

Skills Training Grants (STG) User Guide

Completing the Attestation

Last Updated: 23 March 2026

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Scroll down the page to your Community Workforce Response Grant (CWRG) application, then click “Continue.” The application’s status must be “Report Completion”.

Canada BRITISH COLUMBIA

This program is funded by the Government of Canada and the Province of British Columbia.

Community Workforce Response Grant

Start New Community Workforce Response Grant Application

Your applications and claims

A list of your grant application files and their status is shown below.

2650018 test (start date 2026-03-02)
Community Workforce Response Grant - Community Response
REPORT COMPLETION
Continue

3. Click “Begin Attestation”. You must have an approved claim to begin the attestation.

Home

2650018 test (training start date 2026-03-02)

Community Workforce Response Grant - Community Response

All funding received through a CWRG grant must be spent in the fiscal year it was approved. Any portion of the total approved funding not spent in the completion of the training project must be returned to the province as an overpayment. As an Agreement Holder, you are not permitted to withhold or retain CWRG grant funds for future projects, or, for participants who wish to defer training to another time period or project.

Your Claim has been approved. Your reimbursement amount is shown below. You may view the details of your claim assessment by clicking on it below.

Claim	Submitted	Assessed	Status	Amount
View Claim Assessment	2026-03-13	2026-03-13	Claim Approved	\$1,000.00

Proof of Payment Due: 2026-04-12 COMPLETE Submit Proof of Payment

Attestation Due: 2026-05-17 NOT STARTED Begin Attestation

Success Stories Due: 2026-05-17 NOT STARTED Success Stories

Completion Report Due: 2026-05-17 INCOMPLETE Report Completion

Status REPORT COMPLETION

Links View Application View Agreement View Participant List Alternate Contact

Participant Exit Form This form must be sent out to all participants on the last day of training. Exit Link

4. Read the instructions carefully and proceed to fill in the applicable fields.

◀ Return

2650018 test (training start date 2026-03-02)

Community Workforce Response Grant – Community Response

Attestation

IF NO PARTICIPANT FINANCIAL SUPPORT WAS CLAIMED, PLEASE:

- SKIP THE INSTRUCTIONS BELOW
- SELECT ATTESTATION NOT APPLICABLE
- COMPLETE THIS SECTION

Participant Financial Support Attestation *

* This document only needs to be completed if Participant Financial Supports (PFS) were claimed for project costs.

1. As a CWRG Agreement Holder, I confirm that the Participant Financial Supports (PFS) funds, as set out in Schedule A of the contract, were spent to support participants as required. The intention of these funds was to remove barriers to participants' successful participation, completion of training, and outcomes. CWRG may contact Participants randomly after the project to confirm their receipt of funds for Participant Financial Supports.
2. I confirm that all original documents pertaining to PFS expenses will be retained for up to seven years and may be subject to audit or requested for verification purposes. Examples of documents may include receipts, mileage logs, books of account, and vouchers.
3. If the total amount of funds claimed for Participant Financial Supports per Schedule A of the contract is greater than the amount provided to participants as PFS expenses, I will contact a CWRG Program Manager to initiate repayment of any unspent PFS funding.

Reimbursed PFS Costs	\$0.00
<hr/>	
Total PFS allocated to participants (as can be supported by receipts in your records)	<input type="text" value="\$0.00"/>
<hr/>	
Unused PFS funds to be returned to Province	\$0.00
<hr/>	

4. If you have unused funds to be returned, you **MUST** email CWRG@gov.bc.ca and cc your Program Manager. Please include the following information in your email:

- CWRG Agreement Number
- Amount to be returned to Province
- Reason for returning funds

Once we have received your email, instructions for how to return the funds will be provided.

5. Once the fields are filled in accordingly, complete the checkbox(es) at the bottom of the page and click “save”. The attestation is now complete.

5. Please submit your Participant Financial Supports Tracker here

testertwo tester
Approved Cost: \$0.00

Cost Type	Amount Spent (\$)	Cost Description
Childcare:	<input type="text" value="\$0.00"/>	
Training Allowances:	<input type="text" value="\$0.00"/>	
Transportation:	<input type="text" value="\$0.00"/>	
Other supports:	<input type="text" value="\$0.00"/>	<input type="text" value="Please define 'Other'."/>
Total Amount Spent:	\$0.00	
Unused PFS:	\$0.00	

Test Tester
Approved Cost: \$0.00

Cost Type	Amount Spent (\$)	Cost Description
Childcare:	<input type="text" value="\$0.00"/>	
Training Allowances:	<input type="text" value="\$0.00"/>	
Transportation:	<input type="text" value="\$0.00"/>	
Other supports:	<input type="text" value="\$0.00"/>	<input type="text" value="Please define 'Other'."/>
Total Amount Spent:	\$0.00	
Unused PFS:	\$0.00	

Attestation Not Applicable

By checking this box, I attest that all the information provided is true and correct to the best of my knowledge and belief.