

AFRWC Training Support and Seminars Project: Funding Request

The AFRWC is now offering funding for training through the Training, Support and Seminars Project to help support the Rural Water Program. Water Coops, trainees and training providers must meet eligibility and entitlement criteria in order to receive approval for the funding. Upon successful completion of the training, the Water Coop will be required to provide receipts for how the funding was used and prepare a short report on the results achieved with the training. The AFRWC requires the Completion Report **before** the funds are paid to the Water Coop.

Application for Funding

1. Applications are assessed on a first-come, first-served basis, with the exception of applications for urgent needs, which are assessed on a priority basis.
2. Meeting the eligibility criteria does not guarantee funding approval.
3. Approval of applications does not constitute an endorsement of any training provider or particular training course(s).
4. Previous approval of a Water Coop, training course or training provider does not guarantee approval in the future.
5. All applications are assessed based on information provided in the application. Ensure that submitted applications are complete and accurate to avoid delays or declines.

Water Coops must submit applications electronically via email to Chris Hancock (chris@abwaterco-op.com). All decisions regarding the eligibility of coops, trainees, training courses, training providers, and reimbursable costs will be made at the AFRWC's sole discretion. The Federation reserves the right to contact coops, trainees, training providers or any other person in order to substantiate reimbursement claims, training activities, records, or other related matters. Training can be purchased before the application is submitted. **However, applications should be received at least 30 days in advance of the start date of the training.**

The Training, Support and Seminar Fund is open to eligible Water Coops of the AFRWC and must meet the following criteria:

- Be a member in good standing with AFRWC
- Incorporated in Alberta and conduct business as a Water Coop
- Be up to date with their annual reporting with Rural Utilities (if applicable)
- Provide safe working conditions, be in good standing and comply with the Employment Standards Code, Occupational Health and Safety Act, Workers' Compensation Act and all other applicable legislation and regulations. – Good standing is defined as: Workers' compensation premiums are paid; no outstanding Occupational Health and Safety (OHS) convictions; and/or any Employment Standards orders are resolved.

Eligible trainees must meet the following criteria:

- Be a member, volunteer, or contractor in good standing with their Water Coop
- Be approved for training by their Water Coop.
- Have the necessary prerequisites to take the training.

Training Provider Eligibility

Training must be delivered by an approved training provider that has qualified instructors with relevant education and experience directly related to the type of training.

The Training, Support and Seminars program has a **three-step process**:

1. **Application Stage:** Water Coops fill out and submit the Application form for approval to the Water Federation.
2. **Training Phase:** Trainee will take and complete the training activity and receive a completion certificate.
3. **Reimbursement Stage:** Once the training has ended, Water Coops will complete and submit the AFRWC Training Completion Report along with detailed receipts to receive payment. Review payment documentation requirements before submitting an application. It is the responsibility of the Water Coop and trainee to ensure they understand the application and the reimbursement requirements before applying to the program. Program eligibility cannot be determined over the phone or via email. An application must be submitted and assessed in order for an eligibility determination to be made. All application decision emails will be sent to the primary contact identified on the application.

Please use the relevant forms below for application and reimbursement as well as a guide for the required completion report.

Training Completion Report Checklist

This section must be completed and submitted with your reimbursement request.

The Completion Report must include the following:

- | | |
|--|---|
| ☐ Date of Training | ☐ Training Course Information |
| ☐ Water Co-op Name | ☐ Training Provider Name/Phone/Email |
| ☐ Co-op Contact Person/Phone/Email | ☐ Feedback on training provider/course |
| ☐ How did this benefit the water co-op? | ☐ Attach receipt for training payment |
| ☐ Trainee Name/Position/Role | ☐ Attach certificate of completion |
| ☐ Trainee Phone/Email | ☐ Additional Comments (if applicable) |
| ☐ How did this benefit the trainee? | |

Training Support and Seminars Project Application Form

Upon Completion, Please Email Form to chris@abwaterco-op.com.

Water Co-op Information

Water Co-op Name:

Water Co-op Chair/President Name:

Phone:

Email:

Trainee Information

Trainee Name:

Phone:

Email:

Training Provider Information

Course Name:

Offered By:

Expected Start and Completion Date:

Cost:

What skills does this training cover:

How will this training help your water co-op:

Describe value resulting from the training as related to your role with the water coop (Trainee):

Water Co-op Chair/President Signature:

Date:

Trainee Signature:

Date:

Training Support and Seminars Project Reimbursement Request Form

Upon Completion, Please Email Form to chris@abwaterco-op.com.

Water Co-op Name:

Water Co-op Chair/President Name:

Phone:

Email:

Trainee Name:

Phone:

Email:

Course Name:

Offered By:

Start and Completion Date:

Requested Reimbursement Amount (Cost):

Is the Completion Report Submitted:

Preferred Method of Payment to Co-op:

EFT:

E:Transfer:

Water Co-op Chair/President Signature:

Date:

Trainee Signature:

Date: