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***Professional Growth Subsidy (PGS) Fund***

***Workshop/Conference Application & Approval Memo***

**Effective: September 1, 2023 - August 31, 2024**

*I am applying for workshop/conference funding for (please check the appropriate box):*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Virtual Funding    $500.00 | In-City Funding    $800.00 | In-Province Funding    $1,200.00 | Funding While on Leave    $800.00 | Out of Province Funding    $2,000.00 | Guest Teacher Funding    $800.00 |

*Note: If you are applying for tuition, please use the Tuition form found at* [*www.atalocal55.ca/funding*](http://www.atalocal55.ca/funding)*.*  Please refer to PGS Guideline regarding access to PGS/PIF within the same traditional school year and for eligibility timelines on applying for conferences, workshops, or tuition.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Name: |  | | | | | | | | I am a Guest Teacher  I am on Leave | Yes  No  Yes  No |
| 2. | School: | |  | | | | Email: | |  | | |
| 3. | On Leave only: Home Address/Phone | | | | |  | | | | | |
| 4. | Name of Conference: | | |  | | | | | | | |
| 5. | Conference Sponsor: | | | |  | | | | | | |
| 6. | Location of Conference: | | | |  | | | | | | |
| 7. | Conference Dates: (as per Conference Agenda): | | | | | | |  | | | |

***Applications will not be accepted earlier than 5 months prior to the start of the conference. All applications must be received by email to be accurately date-stamped.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 8. | You are applying for funding in: | | Segment I (Sep – Nov)  Segment II (Dec – February)  Segment III (March – May)  Segment IV (June – August) | | | | |
| 9. | This conference is within your: | | teaching assignment  extra-curricular/coaching  none of the above – Please provide rationale on a separate paper | | | | |
| 10. | Dates and times, you will be in attendance at the conference: | | | | | Dates: | |
| 11. | Depart Calgary: | Click or tap to enter a date. | | Time: Click or tap here to enter text. | | | AM  PM |
|  | Arrive Calgary: | Click or tap to enter a date. | | Time: Click or tap here to enter text. | | | AM  PM |
|  |  | | | | | | |
| COVERAGE FOR DAYS YOU WILL BE ABSENT FROM YOUR WORK ASSIGNMENT  Note: Maximum of two (2) days will be granted from PGS. Any additional time must be requested using the appropriate Collective Agreement Leave Process – See PGS Guidelines | | | | | | | |
| Please specify the number of days you will be absent from your regular work assignment.  0  0.5  1  1.5  2  2+ | | | | | | | |
| I work FTE 1.0 – Full-Time and I will use the following:  PGS Fund:  No Sub  .5 day  1 day  1.5 days  2 days (maximum)  Other Days:  Unspecified Day(s)  Teacher Leave  Personal Leave  Other | | | | | I work FTE 0.5 – Part Time and will use the following:  PGS Fund:  No Sub  1 half day  2 half days (max)  Other Days:  Unspecified Day(s)  Teacher Leave  Personal Leave  Other | | |
|  |  | | | |  | | |
| REQUIRED SIGNATURES | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s Signature Date | | | | | As a courtesy, each application requiring an absence from regular assignment (school-based or non-school based) should be signed by your appropriate administrator /supervisor to indicate their knowledge of your request.  Signature of Administrator | | |
| FOR OUT OF PROVINCE APPLICATIONS ONLY: APPROVALS GRANTED AT REVIEW MEETING BY: | | | | | | | |
| Professional Growth Subsidy Committee Chair | | | | | Superintendent, Personnel Services, CSSD | | |

***Committee Meeting Dates for 2023-2024***

***will be held the first Wednesday of every month as follows***:

**2023:** September 6th, October 4th, November 1st, December 6th

**2024:** January 10th, February 7th, March 6th, April 3rd, May 1st , June 5th

*Applicants may apply for virtual/in-city/in-province funding once per traditional calendar year. Applicants who have received out-of-province funding are restricted from applying for* ***any*** *PGS funding for the following traditional calendar year.*

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| --- | --- | --- | --- | --- | --- | --- |
| 1. | Some Additional PGS Information to assist you in completing your application. Please review Guidelines (found at [www.atalocal55.ca](http://www.atalocal55.ca) > funding for further information) | | | | | |
|  | (a) | | Current guidelines for the Professional Growth Subsidy Fund should be posted in your staff room or be available from your CSR and are on the website ([www.atalocal55.ca](http://www.atalocal55.ca)). The guidelines answer most questions relating to eligibility, amount of grant, terms of reimbursement, etc. | | | |
|  | (b) | | Applications are reviewed monthly on the first Wednesday of the month (from September through June) and therefore must be submitted and received via email no later than **five (5) working days** prior to the PGS Committee meeting date (first Wednesday of the month). Out-of-Province applications are restricted by Board Policy. | | | |
|  | (c) | | Applications for all out-of-province summer conferences must be received no later than 5 **working days** prior to the PGS June meeting (first Wednesday of the month) to allow for processing prior to the end of the school year. Applications received after this date cannot be considered for funding until the following month. | | | |
|  | (d) | | You will receive a written reply, either granting or rejecting your request. | | | |
|  | (e) | | Funds are paid only after the completed Conference Receipt Submission Form (found at [www.atalocal55.ca/funding](http://www.atalocal55.ca/funding)) has been completed and returned with detailed receipts via email. These documents must be submitted via email to [pgs@ataloc55.ab.ca](mailto:pgs@ataloc55.ab.ca) within two (2) months of the conference. Registration and accommodation receipts must bear the name of the applicant. Kilometrage is not covered but gas receipts are an approved expense. If you are splitting expenses with another attendee, please ensure that all names are on the receipts. If there are extenuating circumstances that preclude you from submitting in the time as laid out, please contact the PGS@ataloc55.ab.ca. Please allow **approximately four (4) weeks for processing your reimbursement**. When a teacher is allocated conference support, it is strictly for that conference and that conference only. Any changes or adjustments must be approved, in writing in advance of the conference at the monthly PGS meeting. | | | |
|  | (f) | | In the interest of equitable sharing, the Committee may restrict the total number of subsidies or the amount of grant dollars to any single conference at any time. Please see PGS Guideline at [www.atalocal55.ca/funding](http://www.atalocal55.ca/funding) . No more than twelve (12) employees from District school-based staff may attend the same out-of-province workshop/conference, without the prior approval of the **Director, Human Resources**. No more than three (3) participants to any conference, convention or seminar are to be school-based staff employees from the same school or worksite. Please see guidelines for details. | | | |
| 2. | For your budgeting assistance you can use the following chart to estimate your costs. | | | | | |
|  |  | (a) | | Conference registration/membership: | | $ |
|  |  | (b) | | Airfare: | | $ |
|  |  | (c) | | Accommodation: | | $ |
|  |  | (d) | | Miscellaneous Transportation (kilometrage is not paid, but gas receipts are honored) | | $ |
|  |  | (e) | | Meals ($40.00 In-city,$100.00 In-Province, $120.00 CAD per day Out-of-Province). | | $ |
|  |  |  | | | APPROXIMATE TOTAL | $ |
| Reimbursements: ONLY original scanned receipts will be accepted for the following: conference registration, airfare, hotel/motel, travel - to/from conference including taxis, bus, shuttles, vehicle rentals, gas receipts (kilometrage is not paid but gas receipts are honoured), accommodation and food/meals. Please note alcohol, long-distance phone calls and COVID testing are expenses that are not reimbursed under PGS Guidelines. All receipts must be itemized (including meal receipts) and dated. Registration, accommodation, and airfare receipts must bear the name of the applicant. If you are splitting expenses with another approved applicant(s), ensure that all name(s) are on the receipts. If receipts reflect a foreign currency, attendees should submit their itemized credit card receipt to justify the exchange rate utilized. If not provided, the PGS Administrative Assistant will utilize an averaged exchange rate. Receipts must be submitted with the PGS Evaluation/Receipt submission form (found at [www.atalocal55.ca/funding](http://www.atalocal55.ca/funding)) within two (2) months of conference date(s). No reimbursement will be issued without proof of attendance to conference (typically conference name badge). | | | | | | |
| 3. | Please Note: Conference overview (conference-at-a-glance) showing a detailed schedule is a mandatory requirement and must accompany this application. Without confirmation of conference dates and times including details of workshops/sessions – speakers and times, the approval of your application will be delayed. ATA Specialist Council Workshops are the exception to this requirement. | | | | | |
| 4. | Please attach a written detailed rationale if required according to parameters as laid out in Question #9. | | | | | |
| 5. | Conferences held during Teacher’s Convention require permission to be granted in writing from ATA Provincial at <https://ATA.smapply.ca> for the PGS Committee to approve the application. A copy of the **approval** is required to be attached to the application prior to application consideration. | | | | | |
| 6. | Waiver Agreement:  Should any unforeseen circumstance prevent the applicant from returning to their job assignment as scheduled, neither the Calgary Catholic Teachers’ ATA Local 55 nor Calgary Catholic School District agree to bear any additional costs except as expressly indicated in the approval letter.  Any leaves beyond those approved in this application must be requested and approved by the appropriate Collective Agreement process. Most leaves can be requested through “HR self –service” (e.g. Teacher Leave (Clause 12.1 of the Collective Agreement), Unspecified Leave (12.3), or Personal leave (12.2). Approval must be granted by the District. | | | | | |

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| **APPLICATION CHECKLIST** |

Please use the following checklist to ensure your application contains the following information to be considered complete:

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| --- | --- |
| 1. | Applications must be accompanied by a copy of a conference overview/schedule, conference-at-a-glance document or typed letterhead from the conference organizer including a listing of speakers, times, dates and topics of conference/workshop the applicant is attending. If you are attending an ATA Specialist Council Workshop or Conference, this requirement can be waived.  Proof of attendance will be required with receipts before reimbursement will take place (eg. A copy of your conference badge). |
| 2. | Rationale pertaining to question #9 of the application on separate paper (only needed if applicable) |
| 3. | Signature of appropriate administrator/supervisor (as a courtesy) |
| 4. | Signature of applicant |
| 5. | Scan and send completed form with attachments, to [pgs@ataloc55.ab.ca](mailto:pgs@ataloc55.ab.ca) with sufficient time for processing. Please remember PGS cannot accept any applications **prior to 5 months** from the start of the conference and Out-of-Province applications for Committee Review must be received at least **5 working days** prior to the committee meetings to be considered. |
| 6. | Please ensure you are using the form for the current school year. |
| Note: Applications received prior to the 5 month approval period will be returned to the applicant with instructions to resubmit. Incomplete applications may be returned by to the applicant.  Upon re-submission to the Professional Growth Subsidy Fund, the new date-stamp will determine the order in which your application will be processed. | |
| Please return this completed form, with the required documentation scanned to ATA Local 55 PGS Committee at [pgs@ataloc55.ab.ca](mailto:pgs@ataloc55.ab.ca)  For questions regarding funding call: 403 265-2678 | |