

NOVA SCOTIA TEACHERS UNION CONFERENCE GRANT APPLICATION



INFORMATION SHEET

Purpose:

Conference Grants (excluding Professional Associations Conferences) are provided to support members wishing to attend conferences for the purpose of professional learning.

Eligibility:

1. In order to assist the greatest number of Members, individual Grants will be limited to **up to** six-hundred dollars (\$600). No individual shall receive more than one Conference Grant in any two (2) consecutive school year period. **Conference offerings may include in-person or online conferences.**
2. Grants are awarded to cover legitimate conference expenses. Individuals are encouraged to seek funding from alternate sources; only legitimate conference expenses not covered by other sources will be covered by this Grant. To be clear, an individual should not make a profit (funding from all sources greater than expenses) by the awarding of this Grant.
3. Applications should be received and reviewed prior to the conference occurring.
4. The Professional Development Committee will annually review and set the rubric for bestowing these Grants with priority being given to conference grant applications.
5. Grant applications will be reviewed three (3) times per year (fall, winter, and spring). Application deadlines are 4:00 p.m. on the first Wednesday of October, January and March.

Application Process:

1. Applications must address all items, in sequence using this form. **Typed applications are preferred.** The application form may also be obtained from the NSTU office, your local VP-PD, School Rep.
2. Provide full names on the application in lieu of acronyms.
3. Recipients of Conference Grants are required to submit a typed report to the Professional Development Committee of the NSTU upon completion of the conference. The grant will be paid upon receipt of the report. The report becomes the property of the NSTU and may be made available to the membership through the NSTU Web site.

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Selection Process:

1. Grants are awarded by the Provincial Executive upon recommendation by the Provincial Professional Development Committee.
2. The PD Committee shall vet applications according to the following criteria:
 - How the conference will support the achievement of your professional learning goals
 - **Special consideration may be given to a teacher new to the profession**

Deadlines:

Grants shall be given three times a year. Applications must be received at the NSTU Central Office on/or before 4:00pm on the **first Wednesday of October, January and March**

Reporting:

Funds will be awarded upon receipt of:

1. a typed report of the conference to be housed on the NSTU website;
2. proof of attendance
3. Receipts indicating expenses incurred and funding received from other sources. *Scanned copies of original receipts are acceptable if originals are required through Article 60.*

If approval is made **prior** to attendance at a conference, the report and summary are due **within 30 days of conference completion.**

If approval is made **after** conference completion, the report and summary are due within **30 days of notification of approval.**

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APPLICATION FORM

DEADLINE:

APPLICATIONS MUST BE RECEIVED AT THE NSTU CENTRAL OFFICE **ON/OR BEFORE 4:00PM ON THE FIRST WEDNESDAY IN OCTOBER, JANUARY & MARCH. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

PART A: BACKGROUND INFORMATION

Name: _____

MAILING ADDRESS: _____

POSTAL CODE: _____

SCHOOL: _____ NSTU LOCAL: _____

TEACHING ASSIGNMENT: _____

PHONE NUMBERS:

SCHOOL: _____ HOME: _____

NON-EMPLOYER EMAIL _____

TOTAL YEARS TEACHING EXPERIENCE IN N.S. _____

PROFESSIONAL NUMBER: _____

PART B: CONFERENCE DESCRIPTION

NAME OF CONFERENCE: _____

DATES OF CONFERENCE: _____

LOCATION OF CONFERENCE: _____

HAVE YOU ATTENDED THIS CONFERENCE BEFORE?

☐ YES: IF YES, SPECIFY YEAR(S) ATTENDED : _____

☐ NO

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PLEASE PROVIDE THE FOLLOWING INFORMATION, INCLUDING AS MUCH DETAIL AS POSSIBLE:

Description of conference:
Outline your professional learning goals and how attendance at this conference will support your achievement of these goals.

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ESTIMATED COST:

If you are working from a computer that has Microsoft Excel, please double click on the table below.

Expense	Amount
Registration	
Travel	
Accommodations	
Meals	
TOTAL	\$ -

LIST OTHER SOURCES OF REVENUE:

Amount applied for: _____

Amount granted: _____

Have you received a Conference Grant within the last two years?

☐ YES

☐ NO

I hereby certify that the above information is correct to the best of my knowledge.

DATE: _____

SIGNATURE: _____

EMAIL OR MAIL TO:

appl@nstu.ca

ATTN: CHAIRPERSON

PROVINCIAL PROFESSIONAL DEVELOPMENT COMMITTEE NOVA SCOTIA TEACHERS UNION
3106 JOSEPH HOWE DRIVE
HALIFAX, NOVA SCOTIA B3L 4L7