Living Classroom Fund Application Form:

Personal Support Worker

The Schlegel-UW Research Institute for Aging (RIA) and the Ontario Association of Adult and Continuing Education School Board Administrators (CESBA) are pleased to invite applications for funding to support collaboration between long-term care homes and Personal Support Worker (PSW) education providers to expand and sustain the Living Classroom model across Ontario. Funding will be available from January 1, 2027 - March 31, 2029.

NOTE: The Living Classroom Fund has specific eligibility requirements. Please read the Application Guide carefully as you complete this application form.

Application Deadline: November 2, 2026 (Winter & Spring 2027 cohorts), March 29, 2027 (Fall 2027 cohorts) by 4:30 p.m.

All parts of the application must be complete, and all required attachments must be emailed to livingclassroom@the-ria.ca by the application deadline. Late applications will **not** be accepted.

Application Type ***Existing Applicants may skip Part 1, Part 2, Part 5 unless there are new or updated details.***	☐ Applying to develop a new PSW Living Classroom ☐ Applying to enhance, expand, and/or sustain an existing PSW Living Classroom*

Existing Applicants Only

Lead Organization Name	**Primary Contact Name**	**Primary Contact Email**
Partner Organization Name(s)	**Primary Contact Name(s)**	**Primary Contact Email(s)**

Part 1: Lead Applicant Details

Organization Name	Organization Type
	☐ LTC home ☐ LTC corporate office ☐ Publicly-assisted college ☐ Career college ☐ Indigenous institute ☐ Indigenous Education Authority ☐ District school board
Address (Number, Street Name, City, Province, Postal Code)	

Living Classroom Site Address (if different from organization address)

Lead Applicant: Primary Contact	
Name	
Job title / role within the Living Classroom	
Email	
Phone and extension	

Briefly describe your role with respect to planning and/or managing the Living Classroom.

Lead Applicant: Secondary Contact	
Name	
Job title / role within the Living Classroom	
Email	
Phone and extension	

Part 2: Partner Details

Partner Organization Name	Partner Organization Type
	☐ LTC home ☐ LTC corporate office ☐ Publicly-assisted college ☐ Career college ☐ Indigenous Institute ☐ Indigenous Education Authority ☐ District school board
Address (Number, Street Name, City, Province, Postal Code)	

Partner Organization: Primary Contact	
Name	
Job title and role within the Living Classroom	
Email	
Phone and extension	

Briefly describe this partner contact's role with respect to planning and/or managing the Living Classroom.

Partner Organization: Secondary Contact	
Name	
Job title and role within the Living Classroom	
Email	
Phone and extension	

Do you have a signed operating agreement or MOU with this Living Classroom partner?	☐ Yes ☐ No

Does your Living Classroom partnership include additional long-term care sites? If yes, please describe the model your partnership uses/will use below, followed by the LTC name(s), address(es), and contact information.	☐ Yes ☐ No

LTC Name	**Address (Number, Street Name, City, Province, Postal Code)**	**Primary Contact Name and Email Address**

Are any other organizations involved in your Living Classroom partnership? If yes, please name the organization(s) and describe their involvement in your Living Classroom delivery below.	☐ Yes ☐ No

Part 3: Program and Cohort Details

This funding opportunity is available only for Living Classrooms partners who can commit to launching a PSW Living Classroom cohort in Winter 2027, Spring 2027 and/or Fall 2027.

What is the length of your Living Classroom PSW program?	☐ 5 months ☐ 6 months ☐ 7 months ☐ 8 months ☐ 9 months ☐ 10 months ☐ 11 months ☐ 12 months ☐ Other: _____
Which PSW cohorts are you applying for funding for? Select all that apply.	☐ Program starting Winter 2027 ☐ Program starting Spring 2027 ☐ Program starting Fall 2027

What is the delivery format of your Living Classroom PSW Program? Select all that apply.	☐ In-Person ☐ Hybrid ☐ Hyflex ☐ Other (please describe below)

Please list the start and end dates for all the PSW Living Classroom cohorts you are applying for funding for.

Start Date (month, year)	**End Date, not including final consolidation (month, year)**

What is the seat capacity of your Living Classroom PSW program?	
What is your target enrolment number for each Living Classroom PSW cohort?	
Will students be OSAP eligible?	☐ Yes ☐ No ☐ Not Applicable

Cultural Designation of the Education Institution	☐ Indigenous-led or Indigenous serving ☐ Francophone-serving ☐ Other: _____
Cultural Designation of the Long-Term Care Home	☐ Indigenous-led or Indigenous serving ☐ Francophone-serving ☐ Other : _____
In what language(s) is the PSW program offered? Check all that apply.	☐ English ☐ French ☐ English and French (Bilingual) ☐ Other : _____

Part 4: Funding Request

This wave of funding offers two available streams: **Implementation Funding and Student Wraparound Supports**. Applicants may apply for one, or both streams of funding.

4A. Implementation Funding

For **new** PSW Living Classroom partners, implementation funding includes $50,000 in preliminary funding in addition to a blanket allocation of $40,000 per cohort.

Existing PSW Living Classroom partners are eligible for the blanket allocation of $40,000 per cohort.

