

# **Learning Support for Persons with Disabilities**

## **Program Guidelines and Application**

**2015-2016**

# **Learning Support for Persons with Disabilities Application Guidelines**

The Learning Support for Persons with Disabilities (LSPD) fund is designed to help adults with disabilities that live in the Northwest Territories (NWT) overcome barriers so they can achieve their learning goals.

## **Who can apply for funding?**

Individuals or organizations may apply for funding.

### **To be eligible, individuals must:**

- have a disability that requires supports to overcome barriers to learning. Two letters of support are needed; one must be from a health care professional and describe what supports are needed and why. The second letter can be from a health care professional or an educator, disability organization, tutor, social worker, wellness worker, etc.;
- be applying for a learning activity that will help further an individual's education, increase daily living skills or obtain future employment;
- have a Personal Learning Plan (see application);
- be at least 18 years old and not attending high school;
- be a resident of the NWT;
- be unable to get funding for training supports elsewhere; and,
- complete and submit a LSPD Application for Individuals, using the template provided, which will be evaluated on an individual basis by the Committee.

### **To be eligible, organizations must:**

- be a non-government and not-for-profit NWT organization that serves people with disabilities;
- provide a learning activity for adults with disabilities who live in the NWT, are 18 years or older, and are not attending high school; and,

- complete and submit a LSPD Application for Organizations, using the template provided, which will be evaluated on an individual basis by the Committee.

### **What may be covered for individuals:**

- educational assessments;
- assistive technology (like Dragon Dictate or Zoom Text software);
- tuition and books;
- tutoring and scribe services;
- lowest cost option for one round trip to and from an educational institution (see below for more details); and,
- basic living expenses while attending an approved out-of-town program for persons with disabilities.

### **What is not covered for individuals:**

- desktop computers, laptops, tablets, smart phones;
- anything covered by another source of funding (e.g. tutoring services through GNWT Student Financial Assistance); and,
- memberships and dues.

### **What do I need to know if I'm applying for transportation costs?**

- If you are unable to travel by the lowest cost option for medical reasons related to the identified disability, you must include a letter with your application from a medical professional explaining why.
- If the lowest cost option is by car, mileage will be paid according to GNWT mileage rates found at: <http://www.hr.gov.nt.ca/library/dutytravel.htm>
- To have your return transportation covered by LSPD, you need to complete at least one full school term. Exceptions may be considered by the LSPD Committee for medical or personal emergencies.

- All travel will be pre-approved and coordinated by the NWT Disabilities Council.
- LSPD will not be responsible for any change or cancellation fees, excess baggage charges, etc. Exceptions may be considered by the LSPD Committee for medical or personal emergencies.

### **What should be included in my letters of support?**

- how long the writer has known you and how they know you;
- a description of your disability;
- a description of the barriers to learning that you face;
- a description of your learning goal, including courses and dates;
- a statement describing your commitment to participate in your learning plan; and,
- an explanation of how the requested learning support(s) will help you achieve your learning goals.

### **What else do I need to know?**

- The LSPD Committee receives and reviews applications throughout the year, starting on April 1 each year. Funds are allocated on a first come, first serve basis. You should submit your application as soon as possible after April 1.
- You must submit receipts for the purchase of goods and services paid for by LSPD funds.
- If you are not satisfied with a decision the LSPD Committee has made about your application, you can appeal the decision within 60 days by writing to the Assistant Deputy Minister, Education and Culture, Department of Education, Culture and Employment. Appeals can only be made on the grounds of process.

Assistant Deputy Minister  
 Education and Culture  
 4501-50<sup>th</sup> Avenue  
 P.O. Box 1320  
 Yellowknife X1A 2L9

- Organizations and individuals must submit a final written report and financial statement within 60 days of the end of the funded project.

**All applications should be submitted to the NWT Disabilities Council.**

NWT Disabilities Council  
Lower Level of the Scotia Center  
Suite 116, 5102 50<sup>th</sup> Avenue  
Yellowknife, NT X1A 3S8  
Phone: (867) 873-8230  
Toll Free: 1-800-491-8885  
Fax: (867) 873-4124  
Email: [info@nwtdc.net](mailto:info@nwtdc.net)

# Learning Support for Persons with Disabilities (LSPD)

## Application Form for Individuals

Please use the check list at the end of the application to make sure you have included all the documents that the LSPD Committee needs in order to review your application.

