

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
4501-50th 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 50th Avenue
Yellowknife, NT X1A 3S8
Phone: (867) 873-8230
Toll Free: 1-800-491-8885
Fax: (867) 873-4124
Email: info@nwtdc.net

Learning Support for Persons with Disabilities (LSPD) Application Form for Organizations

Section 1. Applicant Information			
Project Title:			
Organization:			
Address:			
City/Town:		Postal Code:	
Phone:		Fax:	
Website:			
Project Contact Person:	Name:		
	Phone:		
	E-mail:		
Total Funding Requested:			
Project Start / End Dates:			
Have you applied for / received LSPD funds in the past? Please provide details:			

Section 2. Organization Information

What is the mandate of your organization?

Please provide a brief description of your organization:

Section 3. Project Information

Summarize your proposal, including how it will benefit persons with disabilities:

What are your expected results or outcomes?

What activities will you undertake in this project?

How will you engage and recruit members of the main target group to participate in the project?
Where will the project activities take place and how often they will occur?

Do you have project partners and how will they be involved in the planning and delivery of the project?

Section 4. Project Budget

Items (with detailed breakdown):		Cost:	
Total amount requested from LSPD:			
Signature:		Date:	

Section 5. Application Checklist for Organizations

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 worksheet

Documents required only if they apply to your application:

- Quote(s) for requested equipment and supplies (at least 2 for each item, where possible)

Submit Application to:

NWT Disabilities Council

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