



WCB Grant Program (WGP)

Applicant Guide

(2018-19)

Funding innovative solutions for injury prevention and return-to-work for PEI workers

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1. Introduction

The Workers Compensation Board of Prince Edward Island (WCB) exists to protect workers and employers through a sustainable no-fault injury insurance program by caring for injured workers, promoting safe and healthy workplaces, and enforcing safety legislation.

The WCB serves approximately 70,000 workers and 5,000 employers through the administration of the Workers Compensation Act. The WCB is also responsible for the administration of the Occupational Health and Safety Act. In administering the Act, the WCB collaborates with workers, employers, and all Islanders to increase awareness of health and safety at work, promote a culture of injury prevention, and enforce occupational health and safety standards.

The WCB is committed to meeting the safety and compensation needs of Island workers and employers. We do this in partnership with those we serve and by upholding the values of fairness, integrity, professionalism, and teamwork in all that we do.

At the WCB, our vision for the future continues to be one in which every Island workplace is safe, all workplace injuries are eliminated, and each client experience is one of service excellence.

To further enhance WCB's mission and strategic goals of injury prevention and improving return to work outcomes for all injured workers, the **WCB Grant Program** was created.

What is the WCB Grant Program?

The WCB Grant Program (WGP) supports innovative workplace solutions and training and educational opportunities for Island employers and workers. It is funded and administered by the Workers Compensation Board of PEI.

WGP objectives are:

- To further enhance WCB's mission and strategic goals of injury prevention and improving return to work outcomes for all injured workers
- To provide support to targeted organizations for injury prevention or return to work projects or education/training not likely to occur without the program's assistance
- To support eligible organizations who will develop long-term workplace enhancements for Island workers and employers

2. Grant Streams

What type of funding is available?

The WGP supports projects through two core funding streams:

- **Training and Education funding** for instructional programs or activities delivered to Island workers and employers related to workplace health and safety, injury prevention, and the safe return to productive and meaningful work for injured workers; and

- **Workplace Innovation funding** for projects that lead to improvements in health and safety, and foster successful rehabilitation and safe return to productive and meaningful work at PEI workplaces.

Eligible projects may receive funding support to a maximum of \$75,000, and projects must be completed within 12 months of start date. Projects can begin any time but must commence within 6 months of the approval date and conclude within 12 months of the start date.

3. Application Process

Who can apply?

Organizations eligible to apply for WGP funding include:

- ✓ Registered Employers
- ✓ Business associations
- ✓ Community organizations
- ✓ Non-profit organizations
- ✓ Unions and labour organizations

Limits on eligibility:

- Organizations owned or operated by WCB Board members and employees, or their immediate family members, are not eligible for funding.
- Applicants may submit more than one application, but funding is limited to one project every 12 months.
- Funding agreements from previous projects must be satisfied before an organization will be eligible for additional funding.
- Organizations must have an account with the Workers Compensation Board in good standing.

How do I apply?

Applicants must submit a completed Application Form and include a proposal that clearly demonstrates how the project aligns with the WCB's strategic goals of workplace injury prevention or improving return to work outcomes and how well it meets WGP evaluation criteria set out in this Guide.

Applicants may access the downloadable Application Form from the WCB website www.wcb.pe.ca/information/grantprogram or through the WCB Program Officer.

How do I submit my application?

All applications must be submitted to the Program Officer by email to programs@wcb.pe.ca, by fax at 902-368-6359, or in person at 14 Weymouth Street, Charlottetown, Prince Edward Island.

What is the deadline for submission?

Applications will be accepted for two intake periods per year.

1st intake – applications must be received by the WCB no later than **September 21, 2018**

2nd intake – (subject to WGP funding availability) – applications must be received by the WCB no later than **March 15, 2019**

4. WGP Evaluation Criteria

How are applications assessed?

In order to be considered for funding, projects will be evaluated against WGP evaluation criteria in the appropriate funding stream, including how well they align with the WCB strategic priorities. The highest scoring applications in each intake period will be awarded funding, subject to availability of WGP funds and signing of a Funding Agreement.

Assessments will be conducted by an evaluation committee using the WGP evaluation criteria outlined in the categories below.

4.1 IDEA (30%)

Applicants must describe the project objectives in accordance with the funding stream being requested and the overall idea and plan for the project. The proposal must address the following criteria, which will be used to evaluate the idea component of the project.