<b>Section 1. Applicant Contact Information</b>			
Name:			
Date of Birth:			
Gender:	Male:	Female:	Other:
Permanent NWT Address:			
Current Address (if different from address above):			
Check box if you are a permanent NWT resident at the time of application.			<input type="checkbox"/>
Phone (day):		Phone (evening):	
E-mail:			

Alternate contact person (if required):	Name:	
	Phone:	
	E-mail:	

## Section 2. Educational Background

Highest Grade Achieved:	
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Have you had supports in place to help you reach your educational goals while in school, such as:

<input type="checkbox"/> I.E.P. (Individual Education Plan)	<input type="checkbox"/> S.S.P. (Student Support Plan) modified or accommodated program	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Other
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What other training have you taken? Please name the courses/workshops:


Have you been funded by LSPD for learning supports/training in the past? If so, please list the courses below:

Course:	
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<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	If incomplete, briefly explain. What supports may have helped you be more successful?
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Course:		
<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	If incomplete, briefly explain. What supports may have helped you be more successful?
<b>Section 3. Work Experience</b>		
Have you been employed in the last 3 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe your employment in the last 3 months:		
How many hours a week did you work?		
How much were you paid per hour?		
Have you worked in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please describe your past employment:		
Employment 1:		



Employment 2:	
Employment 3:	
Are there other types of activities that you are currently involved in, such as volunteering, clubs, crafts, activities on the land, etc.?	

<b>Section 4. Personal Learning Plan</b>
<p>What are your learning goals? You may choose more than one.</p> <p><input type="checkbox"/> further your education</p> <p><input type="checkbox"/> increase daily living skills</p> <p><input type="checkbox"/> obtain future employment</p> <p><input type="checkbox"/> other (please explain)</p>



## Section 6. Financial Information

Are you eligible to receive or are you receiving money for this learning experience from any other source ( e.g., Employment Insurance, Workers' Safety and Compensation Commission, Income Security, Opportunities Fund, Student Financial Assistance, Health and Social Services, or funding from an Aboriginal claimant group, other)? If yes, please provide details:


How much money are you able to contribute towards this learning experience?


## Section 7. Budget Worksheet

Please provide proof of the cost of the items (e.g., confirmation letters, fee schedules, quotes for goods and services, etc.)

Item	Cost
Educational assessments: (needed for this learning experience)	
Assistive technology:	
Assistive devices or aids:	
Tuition and fees:	
Required books or supplies:	
Tutoring or scribe services:	
Transportation (lowest cost round trip option): (plane & cab x2)	
Basic living expenses:	
Other:	
Other:	
<b>Total amount requested from LSPD:</b>	

If you are accepted for funding you will be contacted, by the NWT Disabilities Council, at 3 months and 12 months after your program ends to find out how the program has helped you in the areas of employment, further education and general well-being.

Thank you for agreeing to help us collect this important information.

It will help us improve our service, in order to serve you better in the future.

I declare that the information given in this application form and the documents submitted in support of this application form are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Section 8: Application Checklist for Individuals

In order for the LSPD Committee to review your application, make sure you include all of the following documents:

### Documents required for all applications:

- Completed application form, including Budget Work Sheet

Two letters of support:

- At least one letter must be from a health care professional confirming your disability
- The second letter can be from a health care professional or an educator, disability organization, tutor, social worker, wellness worker, etc.

### Documents required if they apply to your application:

- Copy of acceptance letter from your school
- Curriculum or outline of the program you want to study
- Fee schedule from your school
- Resume of tutor
- Quote(s) for requested equipment and supplies (at least 2 for each item, when possible)

### Submit application to:

#### **NWT Disabilities Council**

Lower Level of the Scotia Center  
Suite 116, 5102 50<sup>th</sup> Avenue  
Yellowknife, NT X1A 3S8  
Phone: (867) 873-8230  
Toll Free: 1-800-491-8885  
Fax: (867) 873-4124  
Email: [info@nwtcdc.net](mailto:info@nwtcdc.net)