

## Applying for support through the Herbert T Bailey Fund

1. Applicants must submit a Statement of Need.  
The statement should be a brief yet compelling letter that explains how you would benefit from this funding. The letter should be no longer than one page and should focus on the criteria listed below. While a statement on why the financial need is requested, there is no need to disclose personal financial details.
  - a. The statement should describe:
    - i. Nursing positions (including dates) held in the past ten years
    - ii. The area of nursing in which you are planning to practice
    - iii. Reasons for requesting support from this fund. (i.e. how it will help you)
    - iv. How the funds will support your return to work (e.g. to pay for the cost of the course and other costs associated with taking the course such as books, supplies, and travel).
2. Applicants must provide proof of registration and previous or current status with the College of Nurses of Ontario (CNO).
3. Applicants must be unable to practice because of an impairment and therefore unable return to their previous position or workplace.
4. Applicants must have a reasonable expectation that they will be able work in an area of nursing for which they require some kind of re-training.
5. Applicants currently receiving WSIB benefits are not eligible for grants from this fund.
  - a. Applicants who have received WSIB support in the past will be required to provide documentation that they are no longer receiving WSIB benefits.
6. Applicants must be enrolled in, or have recently completed a course and must provide supporting documents:
  - a. Proof of acceptance into a nursing or related course
  - b. Proof of payment for the program
7. Applicants must disclose funding from other sources (Support from other sources will not necessarily make applicants ineligible for a grant from this fund.)

### Notes for applicants:

1. Applicants may apply more than once. However, preference will be given to those who have not received a previous grant from this fund.
2. Grants from this fund will be \$1000, which may be used to cover course fees and any incidental costs such as books, transportation, or childcare.