



P206 Grant-in-Aid



Rationale

Grant in Aide is intended to assist members with costs associated with professional development registration fees and/or lodging during such opportunities. It is not intended to pay complete costs.

Policy

1. GIA is made available to support individual professional development when
 - 1.1. other funding from the school jurisdiction is not available, and;
 - 1.2. the PD request is made by the individual member.
2. Acceptable Expenses
 - 2.1. Professional development registration fees, and;
 - 2.2. lodging outside the boundaries of the school jurisdiction during PD.
3. Application Process
 - 3.1. Applicants must complete the GIA Application Package (Appendix 1).
 - 3.2. Applicants must email the completed GIA Application Package to the Local Treasurer.
 - 3.3. Applications that do not meet the requirements of the GIA Application Package will not be considered.
 - 3.4. The Local Treasurer must receive all applications for GIA by no later than May 15th of the current school year in order to be considered.
 - 3.4.1. GIA claims for PD attended after May 15th should be submitted for payment in the following school year.
4. Payment of GIA
 - 4.1. Review and approval of GIA claims is the responsibility of the Local Treasurer.
 - 4.2. Distribution of Funds
 - 4.2.1. Cheques will be distributed at the AGM.
 - 4.2.2. In the event a member is not present at the AGM to receive payment, Regional Vice-Presidents will hold the cheque until such time as the member can claim it from them.
 - 4.3. The maximum payout for a GIA is \$250.00 per member per school year.



P206
Grant-in-Aid



5. Prorating of GIA
 - 5.1. If the total amount of applications for GIA exceeds the budgeted amount, all claims will be prorated equally.
6. Exclusions
 - 6.1. International conferences
 - 6.2. Coaching clinics
 - 6.3. Beginning Teachers' Conference
 - 6.4. Teachers' Convention
 - 6.5. ATA Institute
 - 6.6. Mileage
 - 6.7. Any professional development in which costs have been paid and/or reimbursed by the school jurisdiction.



P206
Grant-in-Aid



Appendix 1

Please be sure to review Policy 207 (Grant-in-Aid) before beginning your application.

Northern Lights Local #15 Grant-in-Aid Package	
PERSONAL INFORMATION	
Delegate Name:	School:
Phone:	Home Address:
CONFERENCE INFORMATION	
Conference:	Conference Location:
Date(s) of Conference:	
EXPENSE CLAIM	
1 Day Conference (Max Claim \$100.00)	\$ _____
2 Day Conference (Max Claim \$150.00)	\$ _____
3 Day Conference (Max Claim \$200.00)	\$ _____
4 (or more) Day Conference (Max Claim \$250.00)	\$ _____
CHOOSE ONLY ONE OF THE ABOVE	
GIA CHECKLIST	SIGNATURES
= Form Complete = Receipts Attached = Signatures Complete	Delegate: _____ Principal: _____
OFFICE USE ONLY	
Notes:	
Amount Claimed: \$ _____ Amount Approved: \$ _____ Authorization: _____	