

Skills Training Grants (STG) User Guide

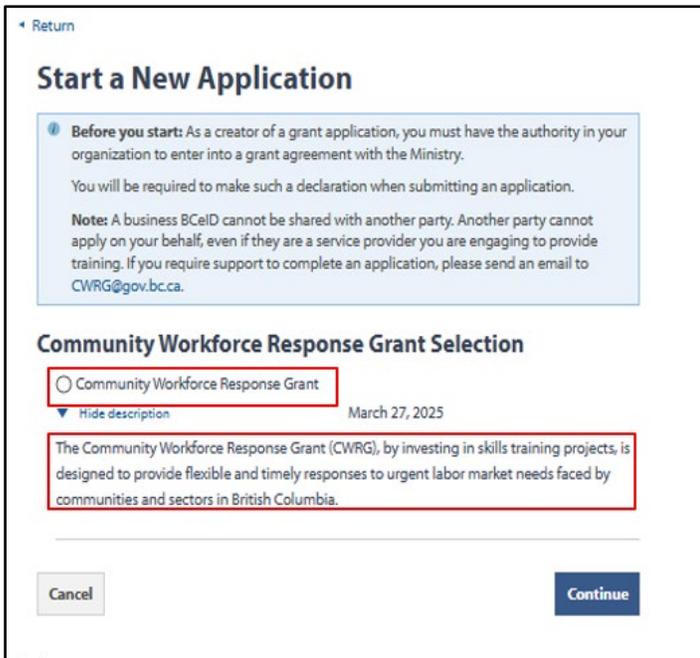
Applying for Community Workforce Response Grant (CWRG)

Last Updated: March 27, 2025

1. Log into the [Skills Training Grants page](#) with your business BCeID.
2. Confirm your “NAICS Code” has been saved. You will not be able to submit an application if the NAICS Code has not been saved. Please see “NAICS Code” User Guide if you have not set it up in the Organization Profile yet.
3. Click “Start New Community Workforce Response Grant Application”.



4. Click the radial button to select “Community Workforce Response Grant”. Click “Show Description” for more information about the grant.



- You will see eligibility requirements. Please select your Yes or No answers. If selecting Yes for the Secondary Contact Person, please note: There is no BCeID associated with this contact, therefore the Secondary Contact Person cannot take ownership of the application. Click "Continue".

Community Workforce Response Grant Stream Eligibility Requirements:

Do you confirm that your training project will not start before being approved for CWRG funding?*

Yes No

As the applicant, does your organization have the appropriate liability insurance (minimum \$2 million) to cover the skills-training project?*

Yes No

Does your organization have an office and offer services in the community (for a minimum of one year) for which you are requesting training?*

Yes No

Does your institution/organization supply employment support services?*

Yes No

Are you completing this application as a grant writer, contractor, or someone external to the applicant organization?*

Yes No

Have you received or requested any other government or third-party funding for this training? *

Yes No

Do you want to add a secondary contact person from your organization?

Yes No

Do you want to add a secondary contact person ?

Yes No

Alternate Contact

First Name:*

Last Name:*

Email:*

Position/Title:*

Preferred phone:* - -

- Click "Edit" beside "Project Description."

Training Project Title
(start date 2026-03-27)

Community Workforce Response Grant – Community Workforce Response Grant

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Project Description	NOT STARTED	Edit	

7. Go through the form, filling out all fields as necessary. Once you're finished, click "Done."

[Return](#)

Edit Project Description

Enter the information about your project below. When you have completed the form, click Done to move to the next step.

* INFORMATION MUST BE PROVIDED

Project Description *
Provide a short, high-level description of your project (300 characters maximum)

Applicant Type *
< Select value > ▼

Number of Participants *
Employment of participants at the end of training is a requirement of this project. Enter the number of participants to be employed at the end of the project.

Employment status of participants for whom this project is intended *
 Unemployed
 Employed part-time, seasonally, or casually
 Precariously employed
 None of the above
Depending on the stream, participants employed full-time may be eligible. Check stream criteria carefully.

Vulnerable or Underrepresented Populations
If the project is intended to support vulnerable or underrepresented groups, please identify which ones from the list below. Select all that apply.

Note: Participant Information Forms will be collected and used to verify the following information.

Vulnerable
 Individuals facing barriers to employment such as former inmates, chronically unemployed, etc.
 Older Workers 55+
 Persons with disabilities
 Refugees and protected persons
 Youth at risk including youth in care or former youth in care (aged 16 to 29)

Underrepresented

8. Click "Edit" beside "Required Documents"

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit
Project Description	COMPLETE	Edit
Required Documents	NOT STARTED	Edit

9. Click "Add Attachment." Click "Choose File" to choose a document from your computer. Enter a description for the document in the box below, then click "OK."

Please note: Applicants must upload the completed Project Description Form and Employer Support Form(s) using the forms located in the Resource and Reference Documents section of the CWRG website.

Please note: All Required Documents must be uploaded (unless Employment Support Services are not requested) to move to the next step. Optional documents are not required at the time of submission but will be required prior to an application being approved.

Edit Required Documents

To move to the next step of the application, all required documents must be uploaded.

Required Documents:

Document	Attach File	Complete
Project Description Please complete and upload the provided project description template. It is important to provide as much information on your intended project as possible to assist in the assessment of your proposed project's needs and training components.	Add attachment	
Employer Support Forms Please provide each employer supporting your project with the Employer Support Form, along with the training project curriculum/outline provided by your skills training provider. Additional forms may be requested during evaluation.	Add attachment	
ST Quote (final once reviewed) All training for a CWRG funded project must engage a third-party skills training provider. At time of application, a quote from the skills training provider must be uploaded. For the information required on the quote, please review the provided sample.	Add attachment	
ESS Quote (final once reviewed) Employment Support Services are not a mandatory component for a CWRG funded project. If you are requesting funding for Employment Support Services, a quote from a third-party provider must be uploaded. For the information required on the quote, please review the provided sample.	Add attachment	

Not requesting ESS

Add Attachment

Name:
No file selected

Choose File

Description:

500 chars left

Cancel

Ok

If you are not requesting Employment Support Services (ESS) check this box.

10. When a document is uploaded a checkmark will appear beside the attachment.

Edit Required Documents

To move to the next step of the application, all required documents must be uploaded.

Required Documents:

Document	Attach File	Complete
Project Description Please complete and upload the provided project description template. It is important to provide as much information on your intended project as possible to assist in the assessment of your proposed project's needs and training components.	CWRG-Applying-for-CWRG.pdf Project Description	<input type="button" value="Remove"/> <input checked="" type="checkbox"/> Yes

The "Remove" button allows you to remove the attachment you have already uploaded.

You can upload multiple attachments for each document.

11. Once you have uploaded all documents, click "Done."

Optional Documents:

Document	Attach File	Complete
Instructor qualifications (Public-post secondary calendar courses are exempt) Before a training project is approved, instructor qualifications are required for all training delivered by private training providers or institutions, or any training delivered through the Continuing Education department of a public post-secondary institution. Instructor CV or resume must demonstrate: <ul style="list-style-type: none">Trainers hold, at minimum, a diploma or recognized certification relevant to the subject matter being taught.A record of instructor experience recently providing a minimum of one year of the same or similar training.For training in trades or technology, instructors hold a certificate, diploma or post-secondary degree relevant to the subject matter and have two years of Full-time work experience in a career occupation relevant to the subject matter of the training, or 10 years of Full-time work experience in the relevant subject matter.For projects providing training in professions where certification is required for employment, instructor qualifications must meet the standards of the regulatory body.	<input type="button" value="Add attachment"/>	
Certificate of Insurance The FIN 173 Certificate of Insurance is optional at the time of application. Before a training project is approved for funding, an applicant will be required to submit a FIN 173 form completed by their broker. The certificate must demonstrate at least \$2 million in general commercial liability insurance that covers the duration of training. Prior to completing the form, the broker may wish to review the CWRG agreement that pertains to insurance requirements (section 8 of Schedule B) by opening this link. If necessary, this certificate can be forwarded to CWRG@gov.bc.ca after the application submission.	<input type="button" value="Add attachment"/>	

12. Click “Add New” beside “Skills Training.”

Complete Grant Application		
1 Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.		
Grant Selection	COMPLETE	Edit ▼
Project Description	COMPLETE	Edit ▼
Required Documents	COMPLETE	Edit ▼
Skills Training	NOT STARTED	Add New