Applicants must demonstrate:

(1) the project aligns strongly with **at least one** of the following WCB strategic priorities:

Priority 1: Enhancing PEI'S Workplace Safety Culture

Workplace safety is everyone's responsibility. This means that we can all make a contribution to a culture of workplace safety, in which injuries are eliminated and all workplaces are safe. WCB's strategic efforts focus on:

-Educating Island employers, workers, and youth in incorporating safety in all aspects of their workplace

*-Focusing on higher risk sectors, including health care
 -Identifying and implementing actions to further advance PEI's workplace safety culture*

Priority 2: Improving Return to Work outcomes

Being active, productive and connected to the workplace can promote recovery and well-being for those who have been injured at work. The WCB works to develop Prince Edward Island's return to work culture through:

*-Fostering an increased understanding of the benefits of safe and timely return to work
 -Developing a framework to support comprehensive return to work planning
 -Evaluating emerging issues for return to work, including mental health, psychological safe workplaces and the aging population*

(2) the project is novel and innovative and project objectives cannot reasonably be met through existing mechanisms in the workplace or industry

(3) how the project will apply information, technology, work processes or other factors to address injury prevention, safe return to work or occupational illness

(4) If applying under the Training & Education stream, applicants should further be able to demonstrate how the project will meet any one or more of the following (the more criteria that are met, the higher the scoring will be):

- develop or expand capacity for training that will benefit and be delivered to PEI workers, employers, workplaces, industry sectors or occupational groups
- identify and address current gaps in the delivery of training and education related to injury prevention and return to work in PEI
- promote cultural and language sensitive training to newcomer workers and workers at risk, including new, young and immigrant workers
- improve training related to health and safety, injury prevention or safe return to work

(5) If applying under the Workplace Innovation stream, applicants should further be able to demonstrate how the project will meet any one or more of the following (the more criteria that are met, the higher the scoring will be):

- provide direct benefits to the health and safety of a specific workplace, related to injury prevention or return to work
- develop, implement and evaluate innovative, practical, "shop-floor" solutions to improving workplace health and safety or fostering successful rehabilitation and meaningful return-to-work of injured or ill workers
- use existing knowledge in new ways to solve problems in occupational health and safety or return to work
- transfer new knowledge to the workplace through the development of training and education materials or programs in return to work issues or occupational health and safety

4.2 IMPACT (30%)

The WGP Program has a focus on Prince Edward Islanders, and projects must be conducted in PEI. The proposal must address the following criteria, which will be used to evaluate the impact of the project on the target audience.

Applicants must:

- demonstrate the project's relevance to Island workers, employers and/or industry sectors
- demonstrate the project has practical and concrete outcomes, ie. how you will know the project will be a success and how that success will be measured.
- if applying under the **training and education stream**, demonstrate how the project will address a gap in the delivery of education and training and/or improving training
- if applying under the **workplace innovation stream**, demonstrate the direct benefits to the occupational health and safety of a specific workplace, related to injury prevention or return to work

4.3 ACHIEVABILITY (30%)

All applicants are required to provide an estimated budget with their application. The budget should describe how the funding will be distributed over the duration of the project. The proposal must address the following criteria, which will be used to evaluate the achievability of the project.

Applicants must:

- demonstrate organizational capacity to undertake the proposal and achieve the outcomes identified in the project idea (for example, discuss the project team's expertise, resource capacity, nature of business, record of success, etc.)
- demonstrate that the WCB grant and/or any financing from other sources will provide adequate financial support to achieve the objectives of the proposal
- may include reasonable administrative costs, but should not include blanket surcharges for institutional overhead
- if applying under the **training and education stream**, provide a summary of education and/or qualifications of project team

4.4 ADDITIONAL INFORMATION (10%)

This part describes the alignment of the proposed project with one or more priority areas identified by WCB. Applicants will further strengthen their proposal for projects that meet any one or more of the following criteria:

- identify problems and issues frequently encountered among workers in Island workplaces
- demonstrate the support of key stakeholders such as labour, industry associations, or industry-based safety programs and other workplace partners

- are concerned with topics and issues that have resulted in a number of WCB claims and have had an impact on a significant number of workers
- do not duplicate existing programs or services offered by other organizations

5. FUNDING AGREEMENT

Successful applicants will be required to enter into a funding agreement with the WCB. The funding agreement will set out the terms and conditions of funding including the maximum amount of the grant, duration, expenditure controls, reporting requirements and deliverables. The funding agreement will be jointly signed by the principal applicant and the WCB.

Projects involving activities to improve occupational health and safety and/or return to work outcomes of a workplace must be done in compliance with the *Occupational Health and Safety Act* and the *Workers Compensation Act*, as applicable.