



CASW & NBASW GRANT POLICY AND PROCEDURES

The New Brunswick Association of Social Workers (NBASW) is an association that protects the public and promotes excellence in social work practice. The Canadian Association of Social Workers (CASW), in partnership with the NBASW, are pleased to offer a grant to assist in the delivery of continuing education to New Brunswick social workers. The grant may be accessed by a single member or a group of members wishing to host a continuing education opportunity for New Brunswick social workers. Funding for this grant is made possible by BMS, the broker for the CASW liability insurance program.

To be eligible to apply for the CASW & NBASW Grant:

The applicant(s) must:

- Be (a) member(s) in good standing of the New Brunswick Association of Social Workers; and
- Not have received the CASW & NBASW Grant within the past two years.

Procedure:

To apply, applicants must submit a completed application form to the NBASW office with an event summary document attached (please see application form for event summary questions). Please note that incomplete applications will not be considered.

In any given year and at the discretion of the Executive Director, the NBASW reserves the right to use the funds, in full or in part, toward the development of specific trainings for NBASW members. This may include the NBASW hiring an expert in a topic that is highly requested by the membership to provide a webinar presentation to NBASW members, free of charge.

Application dates:

In any given fiscal year, applications will be accepted and approved on a first come first serve basis, with fund administration being left to the discretion of the provincial office with the decision being approved by the Executive Director.

Number of grants available and frequency of funds:

- a. Grants will be administered on a first come first serve basis throughout the year with the number and amount of grants awarded will be left to the discretion of the NBASW provincial office with final approval granted by the Executive Director (various factors could include: order and number of applications received, cost of proposed events to be hosted, the grant funds available, etc.).
- b. If any further applications are received before the first application has been reviewed and the applicant notified of the decision, the subsequent application(s) will be taken into consideration with funds being divided in a way that is fair and appropriate.
- c. The grant will not be awarded to the same NBASW member(s) more than once within a two- year period.
- d. Grant funds awarded will not exceed \$3,000 within a given year.

Administration of the fund:

The provincial office is responsible for the administration of all aspects of the grant. These include:

- a. A notice regarding the CASW & NBASW grant will be sent to all members of the NBASW at the beginning of each new fiscal year. This notice will consist of the Policy and Procedures as well as the Application form.
- b. The membership is made aware that applications are accepted throughout the year with funds being awarded on a first come first serve basis.
- a. The provincial office will review applications and administer them on a first come first serve basis throughout the year with the number and amount of grants awarded being left to the discretion of the NBASW provincial office with final approval from the Executive Director (various factors could include: order and number of applications received, cost of proposed events to be hosted, the grant funds available, etc.)
- c. Members of the provincial office must declare any conflict of Interest, as defined in the NBASW Conflict of Interest Policy, and as such, take appropriate steps, such as remove themselves of the specific decision. If the Executive Director is in conflict, the final approval will be granted by the NBASW President.



- d. The NBASW will announce the grant recipient(s) to the membership at the earliest opportunity, through newsletters, social media, or as is deemed appropriate, and will include the remaining funds available, if applicable.
- e. The NBASW will contact the grant recipient(s) notifying them of the decision and send the approved amount of funds to the applicant through direct deposit.
- f. If applicable, non-selected applicants will receive a letter from the NBASW office.
- g. If the applicant(s) decide(s) not to host a continuing education event, the grant will be returned to the NBASW office in full. Any grant applications that were previously received will be re-reviewed for consideration.
- h. The successful applicant(s) will agree to write a short article for the CASW and NBASW publications on the event hosted and provide an accompanying photo. The timeline to forward the article will be within 30 days of hosting the event. This content may be published in the NBASW newsletter and/or on social media.
- i. In the case of multiple applications being received/when considering applications for hosting events, priority will be given to:
 - i. Continuing education events that are not currently available in New Brunswick or have not typically been available in specific geographic regions of the province;
 - ii. Events that are bilingual or provide simultaneous translation; and
 - iii. Events that reserve a dedicated number of registration spaces for social workers.
- j. Applications for hosting events will include a budget with estimates for all costs relevant to the event including: location rental, presenter fees, technology or interpretation costs, subsidies for registration or travel, food, printing costs, etc.
- k. Following the event, a record of expenses incurred must be submitted to NBASW. Unused portions of the grant will be returned to the NBASW, in order to fund future continuing education opportunities.

Approved by the Board of Directors
December 4, 2021