13. Go through the form, filling out all fields as necessary. Once you’re finished, click “Done.”

Add Skills Training
Enter the information about your skills training and skills training provider below. When you have completed the form, click Done to move to the next step.
* INFORMATION MUST BE PROVIDED
Skills Training Course Title *
Training start date
Month ▼ Day ▼ Year ▼
Training end date
Month ▼ Day ▼ Year ▼
Primary Delivery Method *
<input type="checkbox"/> Class Room
<input type="checkbox"/> Workplace
<input type="checkbox"/> Online
Total Training Hours *
Skills Training Focus *
<input type="radio"/> Occupational skills training
<input type="radio"/> Apprenticeship Foundation Program
Will your training project include Short-term Occupational Certificates (STOC)? *
<input type="radio"/> Yes <input type="radio"/> No
Will your training project include on-the-job training? *
<input type="radio"/> Yes <input type="radio"/> No
Expected certificates, qualifications or credentials * [Ⓜ]
< Select one > ▼
Total Cost *
Enter the total cost for this skills training component for the number of participants you have entered in the Project Description.
\$0.00

Add Skills Training Provider

Enter the information about the training provider you have selected below. When you have completed the form, click Done to move to the next step.

If your training provider is not registered with the BC Private Training Institutions Branch then you will need to attached proof of instructor qualifications and course outline.

Training provider name *

Type of training provider *[Ⓢ]

Address of Training Provider

Canada Other Country

Address line 1 *

Address line 2

City *

Province *

Postal code *

Training Provider Contact

Enter the contact information for your training provider.

Contact first name *

Contact last name *

Contact email *

Contact phone number *

 - - Ext

Does the training take place outside of BC? *

Yes No

Online training is considered training in BC

Cancel

Done

A course outline will need to be uploaded (BC Public Post-Secondary Institutions are exempt).

Type of training provider *[Ⓢ]

Trade or technical school designated by the Industry Training Authority

Course outline including defined instructional objectives, delivery method and assessment methods *

One file of the following type may be attached: PDF, JPG, JPEG, PNG, GIF. Maximum file size is 5 MB.

None

Upload

If the training takes place outside of BC, you'll need to provide an explanation. Online training counts as being in BC.

14. If your program has more than one skills training course, click “Add New” again and fill out the Add Skills Training form with the course details. If your program only has one training course, skip this step.

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Project Description	COMPLETE	Edit	▼
Required Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
▶ Skills Training Course Title goes here	COMPLETE	Delete	Edit

15. Click “Add Provider” next to “Employment Support Services.” If your program isn’t offering employment support services, skip this step and go to Step 20.

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Project Description	COMPLETE	Edit	▼
Required Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
▶ Skills Training Course Title goes here	COMPLETE	Delete	Edit
Employment Support Services	OPTIONAL	Add Provider	Edit

16. Go through the form, filling out all fields as necessary. Once you’re finished, click “Done.”

Edit Employment Support Services

Enter the information about the Employment Support Service Provider you have selected below.

Service Provider Name *

Type of training provider *

Address line 1 *

Address line 2

City *

Province *

Postal code *

Service Provider Contact

Enter the contact information for your service provider.

Contact first name *

Contact last name *

Contact email *

Contact phone number *

Ext

17. If you have more than one employment support service provider, click “Add Provider” again. Otherwise, click “Edit” next to “Employment Support Services.”

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Project Description	COMPLETE	Edit	▼
Supporting Project Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
▶ Course Title Goes Here #1	COMPLETE	Delete	Edit
Employment Support Services	INCOMPLETE	Add Provider	Edit ▲
▶ Service Provider Name #1	COMPLETE	Delete	Edit

18. Tick the checkboxes for any employment support services you're offering.

Edit Employment Support Services

Taught as a cohort, services that support individuals as they prepare to enter or re-enter the workforce or assist them to find a better job. Examples include job search techniques, interview skills and résumé writing assistance.

Identify the Employment Support Services you will be delivering in your project by checking the boxes that apply below.

