

CAREGIVERS TRAINING GRANT (FOR CAREGIVERS OF ELDERLY AND PERSONS WITH DISABILITIES)

Information Kit for Caregiver(s)

This is a grant to support caregivers of elderly or persons with disabilities (PWDs) to attend training, seminars and workshops related to caregiving in order to:

1. Equip them with the relevant knowledge and skills
2. Help them better cope with the challenges of caregiving

All such courses are the sole responsibility of the training providers concerned and are conducted entirely independent of endorsement and/or supervision by CEL.

Eligibility

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

- i. Be looking after PWD or elderly¹ (age 65 years and above), who is a Singapore Citizen or Permanent Resident.
- ii. Be the main caregiver² of the PWD or elderly
- iii. Attend a training course(s) pre-approved for the purpose of this Training Grant³
- iv. Complete the training course and receive the Certificate of Attendance (if any)

Mode and Quantum of Grant

1. The caregiver of each PWD or elderly can receive training subsidies of up to \$200 per year.
2. If more than one caregiver of the same PWD or elderly 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 elderly) will be up to only \$200 in total per year.
4. The grant of \$200 has to be utilised within the financial year (Apr – Mar). Unutilised grant balances will not be carried forward.

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

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

³The list of pre-approved courses can be found on the CEL Website (<http://www.cel.sg>).

5. Caregivers must attend training courses that are pre-approved by CEL for the purpose of this grant and will receive the grant in the form of training fee subsidies. For courses with fees less than \$200, caregivers will not need to top up the balance to make up for the shortfall.

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Important Notes for Training Providers

1. Training Providers must submit their training programme for pre-approval using the “Application Form for Pre-Approved Training Programme”. This will allow caregivers to tap on the Grant to attend the training.
2. Training Providers of respective course(s) must inform caregivers who wish to tap on the CTG to complete and submit the Disclaimer and Application Form for Caregiver Training Grant to them. (*Annex A*)
3. Training Providers must check that caregivers applying for the grant meet the eligibility criteria and the PWD under their care are either affiliated to a Voluntary Welfare Organisation (VWO) or has a doctor’s certification stating their disability. In the case of the elderly, a copy of their identity card is required as a proof of their age.
4. Training Providers must fax the details of eligible caregivers (*Annex B*) who wish to tap on the Grant to the CTG Secretariat for approval at least **1 week** before the commencement of each course.
5. The CTG Secretariat will inform training providers of the outcome of the application and the quantum of subsidy each caregiver is eligible to receive for that particular training programme before the course commencement.
6. After each training course, training providers must submit the Reimbursement Claim Form (*Annex C*) together with the following supporting documents to the CTG Secretariat within 1 month after the course completion date.
 - i. Course Attendance Sheet with participants’ signatures
 - ii. Summary Training Evaluation Form (*Annex D*). (*Please note that the summary evaluation percentage must include all attendees*)

The CTG Secretariat will disburse the funds to the training provider after verifying the claims within 15 working days.

7. The Training Provider must retain the original Application Forms, Notification Letters, Attendance Sheets and Individual Training Evaluation Forms for three years (3) after the completion of the course(s) for audit purposes. The Training Provider must extend its cooperation and permit the CTG Secretariat access to these documents during the audit and site visit.