2023-01-17

**Links**

View Application

Alternate Contact

Approval Letter	NOT STARTED	View approval letter
Schedule A - Grant Services	NOT STARTED	View Schedule A
Schedule B - Definitions and General Terms	NOT STARTED	View Schedule B

4. **Read the entire approval letter.** At the bottom of the letter, tick the “I have read and understand [...]” checkbox, then click “Done.”

Sincerely,

Director  
Community Workforce Response Grant Program

I am authorized to act and to enter into this Agreement on behalf of the Applicant. On the Applicant's behalf, I do hereby accept and agree to all of the terms and conditions of this Agreement, including this Approval Letter and associated Schedule A and Schedule B.

**Please confirm**

I have read and understand the Approval Letter.\*

Cancel Done

5. Click "View Schedule A."

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Approval Letter	COMPLETE	View approval letter
Schedule A - Grant Services	NOT STARTED	View Schedule A
Schedule B - Definitions and General Terms	NOT STARTED	View Schedule B

6. Review all cost details. At the bottom of the page, tick the "I have read and understand [...]" checkbox, then click "Done."

Totals	\$7,500.00	\$7,500.00
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**Please confirm**

I have read and understand Schedule A - Grant Services.\*

Cancel Done

7. Click "View Schedule B."

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Approval Letter

COMPLETE

View approval letter

Schedule A - Grant Services

COMPLETE

View Schedule A

Schedule B - Definitions and General Terms

NOT STARTED

View Schedule B

8. **Read all the definitions and general terms.** At the bottom of the page, tick the “I have read and understand [...]” checkbox, then click “Done.”

I) The provisions of the Approval Letter and sections 2, 5 d), 5 e), 7 d) and 8 of this Schedule B and any other provision(s) or section(s) of this Agreement (including this Schedule B) or the CWRG Program Requirements, which, by their terms or nature, are intended to survive the completion or termination of this Agreement or are necessary for the interpretation or enforcement of this Agreement, will continue in force indefinitely subject to any applicable limitation period prescribed by law, even after this Agreement ends.

Please confirm

I have read and understand Schedule B - Definitions and General Terms.\*

Cancel

Done

9. At the bottom of your application page, click “Accept Agreement.” Your agreement is now accepted, and you can begin reporting participants.

By clicking "Accept Agreement" below, I acknowledge and agree that this action has the same legal effect as accepting the agreement by my written signature.

Reject agreement

Accept agreement

10. Once a grant agreement has been accepted, it cannot be altered or changed by an agreement holder. However, circumstances may arise where the agreement needs to be amended. In such situations, the agreement holder must contact a CWRG Program Manager to discuss the circumstances that require a change in the agreement.

Any changes to an accepted agreement are strictly at the discretion of the CWRG. If amendments are permitted, changes will be made by the CWRG. These changes will trigger a new agreement.

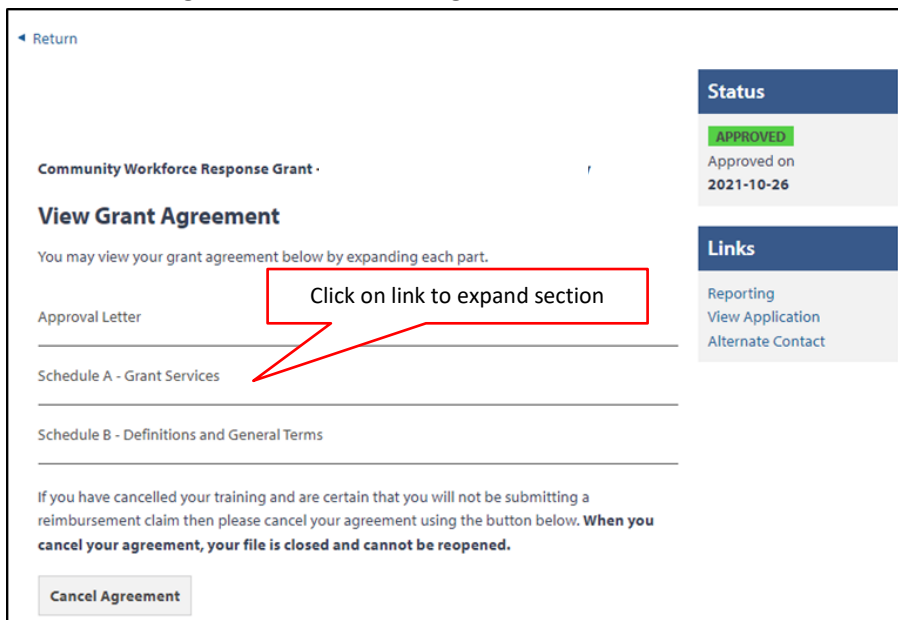
To see the changes and view the new agreement, follow steps 1 and 2 as above. Log into the [Skills Training Grants page](#) with your BCeID. Scroll down the page to your Community Workforce Response Grant (CWRG) application, then click “Continue.”



11. Click on “View Agreement” under Links. It will lead to a page with links to the Approval Letter, Schedule A, and Schedule B.



12. Click on each link to view changes to the Approval Letter, Schedule A, and Schedule B. There is no need to confirm reading each section of the agreement.



13. If you wish to opt-out of the grant, and cancel the agreement entirely, click on the “Cancel Agreement” button at the bottom of the window.

[Return](#)

**Community Workforce Response Grant - :**

### View Grant Agreement

You may view your grant agreement below by expanding each part.

Approval Letter

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Schedule A - Grant Services

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Schedule B - Definitions and General Terms

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If you have cancelled your training and are certain that you will not be submitting a reimbursement claim then please cancel your agreement using the button below. **When you cancel your agreement, your file is closed and cannot be reopened.**

[Cancel Agreement](#)

#### Status

**APPROVED**  
Approved on  
**2021-10-26**

#### Links

[Reporting](#)  
[View Application](#)  
[Alternate Contact](#)