Services to be delivered*

Service	Description
<input type="checkbox"/> Basic Employment Support Services	Job readiness skills such as job search, resume writing, and interview skills. These services are usually provided by employment service providers to prepare participants for entering or re-entering the workforce
<input type="checkbox"/> Essential Skills	The nine essential skills are reading, writing and numeracy; document use and computer use; oral communication and working with others; thinking and continuous learning. Essential skills comprise only one part of a basic employment support service.

Total Cost *
Enter the total cost for Employment Support Services for the number of participants you have entered in the Project Description

\$0.00

Cancel Done

19. Enter the total cost for the employment support services, then click “Done.”

Total Cost *
 Enter the total cost for Employment Support Services for the number of participants you have entered in the Project Description

20. Click “Edit” next to “Participant Financial Supports.” If your program isn’t offering financial supports, skip this step and go to Step 23.

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Project Description	COMPLETE	Edit	▼
Required Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
▶ Skills Training Course Title goes here	COMPLETE	Delete	Edit
Employment Support Services	COMPLETE	Add Provider	Edit ▲
▶ Service Provider #1	COMPLETE	Delete	Edit
Participant Financial Supports	OPTIONAL	Edit	

21. Tick the checkboxes for any financial supports you’re offering.

Edit Participant Financial Supports

Financial supports and benefits for the participant to remove some barriers to the participant’s success in the program.

The maximum average request per Participant is based on the skills training duration (see table below).

Services to be delivered *

Service	Description
<input type="checkbox"/> Childcare	For a participant’s child while the participant is attending training or other services.
<input type="checkbox"/> Transportation	To get to training, services, job interviews or employment. Includes bus passes and mileage.
<input type="checkbox"/> Personal Protective Equipment	Personal protective equipment/uniforms.
<input type="checkbox"/> Refreshment	Food or light meals provided during cohort training.
<input type="checkbox"/> Tools	Tools essentials for participants to enter training.
<input type="checkbox"/> Other supports	For Example: <ul style="list-style-type: none"> • Hotel/motel accommodations while attending training. • Laptops required for training and remaining with participants.

22. Enter the total cost for the financial supports based on the number of participants in your project, then click "Done."

Please note: The Average Maximum per Participant is based on Skills Training Duration. For examples, if your project has 10 participants and skills training duration is 12 weeks, you can request maximum of \$18,000 in total PFS cost.

Skills Training Duration	PFS Maximum Average per Participant
1-12 weeks	\$1,800
13 up to 24 weeks	\$3,600
25 up to 36 weeks	\$5,400
37 up to 52 weeks	\$7,800

Total Cost *
Enter the total cost for PFS based on the number of participants you have entered in the Project Description.

23. Click "Edit" next to "Training Costs."

Complete Grant Application

Complete the following information. Once complete, you can review and submit the application on or after the earliest submission date.

Grant Selection	COMPLETE	Edit	▼
Project Description	COMPLETE	Edit	▼
Required Documents	COMPLETE	Edit	▼
Skills Training	COMPLETE	Add New	▲
▶ Skills Training Course Title goes here	COMPLETE	Delete	Edit
Employment Support Services	COMPLETE	Add Provider	Edit ▲
▶ Service Provider #1	COMPLETE	Delete	Edit
Participant Financial Supports	COMPLETE	Edit	▼
Training Costs	INCOMPLETE	Edit	▼

24. Review the cost estimates. Click "Edit" to make changes to any categories.

Edit Training Costs

The total number of participants in the project is shown below. You may verify and edit your cost estimates below.

The administration fees offset costs associated with project management, outreach and recruitment of participants, claims and reporting.

When you have verified and completed your training costs then click Done.

Number of Participants In the Project *

5

Training Costs

Expense Type	Number of Participants	Average Cost per Participant	Total Cost	Requested Government Contribution	
Skills Training	5	\$1,000.00	\$5,000.00	\$5,000.00	
> Course Title Goes Here #1			\$5,000.00		Edit Delete
Employment Support Services	5	\$246.80	\$1,234.00	\$1,234.00	Edit
Participant Financial Supports	5	\$24.60	\$123.00	\$123.00	Edit
Administration Fees			\$0.00	\$0.00	Edit
Totals			\$6,357.00	\$6,357.00	

Employment Supports total average cost per participant is

Cancel

Done

If you're claiming a program administration fee, enter it here by clicking "Edit."

