



## **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.
- Not have received the CASW & NBASW Grant within the past two years.

### **Procedure:**

Please submit the following documents to the NBASW office: *(Incomplete applications will not be accepted)*

- a. A completed application form, with event summary document attached (please see application form for event summary questions)

### **Important date:**

In any given year, applications will be accepted at the NBASW office no later than December 31st.

### **Number of Scholarships available and frequency of funds:**

- a. The number and amount of grants awarded will be left to the discretion of the Education Committee (Various factors could include: number of applications received, cost of proposed events to be hosted, the grant funds available, etc.)



- b. The grant will not be awarded to the same NBASW member(s) more than once within a two- year period.
- c. Grant funds awarded will not exceed \$3,000 within a given year.

**Administration of the Scholarship fund:**

The Education Committee, in collaboration with 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. This notice will consist of the Policy and Procedures as well as the Application form.
- b. Once the deadline for nominations has passed, the delegate from the provincial office will ensure that copies of all applications are sent to members of the Education Committee. These will be sent in such a fashion as to protect the confidentiality of the applications. Original application packages will be kept at the NBASW office.
- c. The Education Committee will assess each application and may verify the accuracy of the information provided in the applications. The Education Committee will also choose a runner-up.
- d. The Education Committee members 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.
- e. The Education Committee must inform the Executive Director, in writing, of the name of the grant recipient(s), including the runner up for the grant.
- f. The NBASW will contact the grant recipient(s) and send a cheque payable to the recipient(s) for the amount approved by the Education Committee.
- g. Non-selected applicants will receive a letter from the NBASW office.
- h. If the applicant(s) decide(s) not to host a continuing education event, the grant will be given to the runner-up.
- i. 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.

- j. 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.
  - iii. events that reserve a dedicated number of registration spaces for social workers.
- k. 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.
- l. 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.

For more information, please contact the NBASW office at:

P.O. Box 1533, Station A  
Fredericton, NB  
Phone: (506) 459-5595 or toll free: (877) 495-5595  
Fax: (506) 457-1421  
nbasw@nbasw-atsnb.ca  
[www.nbasw-atsnb.ca](http://www.nbasw-atsnb.ca)

Approved by the Board of Directors  
November 25, 2017