Skills Training Grants (STG) User Guide
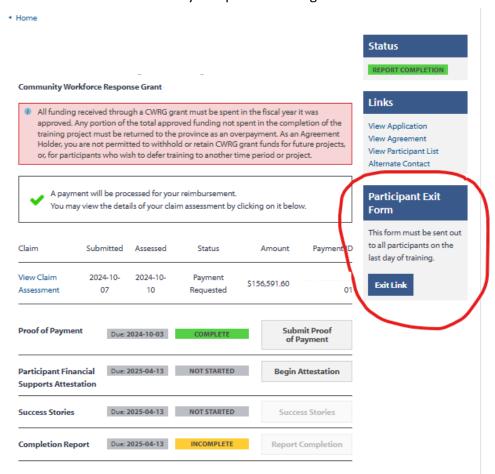
Community Workforce Response Grant Participant Exit Form

Last Updated: March 17, 2025

1. Log into the Skills Training Grants page with your BCeID.
2. Scroll down the page to your approved Community Workforce Response Grant (CWRG) agreement, then click "Continue."

Your applications and claims

A list of your grant application files and their status is shown below.

2550099 Sample Project Description (start date 2024-09-13)

Community Workforce Response Grant

APPROVED

Continue

3. On the last day of training, copy link to Participant Exit Form and forward to all participants who have successfully completed training.

◀ Home

Community Workforce Response Grant

> ⓘ All funding received through a CWRG grant must be spent in the fiscal year it was approved. Any portion of the total approved funding not spent in the completion of the training project must be returned to the province as an overpayment. As an Agreement Holder, you are not permitted to withhold or retain CWRG grant funds for future projects, or, for participants who wish to defer training to another time period or project.

✔ A payment will be processed for your reimbursement.
You may view the details of your claim assessment by clicking on it below.

Claim	Submitted	Assessed	Status	Amount	Payment ID
View Claim Assessment	2024-10-07	2024-10-10	Payment Requested	$156,591.60	01

Proof of Payment	Due: 2024-10-03	COMPLETE	Submit Proof of Payment
Participant Financial Supports Attestation	Due: 2025-04-13	NOT STARTED	Begin Attestation
Success Stories	Due: 2025-04-13	NOT STARTED	Success Stories
Completion Report	Due: 2025-04-13	INCOMPLETE	Report Completion

Status

REPORT COMPLETION

Links

View Application
View Agreement
View Participant List
Alternate Contact

Participant Exit Form

This form must be sent out to all participants on the last day of training.

Exit Link

Note: If you would like to include a short description to participants along with the e-mailed link, please use the recommended template on the following page:

Dear ==XXXX==,

Congratulations on completing the following program:

==Program Name:==
==Start Date:==
==End Date:==

As this training was funded through the Community Workforce Response Grant (CWRG), we kindly ask you to complete the "Participant Exit Form" using the following link:

==(copy and paste the link from STG)==

The form will be used to provide the CWRG team with feedback on your training experience.

To ensure your privacy, once completed, the form is submitted directly and confidentially to the CWRG only.

Kind Regards,

==(Your Signature)==