**2020 RWIP Grant Application**

**Please submit to** **RWIP@wcb.mb.ca** **by**

**October 30, 2020, 4:00 p.m. CST**

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**Instructions for Completing the RWIP Grant Application**

[**🖰 *Application Guide***](https://teams.wcb.mb.ca/RWIP/Documents/Procedures/Sample%20Documents%20and%20Templates/3%20Call%20for%20Applications/2020%20RWIP%20Application%20Guide.docx)

Application Form

Applications must be complete and should consider the parameters established for each funding stream. The WCB will not request clarification about any submitted applications.

Multiple Applications

An applicant can submit different applications for funding in both funding streams under the RWIP program (Workplace Innovation or Training and Education) in the same year. However, RWIP will not fund projects that request funding from more than one funding stream for the same project.

Length of Application

There are no limits to the length of the application except in the specified sections. All sections of the application template should be completed by providing the requested information.

Application Attachments

Any supporting material should be referenced in the body of the application and should be submitted electronically with the completed application. This includes:

* Related articles or background information
* Any letters of support
* Resumes of the project team
	+ Resumes must be provided for each member of the project team, including the Principal Applicant(s) and Co-Applicant(s)
	+ The resumes must be in electronic form and should include the following:
		- Name, Title and Designation
		- Employer(s) or sponsor(s)
		- Educational background (institution, degree/diploma, certificate/qualification conferred, year conferred, and field of study)
		- Professional experience
		- Expertise to undertake this project

Application Deadline

The Call for Applications under the RWIP issued on August 31, 2020 requires completed applications be received by email to RWIP@wcb.mb.ca no later than October 30, 2020 at 4:00pm CST. The WCB will not accept applications after this deadline.

**Project Information**

[**🖰 *Application Guide***](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)

Please provide your information below:

Project Name/Title

Click here to enter text.

Project Summary

Provide a brief (one page or less) summary of the project that identifies the goals, objectives, funding amount requested and duration of the project.

Click here to enter text.

Initial Application or Re-Submission

Is this a new application or a re-submission of a project submitted in a prior year?

[ ]  Initial Application

[ ]  Re-submission:

Year of Original Submission:

Describe how this submission has been revised from the original, based on the feedback provided by the WCB in its funding decision letter:

Click here to enter text.

RWIP Funding Stream(s)

This application is being submitted for consideration under the following funding stream:

[ ]  Training and Education

[ ]  Workplace Innovation

Location(s) of Project

Click here to enter text.

Applicant(s)

[**🖰 *Application Guide***](https://teams.wcb.mb.ca/RWIP/Documents/Procedures/Sample%20Documents%20and%20Templates/3%20Call%20for%20Applications/2020%20RWIP%20Application%20Guide.docx)

*Principal Applicant*

Provide details about the applicant with whom the WCB would enter into a funding agreement with should the application be funded:

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Organization |  |
| Business Mailing Address |  |
| Telephone Number |  |
| Email |  |
| Signature |  |
| Date |  |

*Co-Applicant(s)*

|  |  |  |
| --- | --- | --- |
|  | **Co-Applicant #1** | **Co-Applicant #2** |
| Name |  |  |
| Title |  |  |
| Organization |  |  |
| Business Mailing Address |  |  |
| Telephone Number |  |  |
| Email |  |  |
| Signature |  |  |
| Date |  |  |

(Attach a separate document if there are additional Co-Applicants.)

**Project Support**

[**🖰 *Application Guide***](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)

Attach signed letters of support from key stakeholders to this application.

**Project Details**

[**🖰 *Application Guide***](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)

Project Description

Provide a comprehensive description of the project.

Click here to enter text.

Project Impact Measures

[**🖰 *Application Guide***](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)

How could the effects of the completion of this project be measured or quantified?

Consider all of the WCB's stakeholders and how they could each be impacted by the results of the project. Determine how those effects could be measured.

Click here to enter text.

Knowledge Transfer and Exchange ("KTE") Plan

[**🖰 *Application Guide***](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)

Please provide details of the project's KTE plan.

Click here to enter text.

**Project Management**

[**🖰 *Application Guide***](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)

Schedule of Project Milestones

Use the following table to provide a detailed list of key milestone activities for this project:

| **Describe Key Milestone** | **Start Date** | **End Date** | **Estimated Cost** |
| --- | --- | --- | --- |
| Activity 1 |  |  |  |
| Activity 2 |  |  |  |
| Activity 3 |  |  |  |
| … |  |  |  |
|  |  |  |  |

*(Should not exceed one page.)*

Project Risk Assessment Matrix

[**🖰 *Application Guide***](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)

Complete the Risk Assessment Matrix below:

| **Description of****Potential Risk** | **Likelihood of Occurrence****(High, Medium, Low)** | **Impact of Occurrence****(High, Medium, Low)** | **Risk Mitigation****Strategy(s)** |
| --- | --- | --- | --- |
| Risk 1 |  |  |  |
| Risk 2 |  |  |  |
| Risk 3 |  |  |  |
| … |  |  |  |
|  |  |  |  |

*(Should not exceed one page.)*

Project Budget

**[🖰](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf) *[Application Guide](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)***

*Table of Budgeted Expenses*

**

**Double-click** on table to open

**Click off** to close.

*Details of Budget Expenses*

**[🖰](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf) *[Application Guide](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)***

Staff and Resource Budget Details

Click here to enter text.

Materials and Supplies Budget Details

Click here to enter text.

Equipment Budget Details

Click here to enter text.

Knowledge Transfer and Exchange (KTE) Budget Details

Click here to enter text.

Travel, Accommodation and Meals Budget Details

Click here to enter text.

Other Project Expense Details

Click here to enter text.

**Application Checklist**

[**🖰 *Application Guide***](https://www.wcb.mb.ca/sites/default/files/files/2020%20RWIP%20Grant%20Application%20Guide%20Final.pdf)

Use the Checklist below to ensure you have completed all parts of the application.

| **RWIP Application Checklist** |
| --- |
| Entire RWIP application completed and signed | [ ]  |
| Include any Letters of Support | [ ]  |
| Include resumes of project team members | [ ]  |
| Include any supporting materials | [ ]  |
| Submit before deadline (4:00pm CST October 30, 2020) | [ ]  |

**Application Survey**

How did you became aware of the Research and Workplace Innovation Program (RWIP)'s 2020 Call for Applications?

[ ]  WCB Email

[ ]  WCB or SAFE Work Website

[ ]  WCB News Release

[ ]  Industry Based Safety Program

[ ]  Other: Click here to enter text.

Is this your first time applying for an RWIP grant?

[ ]  Yes

[ ]  No

Please provide any feedback you have about the RWIP program or the application process:

Click here to enter text.