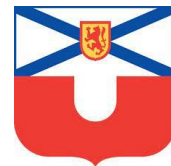




Professional Development Fund Guidelines

(August 1, 2024-July 31st, 2025)



The VP of Professional Development works as a full-time teacher and will check emails at least once a week. Due to high interest and limited preparation time, applicants have one opportunity to submit applications and reimbursement forms electronically. Your understanding and cooperation are appreciated.

Purpose

The purpose of the Halifax City Local PD fund is to financially support local members in professional development opportunities. PD endeavours can include, conferences, workshops, seminars, clinics, institutes and curriculum development.

Halifax City Local Funding

The Halifax City Local has various grants available to members. Please review the guidelines carefully while applying. All applications will be through google form on the website. Here are a list of grants that are available:

- Conference Funding- 20 to be granted per guideline timelines- Applications for fall conferences will be live July 1st, Applications for Spring conferences will be live January 1st.
- Halifax City Local Student Bursary- 10 drawn in June. Applications will be live April 1st.
- Member Project Grant- 10 to be awarded in total- Applications due in October and in March.
- Truth and Reconciliation Project Grant- Applications due in May- 5 awarded in June
- Disrupting Anti-Black Racism Project Grant- Applications due in November - 5 to be awarded in December

Conference Funding

The Halifax City Local provides additional funding for National/International conferences. You can apply for up to \$750 of additional funding.

Eligibility:

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.

1. All correspondence with the PD Committee will be via halifaxcitypd@nstu.ca
2. All emails and inquiries must come from a non-employer email account. Emails from **HRCE** or **GNSPES** will not receive a response.
3. Conference funding applications for conferences that have an **end date** between August 1st, 2024 and February 28th 2025, will be accepted as of the 1st of July 2024.
4. 20 seven hundred and fifty dollar (750) 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.
5. Conference funding applications for conferences that have an **end date** between March 1, 2025 and July 31, 2025 will be accepted the 1st of January 2025.
6. Should funds be exhausted, a waitlist will be maintained for conferences occurring between March 1st and July 31st 2025.
7. Members must apply for HRSB-NSTU Article 60 Professional Development Conference funding before applying to this committee (unless their Article 60 funds are depleted)
8. Applications are available on the Halifax City Local PD website: (<https://sites.google.com/view/halifax-city-local-pd/home>)
9. The applicant will receive notification of approval including a reimbursement form, an approval email. Please keep a copy of this email for your records.
10. If an approved applicant cannot participate or attend a conference, they must notify the PD Committee Chair via email **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.
11. The provided reimbursement form, that was sent with your acceptance email, must be submitted with your original receipts. **You will have one chance to complete this properly.**
12. Original itemized receipts (no credit card or debit slips) must be submitted along with the reimbursement form no later that **four (4) weeks** after the event or the funds will be reallocated to another member.
13. A copy of the registration must be included as proof of conference attendance (even if it is not being claimed).
14. DO NOT claim any expenses already provided for by the Article 60 fund. An attempt to “double dip” will result in a denial of funds. On the reimbursement form you will need to identify what you claimed through article 60 and provide copy of your receipts.

Conference Funding continued

1. Please note that, for reconciliation purposes, proof of exchange rate must be provided at the time of payment. (credit card/debit statement)
2. All accommodation/transportation receipts should be in the name of the applicant. If sharing expenses please provide a letter signed by all parties involved indicating the cost breakdown.
3. Transportation reimbursement needs to be for reasonable travel/car rental. Ex. from airport to accommodations and back, accommodations to conference and back, to and from food establishments at a reasonable distance.
4. Food reimbursement will be claimed by per diem, either through NSTU or Article 60. The per diem for NSTU is Breakfast \$11, Lunch \$13, Dinner \$30 for a total of \$54.00 Canadian.
5. Reimbursement cannot be provided for alcoholic beverages that are purchased with meals.
6. Under no circumstance will a conference be funded without pre-approval.
7. The applicant assumes **full responsibility** to meet the deadlines and ensure all documentation is completed in its entirety and submitted to the Local PD committee by the appropriate deadline.
8. **The VP of Professional Development works as a full-time teacher and will check emails at least once a week. Due to high interest and limited preparation time, applicants have one opportunity to submit applications and reimbursement forms electronically. Your understanding and cooperation are appreciated.**