Are you applying for implementation funding?	☐ Yes ☐ No
Which categories do you anticipate spending approved funding on? Check all that apply.	☐ Renovations (physical space improvements related to the Living Classroom) ☐ Equipment and supplies (e.g., mannequins, beds, educational materials, etc.) ☐ Technology (e.g., improved internet access, computers, etc.) ☐ Staffing costs for operations of the Living Classroom ☐ Marketing and recruitment

4B. Student Wraparound Supports

For PSW Living Classroom partners, wraparound funding is a blanket amount of $15,000 per cohort and is to be spent in accordance with the approved expenditures outlined in the application guide.

Are you applying for wraparound support funding?	☐ Yes ☐ No

Which categories do you anticipate spending approved wraparound funding on? Check all that apply.	☐ Transportation ☐ Housing support ☐ Academic or course-related costs to reduce student expenses ☐ Food/meal support ☐ Child care support ☐ Emergency assistance fund/on a needs basis ☐ Support with health or medical-related costs ☐ Mental health supports ☐ Cultural activities

Part 5: Living Classroom Details

Does/will the long-term care site also host a Practical Nursing Living Classroom with the same or another education partner?	☐ Yes ☐ No

What is/will be the location of your Living Classroom within the long-term care home? Describe your current or planned Living Classroom space.

Please select the spaces/resources available to PSW students at the Living Classroom/long-term care site.	☐ Practice lab(s) ☐ Lecture room(s) ☐ Faculty office ☐ Student lounge ☐ Computer access ☐ Separate student entrance ☐ Dedicated classroom ☐ Cultural or language specific supports ☐ Other: _____

Please select the locations where the theory and lab components of your program are delivered.	Where will the theory component of the program be delivered? (Select all that apply) ☐ At the Living Classroom LTC site ☐ On the education partner campus ☐ On a 3rd party site (not on campus or in LTC home) ☐ Online ☐ Other: _____ Where will the lab component of the program be delivered? (Select all that apply) ☐ At the Living Classroom LTC site ☐ On the education partner campus ☐ On a 3rd party site (not on campus or in LTC home) ☐ Other: _____
Describe how student learning is, or will be integrated into the LTC home (outside of clinical placement). The Integration Activity Plan must be completed along with the application and will be discussed as part of the interview.	
Can the LTC home accommodate all Living Classroom students on site for integrated learning activities? If not, please describe your plan for accommodating students' integrated learning experiences below.	☐ Yes ☐ No
Can the LTC home accommodate all Living Classroom students on site for labs? If not, please describe your plan for accommodating students' lab experiences below.	☐ Yes ☐ No

Can the LTC home accommodate all LC students on site for clinical placement? If not, please describe your plan for accommodating students' clinical experiences below.	☐ Yes ☐ No
Sustainability / Continuous Quality Improvement: This funding will require partners to develop a comprehensive Sustainability Plan. This plan should address key areas including, but not limited to: ● partnership development and maintenance; ● training for preceptors, staff, and students; ● Living Classroom orientation processes for students, educators, and staff; ● integration activity programming; ● renewal and review processes; and ● financial planning. Your application interview will include an introductory discussion of your emerging sustainability plan. Regularly scheduled meetings will occur throughout the funding period to further develop your plan.	Do you agree to ongoing sustainability conversations ☐ Yes ☐ No

Part 6: Long-Term Care Home Redevelopment

Has the LTC home site been approved for redevelopment and/or new beds?	☐ Yes ☐ No
If yes, please describe the redevelopment (including number of new beds, current development status, anticipated opening date, how the Living Classroom is included in the development, etc.).	
How many new PSWs will you need to hire?	

Part 7: Agreement

Applicants who are approved for funding will be required to submit the following documents before the transfer payment is processed:

- Letter of Agreement signed by both the lead applicant and partner organization
- Electronic Funds Transfer (EFT) form from the lead applicant (if not already on file)

Please review the following statements carefully. By submitting your joint application, you are indicating your agreement to the statements outlined:

- I have read and understand the application guidelines
- I have completed this application in consultation with my Living Classroom partner, and I am aware of the plans for Living Classroom project activities and funding
- My Living Classroom partner and I agree to participate in an interview to determine our eligibility for funding
- I agree to meet all reporting requirements (as defined in the Letter of Agreement)
- I agree to support and participate in the mandatory program evaluation (as defined in the Letter of Agreement)
- I am aware that research on the Living Classroom model will be conducted, but is voluntary and participation will not be required
- My Living Classroom partner and I agree to participate in regular required meetings with the Living Classroom outreach team (as defined in the Letter of Agreement)
- I am aware that required meetings will include sustainability planning
- FOR ALL EDUCATION INSTITUTIONS: I confirm that I am aware of my requirement to ensure student insurance covers the location of the Living Classroom.
- FOR CAREER COLLEGES ONLY: I confirm that I am aware of my requirement to provide proof of Ministry of Colleges and Universities site inspection approval and National Association for Career Colleges (if offering a NACC PSW program) approval to integrate the PSW program into the Living Classroom model.
- FOR SCHOOL BOARDS ONLY: I confirm that I am aware of my requirement to meet the Personal Support Worker Quality Assurance requirements set out by the Ontario Association of Adult and Continuing Education School Board Administrators (CESBA) as defined in the Quality Assurance Process Handbook. New school board programs or programs that have not undergone the Quality Assurance process will be required to work with CESBA to complete the process to maintain funding.

☐ **Lead Applicant: I agree to the above statements**
☐ **Partner Organization: I agree to the above statements**

The information collected in this application will be used for program evaluation. Anonymized application data from funded Living Classrooms may also contribute to future research analyses related to the impact of the initiative.