

# Professional Development Fund

Newfoundland and Labrador Teachers' Association



## Out-of-Province Grants for Individuals



Guidelines and Procedures  
2011-12 School Year

### Purpose

The Professional Development Fund will allow for the funding of individuals for professional development which is not funded through any of the existing NLTA professional development programs.

Funds are not available from this source to help individuals attend in-province conferences, as these types of initiatives may be supported through existing Special Interest Council and Branch structures and should be supported by the Board. However, travel between Labrador and the island of Newfoundland will be eligible for funding from this source.

### Eligibility

All projects must focus on the professional development of educators.

All applicants must give documented evidence that additional sources of funding have been investigated and provide details of funding received.

To be eligible, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA Policy.

An individual must not have personally received any financial assistance from this Professional Development Fund within the previous five school years.

### Selection

The Professional Development Division of the NLTA will review applications and act as the selection committee.

In considering candidates and applications, the selection committee shall give consideration to the following criteria:

- potential benefits of the professional development to professional growth and development;
- past contribution of the applicant to the profession, including to the work of the NLTA; and
- funding received from other sources.

### Funding Guidelines

For individuals requesting funding to attend out-of-province conferences, the following guidelines apply:

- **only travel and registration will be covered**, up to 75 percent of the total cost of the conference and no more than \$500.00;
- the fund does not cover meals and accommodations; and
- funds will only be awarded when proof of attendance and necessary **original** receipts are received, along with a written report in accordance with reporting procedures below.

### Reporting

Individuals who receive assistance to attend an out-of-province conference will be awarded funds upon submission of a written report. A reporting form will be forwarded to you should you be successful in obtaining a grant. The person's name, with contact information, will be added to the NLTA database of resource persons for sharing of information and resources.

The report is due within 30 days of completion of the activity. Failure to report by the deadline will constitute waiver of the grant.

### Application Process

Applications must be completed on this form. Incomplete applications will not be considered.

This form can also be completed and submitted online at [www.nlta.nl.ca](http://www.nlta.nl.ca). Go to "**ONLINE FORMS**".

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#### Deadlines

Grants shall be awarded 10 times a year, assuming there are suitable applications and funds available. The deadlines for receipt of applications are the third Thursday of September, October, November, December, January, February, March, April, May and June.

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## Part B – Program Description

**Name** and **Date** of Professional Development Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Description: *(Include complete information on sessions, visits planned, study, application to your teaching, etc. Attach a copy of agenda and a separate sheet if necessary):*

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Clearly explain the anticipated application/value to your professional assignment and professional growth:

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### Estimated Cost:

Registration: \$ \_\_\_\_\_ Meals: \$ \_\_\_\_\_

Accommodations: \$ \_\_\_\_\_ Travel: \$ \_\_\_\_\_

Other *(please specify)*: \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

List other sources of revenue: \_\_\_\_\_

Have you received any financial assistance from the NLTA in the last five school years?  Yes  No

Please specify: \_\_\_\_\_

I hereby certify that the above information is correct to the best of my knowledge.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Deadline:** Applications must be received at the NLTA building on or before 4:00 p.m. on the third Thursday in September, October, November, December, January, February, March, April, May and June. For further information, contact: Professional Development Division, NLTA, 3 Kenmount Road, St. John's, NL, A1B 1W1; Tel: 726-3223, toll free 1-800-563-3599; Fax: 726-4302, toll free fax 1-877-711-NLTA (6582); www.nlta.nl.ca; e-mail: mail@nlta.nl.ca. **Funds must be approved in advance. The program does not offer retroactivity.**