



# PD FUNDING OPPORTUNITY

Edmonton Public Teachers Local No. 37 of the Alberta Teachers' Association

Telephone 780-455-2164; FAX 780-453-1407; E-Mail [info@edpub.org](mailto:info@edpub.org); Web Site [local37.teachers.ab.ca](http://local37.teachers.ab.ca)

## 2024/25 PD Grant-In-Aid Application Form (Individual Applications Only)

### General Guidelines

1. Grant-In-Aid will be provided to individual teachers to help defray the cost of professional development, Specialist Council conferences, ATA courses, Edmonton Regional Learning Consortia offerings or any other seminars or conferences which support teacher's professional development.
2. The applications for professional development grants must be on the prescribed form and received by the Local before the deadline.
3. Grant-In-Aid for professional development will be drawn on June 17, 2024. All applicants have an equal chance of receiving a grant.
4. Applications for Grant-In-Aid are distributed each school year for the following year. Teachers on the waiting list will be contacted if and when grants become available throughout the year so, please keep your receipts, in case your name is drawn later, and you have already attended.
5. Teachers will be eligible for ONE grant every SECOND school year.
6. Successful applicants will be notified by e-mail as soon as possible after the draw is made. A reimbursement form will also be sent. Teachers on the waiting list will also be notified by e-mail. Eligible expenses include registration fees, sub costs, accommodations, travel costs or other expenses which might be associated with attendance at the conference up to a maximum of \$300 and **upon submission of receipts**.
7. Following attendance at the conference or seminar, the teacher must complete the reimbursement form and send it to the Local office through Board Truck with the receipts as soon as possible after the conference. Cheques will be mailed in the teacher's name to their home address.
8. Financial support by the Local does not mean approval by the Superintendent's office for release time. You must discuss this with your principal and seek approval from the Superintendent's office for the required leave.
9. Grant-In-Aid for the 2024/25 school year will be for a maximum of \$300 each. The number of grants available will be determined when our budget is approved at the May 29, 2024, COR meeting.

- 10. If you are UNABLE to attend the conference, please contact the Local office (phone: 780-455-2165; e-mail: [wendy.obrien@edpub.org](mailto:wendy.obrien@edpub.org)) as soon as possible so that the grant money may be used by one of your colleagues on the waiting list.
- 11. A principal or their designate can apply for a grant from this fund to pay for a professional development session conducted by the Alberta Teachers' Association. For this purpose, the school would be considered an individual and the process outlined above would apply.

Send applications to Wendy O'Brien in the Local's office ([wendy.obrien@edpub.org](mailto:wendy.obrien@edpub.org)).

**Deadline for grant applications is 4:00 pm Friday, June 14, 2024.**



**2024/25 PD Grant-in-aid Application Form**

I wish to apply for a grant to assist in attending educational professional development. I understand this grant is for Professional Development between July 1, 2024, and June 30, 2025. I will make arrangements for the required amount of time off from my regular teaching or other duties.

Name (print): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Professional Development: \_\_\_\_\_

Date of Professional Development: \_\_\_\_\_

Place of Professional Development: \_\_\_\_\_

**Teachers will be eligible for ONE grant every SECOND school year.**

Date of Application \_\_\_\_\_ Signature \_\_\_\_\_