Halifax City (Gil Oikle) Student Bursary

The Halifax City Local NSTU awards 10 student bursaries, in the amount of \$500.00 each, to children of teachers/members of the Halifax City Local. The winners will be selected at the AGM through a random draw.

- Students parent/guardian must be a member of the Halifax City Local
- Student will be enrolled in a post-secondary institution for the coming academic school year (2025/2026).
- Student must provide proof of enrolment
- Student may only receive the bursary once per degree
- Bursary will be paid via cheque, in the student's name. Please ensure mailing address is correct on application.
- **Applications will open April 1st. Deadline for application is May 31st, 2025.**

Please note: Should a student bursary be awarded, additional information will be required before funds can be released. Once the information is received and verified, then cheques will be written and sent out. If proof of enrolment and payment is not sent in, but the designated day, funds will be sent to alternates.

A letter of acceptance into a program is not sufficient proof of enrolment. Usually we accept a photocopy or picture of the student's ID card, verification of course enrolment or a letter from the institution.

Member Project Grants

The Member Project Grant is for members who are looking to enrich their professional practice or student learning via an innovative project. This grant is to support the purchase of resources required to realize this goal when funds are not available by any other means (ex. Book bureau, instructional budget, or capital funding).

1. One application per member per school year. This includes, permanent, probationary and term teachers. **This grant will only be awarded to a project of the same school year.** (if your application is not approved for other grants, you can reapply)
2. **5** grants will be awarded in the Fall and **5** will be awarded in February
3. Individual teachers must make applications. (one name per application)
4. Preference will be given to those that have not received a "project grant" within the last two years
5. Preference will be given to projects of non-consumable nature
6. Teachers may request a maximum of \$350.00 to fund a project in part or in whole
7. Applicants must be members of the Halifax City Local
8. The resources purchased for the project remain the personal property of the member who was granted the award
9. Any changes to the proposal must be approved prior to the distribution of funds.
10. Application must be received by the deadline and be filled out in their entirety to be considered.
11. This grant is reimbursed. Teachers must send in itemized receipts to be eligible; all receipts are kept on file. Receipts must be received with in **6 weeks** of grant approval or the grant will be re-distributed to a member on the waiting list.
12. **Truth and Reconciliation grants** will need to focus on Truth and Reconciliation and/or other topics focused on Indigenous People in Canada. There will be 5 grants awarded on June.
13. **Disrupting Racism grants** will need to focus on Anti-Black Racism education. There will be 5 grants awarded in December.

Special Considerations:

Resources that can be purchased from the Nova Scotia School Book Bureau will not be funded.
Please check the website at: (<https://w3apps.ednet.ns.ca/nssbb/default.asp>)

This grant will not cover workshops, honoraria, or conference fees. It cannot be used for substitute coverage. Please refer to Article 60 Conference Funding or the Article 60 In-service Promotion Grant should funds for such items be required (found on myHRSB). You are encouraged to consider alternate sources of funding such as the NSTU Provincial Grants like PDAF or Sheonorail for projects with a major cost (www.nstu.ca).

ALL APPLICATIONS MUST BE RECEIVED via Google Form BY:
Fall grant: October 27, 2024 @ 4:00pm
Disrupting Anti-Black Racism grant: November 24, 2024 @ 4:00pm
Spring grant: March 27, 2025 @ 4:00pm
Truth and Reconciliation grant: May 16, 2025 @ 4:00pm

Please submit application forms via email. Refer applications or questions to: The Halifax City Professional Development Committee at halifaxcitypd@nstu.ca