

NOVA SCOTIA TEACHERS UNION CONFERENCE GRANT APPLICATION



INFORMATION SHEET

Purpose:

Conference Grants (excluding Professional Associations Conferences) are provided to support **active and reserve** 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.

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 within 6 months of the conference (having) occurred/occurring.

4. The Professional Development Committee will annually review and set the rubric for bestowing these Grants.

5. Grant applications will be reviewed TWO (2) times per year (fall and spring). Application deadlines are 4:00 p.m. on the first Wednesday of October and May. Conference must have occurred/will occur within 6 months of the application date.

Application Process:

1. Applications must address all items, in sequence using **the current version of 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
 - One grant in each round will be recommended for a member who identifies as being from an Equity Deserving group as defined in the final report from the [Ad-Hoc Committee on Equity Seeking Members](#).
 - Special consideration may be given to a teacher new to the profession

Deadlines:

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

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.*

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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 & MAY. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. CONFERENCE MUST HAVE OCCURRED/BE SCHEDULED TO OCCUR WITHIN 6 MONTHS OF THE APPLICATION DATE.**

PART A: BACKGROUND INFORMATION

Name: _____

☐ By checking this box, you affirm that you identify as Equity Deserving.

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