25. Enter your changes to the expense category, then click "Save Expense."

Expense type	Number of participants	Average Cost per participant	Total cost	Requested Government Contribution
Administration Fees	5	\$200.00	\$1,000.00	\$1,000.00

Cancel Save Expense

26. Click "Done" once you're done reviewing your expenses.

Training Costs

Expense Type	Number of Participants	Average Cost per Participant	Total Cost	Requested Government Contribution	
Skills Training	5	\$1,000.00	\$5,000.00	\$5,000.00	
> Course Title Goes Here #1			\$5,000.00		Edit Delete
Employment Support Services	5	\$246.80	\$1,234.00	\$1,234.00	Edit
Participant Financial Supports	5	\$24.60	\$123.00	\$123.00	Edit
Administration Fees			\$1,000.00	\$1,000.00	Edit
Totals			\$7,357.00	\$7,357.00	

Employment Supports total average cost per participant is \$271.40

Cancel Done

27. As an Option, you can get started with participant reporting by selecting “Edit” beside Participant Information. If you do not want to start participant reporting, you can choose to skip to step 29.

Complete Grant Application

Your application is complete. Your earliest submission date is shown in the status block.

Grant Selection	COMPLETE	Edit	▼	
Project Description	COMPLETE	Edit	▼	
Required Documents	COMPLETE	Edit	▼	
Skills Training	COMPLETE	Add New	▲	
▶ Skills Training Course Title goes here	COMPLETE	Delete	Edit	
Employment Support Services	COMPLETE	Add Provider	Edit	▲
▶ Service Provider #1	COMPLETE	Delete	Edit	
Participant Financial Supports	COMPLETE	Edit	▼	
Training Costs	COMPLETE	Edit	▼	
Participant Information	OPTIONAL	Edit	▼	

[Review and submit](#)

28. Click “Show participant Invitation” to open a copy of the email or a copy of the link. Choose the options by clicking “Copy Email” or “Copy Link Only” to send to participants. Once copied, click “Return” to the Grant Application and Review and Submit. *NOTE: There is a max amount of participant invites. The max is set to the number of participants in the Program Description.

[Return](#)

program description (start date 2021-01-14)
Community Workforce Response Grant – Workforce Shortages

Participant Report

Last	First	Email	Phone	Work Location	Reported on	Action
Show participant invitation						

Getting Started with Participant Reporting

You have been approved to train 2 participants.

IMPORTANT! Participants on Employment Insurance (EI) or British Columbia Employment Assistance clients in receipt of Income Assistance – Participants who are currently Employment Insurance or Income Assistance Clients must have approval prior to the start of training if they wish to maintain their financial supports. Refer to Appendix A of the CWRG General Criteria for details. EI or IA clients who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA. All Participant Information Forms are due no less than 5 business days prior to the start of training. However, if you are applying for Participants who may currently be Employment Insurance or Income Assistance Clients, please send notification to the CWRG@gov.bc.ca.

Each participant must complete and submit a Participant Information Form in order to participate in the Community Workforce Response Grant program. Only participants eligible for the Community Workforce Response Grant should be reported.

For your convenience, you may use the invitation below to provide participants with the link. Please copy and paste it into your own email and send it to your participants. You may revise the email to make it better suited to your business needs.

You will be able to see who has completed their form in your Participant Report as soon as they have reported.

[Copy Email](#)

Dear ([participant]),

You have been identified as a participant for the following training program:

program description
Start Date: 2021-01-14
Location:

As this training is being funded through the Community Workforce Response Grant, you must complete a participant information form using the following link:

<http://support.skillstraininggrants.gov.bc.ca/Part/Information/364c4a9-3424-44a5-9c07-b727f9933a13>

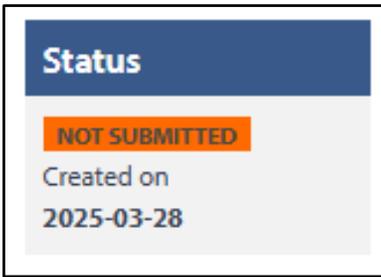
Please use a current version of Chrome or Firefox to enter participant information.

