

## **Career Counsellor Practitioner Grant Application**

This completed Application form is to apply for the Career Counsellor Practitioner Grant funded by the Career Counsellor Chapter (CC Chapter) of the Canadian Counselling & Psychotherapy Association. A grant in the amount of \$500-\$1,500 may be awarded to a current member, in good standing, of the CC Chapter who, in the opinion of the Chapter Executive/Designates, meets the criteria identified below for this grant.

### **APPLICANT(S) INFORMATION**

(please attach a separate sheet outlining this information below if more than one person is applying for this grant).

Preferred Salutation (Dr., Prof., Ms., Mr., etc.):

CCPA #:

First and Last Names:

Title (Role in Project):

Address:

Country:

Postal Code:

Email Address:

Phone No:

Ext:

Cell No:

Ext:

Title of the Project:

Project Commencement (M/YR):

Project Completion (M/YR):

Site for the Project (include city if applicable):

## APPLICATION INFORMATION

*\*All supporting documents must be in 12 point Times New Roman font, single-spaced, with 1inch margins\**

### Completed application must include the following:

1. Completed Applicant(s) Information sheet(s) (found on page one) and confirmation signature sheet(s) (found on page three).
2. Maximum one page research proposal that includes the following components:
  - a) Title of the project,
  - b) Clear statement of the objectives for the grant,
  - c) Brief description of project, including relevant background literature, methodology and its significance to career counselling in the community and/or Canada.
3. Maximum one page budget indicating how grant funds will be used and the dates they are required. Please also include **any** other sources of funding to support the applicant(s) or project.
4. PDF copy of certificate indicating completion of Tri-Council's course on research ethic. Please refer to the following link for more information and to complete the online course: <https://tcps2core.ca/welcome>
5. One letter of support from an individual familiar with the project or the applicant's research abilities.

## FURTHER INFORMATION ABOUT APPLICATION PROCESS

- a) Applications must be submitted by **December 1st of each year** in order to be considered. Notification of decisions will be made by email by mid-February of the following year.
- b) Any interested applicant is invited to contact the Executive of the Career Counsellor Chapter ([CCchapter@ccpa-accp.ca](mailto:CCchapter@ccpa-accp.ca)) to discuss or ask questions pertaining to the grant.
- c) If a member of the Career Chapter Executive has a conflict of interest with either the project or the applicant, that member will inform the Research Committee Chair of the situation and remove himself or herself from the evaluation process.
- d) Participants must sign the grant application form to confirm that they have read and understand their responsibility in accepting the grant if successful (see below).

## RECIPIENT RESPONSIBILITIES

- a) Recipients agree to send to the Chapter President (or designate) an interim report midway through the completion of the grant project advising on the progress of the project. This interim report will be included in the Chapter's Annual Report.
  
- b) Grant Awarding Process: If the recipient is rewarded an amount between \$500-999, the grant will be awarded once in its full amount at the start of the grant period. If recipient is awarded an amount between \$1000-1500, the grant will be awarded in two installments, with one half awarded at the start of the grant period and the second half awarded at the completion of the interim report.
  
- c) At the completion of the project, recipients will be asked to present their project information and general findings to the CC Chapter's membership with an article for the Chapter's blog site, or with a short presentation at the Chapter's annual general meeting (place and time will vary each year). Recipients must inform the CC Chapter President immediately of which option is selected and arrangements will be made.

**Failure to comply with this process may result in a termination of the grant.**

## SIGNATURES

(please attach a separate signed sheet if more than one person is applying for this grant).

I, \_\_\_\_\_ (applicant's full printed name) hereby acknowledge that I have completed and attached all sections of the application form to the best of my ability.

I, \_\_\_\_\_ (applicant's full printed name) hereby acknowledge that I have fully read and agree to all of the "Recipient's Responsibilities". It is also understood that failure to comply with the responsibilities may result in termination of the grant.

Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Evaluation of the Career Counsellor Practitioner Grant

*\*Please complete a separate page for evaluating each grant application\**

Year:

Date of Evaluation:

Committee Members:

Project Title:

Please complete the following sections:

1. \_\_\_\_ The applicant included each of the 4 components requested in the Application Form.

Comments:

2. Statement of the Project: Does the proposal clearly identify a question, define realistic and achievable objectives, and identify an important career counselling issue?
  3. Objective: Does the proposal contain understandable and clear objectives for the project? Is there background literature provided?
  4. Methodology: Is the method chosen appropriate to meet the stated project objectives? Has proof of ethics been included?
  5. Budget: Is the budget reasonable and clearly identified? Is it appropriate for meeting the identified objectives?
  6. Agreement of Recipient Responsibilities: Has the applicant signed and agreed to their understanding of the responsibilities of being a successful recipient?
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### Evaluation Chart

	Weight	Absent (0)	Fair (1-3)	Good (4-5)	V. Good (6-8)	Excellent (9-10)	Total Score
All Statements included	10 %						
Objectives Stated	20%						
Methodology Stated	10%						
Budget Stated	20%						
Dissemination Stated	20%						
Peer Supported	10%						
Other	10%						

Comments and questions related to the above and areas of revision?

Overall recommendation: