

Caregivers Training Grant (for Caregivers of Persons with Disability or Seniors)

Information for Training Providers

This is a grant to support caregivers of persons with disability or seniors in attending training, seminars and workshops related to caregiving in order to equip them with relevant knowledge and skills and help them better cope with the challenges of caregiving.

Eligibility

To be eligible for the Caregivers Training Grant (CTG), the caregiver must:

- i. Be looking after a PWD or senior¹ (age 65 years and above), who is a Singapore Citizen or Permanent Resident
- ii. Be the main caregiver² of the PWD or senior
- iii. Attend a training course/courses pre-approved for the purpose of this Training Grant³
- iv. Complete the training course and receive the Certificate of Attendance

Mode and Quantum of Grant

1. The main caregiver of each PWD or senior can receive training subsidies of up to \$200 per year from the CTG.
2. If more than one caregiver of the same PWD or senior attends the same training, only one caregiver will receive the subsidy from the CTG.
3. A few caregivers per family can attend different training courses in a year but the claim per family (tied to the PWD or senior) will be up to \$200 in total.
4. Grant of \$200 has to be utilised within the financial year (Apr -Mar).
5. Caregivers must attend training courses that are pre-approved for the purpose of the grant and will receive the CTG in the form of training fee

¹ The applicant must show that the PWD is receiving service from/affiliated to a VWO or produce a doctor's certification indicating the disability of the dependent. If applicant is looking after a senior, a copy of the senior's identity card is required as a proof of his/her age.

² The caregiver could be a family member or foreign domestic worker and only one caregiver per PWD is subsidised for the course

³ The list of pre-approved courses can be found on the Disability Portal (<http://www.disability.org.sg>) or the AWWA Centre for Caregivers Website (<http://www.awwa.org.sg>)

subsidies. For courses with fees less than \$200, caregivers will not need to make any payment.

Important Notes for Training Providers

1. To allow caregivers to tap on the Grant to attend the training, training providers are to submit the training programme for pre-approval using the “Application for Pre-Approval of Training Programme” form.
2. Caregivers who wish to tap on the grant to attend the pre-approved course will complete and submit the application form for the Training Grant to the respective training provider.
3. Training providers are to check that the caregiver applying for the Training Grant meets the eligibility criteria and the person with disability under his/her care is either affiliated to a Voluntary Welfare Organisation (VWO) or has a doctor’s certification stating his/her disability. In the case of a senior, a copy of his/her identity card is required as a proof of his/her age.
4. At least **2 weeks** before the commencement of each pre-approved training course, the training provider will need to fax the details of eligible caregivers (*Annex A*) who wish to tap on the Grant to attend the course to the Administrator (NCSS) for approval.
5. The Administrator will inform the training provider of the outcome of the application and the quantum of subsidy each caregiver is eligible to receive for that particular training programme.
6. After each training course, training providers will submit the claims for the grant together with the list of caregivers who completed the course (*Annex B*) to the Administrator. The Administrator will disburse the funds to the training provider after verifying the claims.
7. Training providers are to keep the original copies of application forms from caregivers and Annex A & B for record. NCSS may request for these documents for audit purposes.

4. Objective(s) of Training Programme

5. Disability Type

<input type="checkbox"/>	All disability	<input type="checkbox"/>	Intellectual
<input type="checkbox"/>	Physical	<input type="checkbox"/>	Autism
<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>	
<input type="checkbox"/>	Visual impairment	<input type="checkbox"/>	Others (Pls specify:_____)

6. Aspect of Caregiving (Indicate which aspect(s) of caregiving the training aims to address)

<input type="checkbox"/>	General knowledge on caregiving	<input type="checkbox"/>	Specific/practical skills in caregiving
<input type="checkbox"/>	Social/emotional	<input type="checkbox"/>	Financial planning and security
<input type="checkbox"/>	Understanding disability conditions	<input type="checkbox"/>	Assistive devices and technology equipment
<input type="checkbox"/>	Others(Pls specify):_____		

7. Training Outcomes (e.g. What are the practical skills, knowledge or behavioural change that participants/caregivers will acquire/demonstrate after attending the training?)

8. Total Duration of Course

_____ days _____ hours

(E.g. Training days should be typically counted as 7 hours if it is from 9am-5pm with a 1-hr lunch break in between.)

9. Maximum Class Size

10. Training Venue

11. Target Audience & Outreach

(Note: Briefly describe the group of caregivers expected to attend and how these caregivers will know about the training course/programme.)

12. Brief Course Content

(Note: Course programme with corresponding timing duration should be attached.)

13. Name of Trainer(s)

(Note: Detailed CVs of the trainer(s) should be attached)

Section C - Cost of training

14. Trainer's Fees & Other Course Expenses (with GST)

Trainer's fee per hour	(a)	S\$	<input style="width: 80%;" type="text"/>	
Total training hours	(b)		<input style="width: 80%;" type="text"/>	hrs (should correspond to item 8)
Trainer's fees	(c = a x b)	S\$	<input style="width: 80%;" type="text"/>	
Other expenses	(d)	S\$	<input style="width: 80%;" type="text"/>	
Grand Total	(e = c + d)	S\$	<input style="width: 80%;" type="text"/>	

(Note: Please use separate sheet to elaborate on the item, 'Other expenses'.)

15. Course Fee Chargeable Per Course Participant (Caregiver) (inclusive of GST):
(Note: Any discounts to be given should be disclosed. Note that the grant is applicable only to nett-discount fees.)

--

Section D - Previous approval for training course

Reference No.:

PA						/	CG				
----	--	--	--	--	--	---	----	--	--	--	--

Course Fee Charged Per Person (***with GST***) S\$

Section E - Declaration

We declare that the information stated in this application is true and correct and that we have not withheld / distorted any information. We understand that if we obtain approval of the course by false or misleading information, NCSS will terminate the approved course, and we undertake to refund to NCSS all payments made to us on demand.

Signature & Company Stamp

Date

Name

Designation

Please send the completed form to:

**CAREGIVERS TRAINING GRANT
 SCHEMES & PROVISIONS DEPARTMENT
 RESOURCE ALLOCATION DIVISION
 NATIONAL COUNCIL OF SOCIAL SERVICE**
 Ulu Pandan Community Building
 170, Ghim Moh Road, #01-02, Singapore 279621
 Tel: 6210 2677, 6210 2505 Fax: 6462 0275

**Caregivers Training Grant
(for Caregivers of Persons with Disability or Seniors)**

Claims Form for Pre-Approved Training Courses

1. Name of Training Provider:
2. Name of Course/Module:
3. Date of Course/Module:
4. No. of Caregiver(s) claiming for Grant and attended training:
5. Training cost per caregiver: \$

Please complete the Attendance List below as proof of attendance

S/No.	Name of Caregiver	NRIC No	Claim Amount (\$) (Course Fees/Subsidy Balance**)

* Please attach additional sheets where necessary.

** Whichever is lower

Submitted by: _____ Contact No. : _____
(Name & Designation)

Verified by: _____ Date: _____
(Name & Designation)

Company Stamp:

Please fax the completed form to Schemes & Provisions Dept, NCSS at 6462-0275