

ELIGIBILITY FOR CONFERENCE FUNDING:

All permanent, probationary, and term teachers, who are Halifax City Local members, may apply to the Professional Development Committee for a PD Conference Grant.

An individual can only be awarded a conference grant once in a two (2) year period; this grant is intended to supplement HRSB-NSTU Article 60 Professional Development Conference funding.

****All PD Conference Grant applications are to be via the online application system. Confirmation of receipt will be sent from halifaxcitypd@nstu.ca within 5 school days.**

- All correspondence with the PD Committee will be via above e-mail address.
- Conference funding applications for conferences that have an **end date** between August 1, 2020 and Feb 28, 2021 will be accepted beginning the 1st of August 2020.
- 20 five hundred dollar grants per guideline timelines will be awarded on a first-come first-serve basis for each of the conference application periods. Should unused funds remain at the end of the first application period, it will be added to the second application period to increase the number of possible grants awarded.
- Conference funding applications for conferences that have an **end date** between March 1, 2021 and July 31, 2021 will be accepted beginning the 1st of January 2021.
- Should funds be exhausted, a waitlist will be maintained for conferences occurring between March 1st and July 31st 2021.

CONFERENCE FUNDING (AUGUST 1, 2020 TO March 1, 2021) & (March 1, 2021 TO JULY 31, 2021)

- Members must apply for HRSB- NSTU Article 60 Professional Development Conference funding before applying to this committee (unless their funds are depleted).
- If an approved applicant cannot participate or attend a conference, they must notify the PD Committee Chair via e-mail one month prior to the conference date. Failure to do so will result in the assumption that the grant has been accepted and therefore a denial of a grant in the next budget year.
- Original itemized receipts (no VISA or debit slips) must be submitted along with the reimbursement form no later than four (4) weeks after the event or funds will be reallocated to another member.
- A copy of the registration must be included as proof of conference attendance (even if it is not being claimed).
- DO NOT claim any expenses already provided for by the Article 60 fund. An attempt to “double dip” will result in denial of funds.

- Please note that, for reconciliation purposes, proof of exchange rate must be provided and all accommodation/transportation receipts should be in the name of the applicant. Reimbursement cannot be provided for alcoholic beverages that are purchased with meals.

Under no circumstance will a conference be funded without being pre-approved.