

# Professional Development Fund Guidelines

August 1, 2025 - July 31 2026

The VP of Professional Development works as a full-time teacher and will check emails weekly. Please be aware that applicants will have one opportunity to submit applications and reimbursement forms electronically. Your understanding and cooperation are appreciated.

## Quick reference info:

VP of Professional Development - Lindsay MacLellan - [halifaxcitypd@gmail.com](mailto:halifaxcitypd@gmail.com).

**\*\* Any communication with employer provided emails (HRCE and GNSPES) will be deleted without response.**

## 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 found on the website. Here is a list of what is available:

- Conference Funding: 20 to be granted on a first come first serve basis during each of the guidelines timelines.
  - [Applications for Fall conferences](#) will be live July 1st.
  - [Applications for Spring conferences](#) will be live January 1st.
- Halifax City Local Gil Oickle Student Bursary: 10 drawn at the June AGM. Applications will be live April 1st.
- Member Project Grants:
  - [Fall grant](#): October 30, 2025 @ 4:00pm
  - [Truth and Reconciliation grant](#): September 30, 2025 @ 4:00pm
  - [Disrupting Anti-Black Racism](#) grant: November 27, 2025 @ 4:00pm
  - [Spring grant](#): March 31, 2026 @ 4:00pm

## Conference funding

The Halifax City Local provides additional funding for National and/or 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.

1. All correspondence with the PD Committee will be via [halifaxcitypd@gmail.com](mailto:halifaxcitypd@gmail.com)
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, 2025 and February 28th 2026, will be accepted as of the 1st of July 2025.
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, 2026 and July 31, 2026 will be accepted the 1st of January 2026.
6. Should funds be exhausted, a waitlist will be maintained for conferences occurring between March 1st and July 31st 2026.
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).  
\*\*Please ensure that you use ALL your Article 60 funds before you submit your receipts to the Local.
8. Applications are available on the Halifax City Local website
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.

## **Distribution of funds:**

1. **How to claim:** A Google Form will be sent to you when you are awarded a grant to submit your reimbursement information.

- All correspondence will be with [halifaxcitypd@gmail.com](mailto:halifaxcitypd@gmail.com).
- Please use the provided reimbursement Google Form (this was sent with your acceptance email).
- A copy of the registration must be included in your package as proof of conference attendance.
- Ensure that you attach original itemized receipts (no credit card or debit slips) and your proof of exchange rate if spent in foreign currency. Scan this paperwork in one

document and send it to [halifaxcitypd@gmail.com](mailto:halifaxcitypd@gmail.com).

- Please scan a copy of your Article 60 package in a separate document and send it to [halifaxcitypd@gmail.com](mailto:halifaxcitypd@gmail.com).
- 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 a copy of your receipts.

**\*\* You will have one chance to complete this properly. \*\***

## **2. Things you can claim:**

- Registration: A copy of the registration **must** be included in your package as proof of conference attendance (even if it is not being claimed through the Local).
- Travel: Please include your flight itinerary with your receipt.
- Accommodation: Receipts must be in the name of the applicant.
- Ground Transportation (Taxi, Uber, car rental): Reimbursement needs to be for reasonable travel/car rental. Ex: from airport to accommodations and back, accommodations to conference venue and back, to and from food establishments at a reasonable distance.
- Food: Meals will be claimed per diem either through Article 60 or Halifax City Local. The per diem NSTU rate is: Breakfast - \$12, Lunch - \$18, Dinner - \$30, for a total of \$60 CAD
- There is no reimbursement for any alcoholic beverages
- If sharing expenses, please provide a letter signed by all parties involved including the cost breakdown as well as your receipts.

## **3. Timeline:**

- You must complete the Google Form and send your along with the reimbursement form no later than **four (4) weeks** after the event or the funds will be reallocated to another member.
- If an approved applicant cannot participate or attend a conference, they must notify the PD Committee Chair at [halifaxcitypd@gmail.com](mailto:halifaxcitypd@gmail.com), **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.

The applicant assumes full responsibility to meet the deadlines and ensure all documentation is completed in its entirety and submitted to the Halifax City Local PD Committee by the appropriate deadlines.

**\*\* Under no circumstances will a conference be funded without pre-approval.**

Please remember that the VP or Professional Development and the Committee members work as full time teachers. Applicants will have one opportunity to submit their reimbursement packages. Please don't hesitate to send any questions about your submission to [halifaxcitypd@gmail.com](mailto:halifaxcitypd@gmail.com) to avoid mistakes.

## **Halifax City Local Gil Oickle Student Bursary**

The Halifax City Local awards 10 student bursaries in the amount of \$500 each to children of members in the Halifax City Local. The winners will be selected at the AGM in June through a random lottery draw.

### **Eligibility:**

- 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 (2026-2027).
- 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 that the mailing address is complete and correct on the application.
- Applications will open April 1st. The deadline for applications is May 31st 2026.

### **Additional Information:**

- Should a student bursary be awarded, additional information will be required before funds can be released. Once this information is received and verified cheques will be generated.
- If student decides not to attend post-secondary, please advise [halifaxcitypd@gmail.com](mailto:halifaxcitypd@gmail.com).
- If proof of enrollment and proof of payment is not received by the designated day, funds will be allocated to alternates.
- An acceptance letter is not sufficient proof of enrollment.

## **Member Project Grants**

Member Project Grants 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 (Book Bureau, instructional budget, or capital funding).

### **Things to consider:**

1. Applicants must be permanent, probationary, or term members of the Halifax City Local.
2. Teachers may request a maximum of \$350 to fund a project in part or in whole.
3. Each project requires its own application.

4. The grant is awarded to be used in the same school year.
5. To target some topics that are important to our Local, we will award 5 grants for projects targeting Truth and Reconciliation and Disrupting Racism. The following dates are the deadlines for applications.
  - [Fall grant](#): October 30, 2025 @ 4:00pm
  - [Truth and Reconciliation grant](#): September 30, 2025 @ 4:00pm
  - [Disrupting Anti-Black Racism](#) grant: November 27, 2025 @ 4:00pm
  - [Spring grant](#): March 31, 2026 @ 4:00pm
6. Preference will be given to those that have not received a project grant within the last two years.
7. Preference will be given to projects of non-consumable nature
8. The resources purchased for the project remain the personal property of the member.
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. The grant is reimbursed. Teachers must send in itemized receipts to be eligible; all receipts are kept on file. Receipts must be received within 6 weeks of grant approval or the grant will be re-distributed to a member on the waiting list.

**Considerations:**

- Resources that can be purchased from the Nova Scotia School Book Bureau will not be funded. Please check the website at: ([NS Book Bureau](#))
- This grant will not cover workshops, honoraria (with the exception of; for guest speakers or presenters for the Anti-Racism or Truth and Reconciliation Grants). It cannot be used for substitute coverage or conferences. Please refer to Article 60 Conference Funding or the Article 60 In-service Promotional Grant should funds for such items be required (found on ViewPoints). You are encouraged to consider alternate sources of funding such as the NSTU Provincial Grants like PDAF or Sheonorol for projects with a major cost. ([NSTU](#)).

**Deadlines: ALL APPLICATIONS MUST BE RECEIVED via Google Form BY:**

- [Fall grant](#): October 30, 2025 @ 4:00pm
- [Truth and Reconciliation grant](#): September 30, 2025 @ 4:00pm
- [Disrupting Anti-Black Racism](#) grant: November 27, 2025 @ 4:00pm
- [Spring grant](#): March 31, 2026 @ 4:00pm