Please complete your participant information form prior to midnight on 2021-01-09. If you do not complete this form, you will not be able to participate in this training.

[Copy Link Only](#)

<http://support.skillstraininggrants.gov.bc.ca/Part/Information/364c4a9-3424-44a5-9c07-b727f9933a13>

29. The page will refresh, all required sections will show “Complete”. Your application will also show “Not Submitted”.



30. To Submit the application, click “Review and Submit.”

The image shows a web form titled "Complete Grant Application". At the top, a blue notification bar states: "Your application is complete. Your earliest submission date is shown in the status block." Below this, the form is organized into several sections, each with a status indicator and action buttons:

- Grant Selection**: Status: COMPLETE (green box); Action: Edit (button) and dropdown arrow.
- Project Description**: Status: COMPLETE (green box); Action: Edit (button) and dropdown arrow.
- Required Documents**: Status: COMPLETE (green box); Action: Edit (button) and dropdown arrow.
- Skills Training**: Status: COMPLETE (green box); Action: Add New (button) and up arrow.
- Skills Training Course Title goes here**: Status: COMPLETE (green box); Action: Delete (button) and Edit (button).
- Employment Support Services**: Status: COMPLETE (green box); Action: Add Provider (button) and Edit (button) and up arrow.
- Service Provider #1**: Status: COMPLETE (green box); Action: Delete (button) and Edit (button).
- Participant Financial Supports**: Status: COMPLETE (green box); Action: Edit (button) and dropdown arrow.
- Training Costs**: Status: COMPLETE (green box); Action: Edit (button) and dropdown arrow.
- Participant Information**: Status: OPTIONAL (grey box); Action: Edit (button) and dropdown arrow.

At the bottom right of the form, there is a prominent "Review and submit" button with a red border.

31. Go through each page of the form and review your details. Click the “Edit [...]” buttons to make any changes, then click “Continue” to go to the next page.

32. Once you've reached Step 6, tick the "By checking this box I make this declaration" checkbox, then click "Submit Application."

Submit Application

STEP 6 OF 6

Applicant Declaration

Once your application has been submitted, the Ministry will assess it against Community Workforce Response Grant criteria to determine whether it qualifies for a grant. The Ministry will send an email notification to you once a decision has been reached.

As part of the assessment process, a CWRG Program Manager will contact you by both email and telephone to verify contact information and request any additional information that may be required to assist in the evaluation process. **Please respond to these requests as soon as possible.** If a Program Manager is not able to reach you by email or telephone within five (5) days, your application will be considered withdrawn and will not be processed.

By checking the box below and submitting this application for funding ("Application") under the Community Workforce Response Grant program ("CWRG"):

- I certify that I am authorized to submit this Application and to make this declaration on behalf of the applicant referred to in this Application (the "Applicant");
- I acknowledge that I have read and understand the Community Workforce Response Grant criteria applicable to this Application, including the sample Community Workforce Response Grant Agreement, consisting of the Approval Letter, Schedule A and Schedule B (and the Program Requirements referred to therein), as made available by the Province of British Columbia at the link below;
- I acknowledge that, as the terms and conditions of the Community Workforce Response Grant Agreement are subject to change from time to time, should this Application be approved, the Community Workforce Response Grant Agreement that will be sent to the Applicant for signature may materially differ from the sample Community Workforce Response Grant Agreement that was posted at the time this Application was submitted and I acknowledge that I (or another individual authorized by the Applicant) will be responsible for reviewing, understanding and agreeing to the terms and conditions as they appear at the time the Applicant enters into a Community Workforce Response Grant Agreement with the Province;
- I certify that all of the information provided on this Application is true and correct to the best of my knowledge and belief;
- I acknowledge and agree that checking the box below has the same legal effect as making this declaration under a hand-written signature; and
- I do hereby make this declaration on my own behalf and on behalf of the Applicant as of the date that this Application is submitted.

By checking this box I make this declaration.*

[Download Sample Agreement](#)

33. Your application is now submitted. You will see the application in a "Complete" status on your home page. The program area will review it and send you an email with your next steps.

Your applications and claims

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

2650000 hfh (start date 2025-04-04)

Community Workforce Response Grant – Community Workforce Response Grant

Date submitted: 2025-03-28

COMPLETE

