Logo, company name

Description automatically generated ***Professional Growth Subsidy Fund***

*In City/In Province & Virtual Application Form*

Calgary Catholic Teachers ATA Local #55

**Effective: September 1, 2021 to August 31, 2022**

*Please refer to Guideline C-17 for eligibility timelines on applying for conference, workshops or tuition.*

*In City funding: $500; In Province funding: $700; Virtual: $500.00*

***Note: If you are applying for tuition please use the Tuition form T-1.***

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| --- | --- | --- | --- | --- | --- | --- |
| 1. | **Name:** |  | | | | |
| 2. | **School:** |  | | | | |
| 3. | **If on Leave: Home Address/Phone** | | | |  | |
| 4. | **Name of Conference**: | |  | | | |
| 5. | **Conference Sponsor**: | | |  | | |
| 6. | **Location of Conference**: | | |  | | |
| 7. | **Conference Dates: (**as per Conference Agenda**):** | | | | |  |

Segment 1**:** September-November; Segment 2**:** December-March; Segment 3**:** April-June; Segment 4: July-August. **Note**: If your conference start-date falls within a segment, the designated funds for that segment apply.

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| 8. | This conference is within your: | | teaching assignment  extra-curricular/coaching  none of the above - Rationale required on separate paper | | | | | | |
| 9. | Dates and time(s) you will be in attendance: | | | | | Click or tap here to enter text. | | | |
| 10. | Depart Calgary: |  | | | Time: | | AM  PM | | |
|  | Arrive Calgary: |  | | | Time: | | AM  PM | | |
| 11. | Please specify the number of days you will be absent from your regular assignment.  **Note***:* *Maximum of two (2) days from PGS. Additional time must be requested and approved by the appropriate Collective Agreement process (see PGS Guideline* ***C-12****).* | | | | | | | 1  2  3  > 3 | |
| 12. | Mostschool-based personnel require substitute time if they are to be absent during regular school hours. Please check one of the following: | | | | | | | |
|  | ***FTE- Full Time*:** No Sub required  .5 day  1 day  1.5 days  2 days (Max) | | | | | | | |
|  | ***FTE- Half Time:*** *1 half day* *2 half days* | | | | | | | |
| 13. | As a courtesy, each application requiring an absence from regular assignment (school-based or non-school based) should be signed by your appropriate administrator to indicate his/her knowledge of your request. | | | | | | | |
| 14. | Administrator Signature (as a courtesy) | | |  | | | | |

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| 15. | | | Pleaseread the following before phoning for information: | | |
|  | | | a) | Current guidelines for the Professional Growth Subsidy Fund should be posted in your staff room, are available from your CSRand 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 must be submitted to the Professional Growth Subsidy administrative assistant no later than *14 working days* prior to the conference. This will allow adequate time for processing. | |
|  | | | c) | You will receive a written reply either granting or rejecting your request. | |
|  | | | d) | Funds are paid only after a completed **Evaluation/Receipt Submission Form** has been returned with the original receipts as well as a photocopy of all loose receipts. These documents must be submitted to the Professional Growth Subsidy Administrative assistant within *two (2) months* of the conference. Please allow approximately four weeks for processing your reimbursement. When a teacher is allocated conference support, it is strictly for that conference and that conference only. | |
|  | | |  | **Reimbursements**: **ONLY** Original receipts will be accepted for the following: conference registration, airfare, hotel/motel, travel (to/from conference including taxis, bus, shuttles, gas and rentals etc.), accommodation and food. **Please note alcohol, and long-distance phone calls are expenses that will not be reimbursed**. All receipts must be itemized and dated. Registration, accommodation and airfare receipts must bear the name of the applicant. If you are splitting expenses with other approved applicant(s), make sure that all names are on the receipts. These receipts must be submitted with the PGS Evaluation/Receipt submission for within two (2) months of conference date(s). If there are extenuating circumstances, please contact the PGS Administrative Assistant. | |
|  | | | e) | In the interest of equitable sharing, the Committee has restricted the total number of subsidies to any single in-city/in-province conference to 30*.* | |
|  | | | f) | Overnight accommodation will be an acceptable expense based on:   1. if an in-province conference begins at 8:00 am or earlier 2. if the conference location is over 150 km from the Calgary city centre based on the distance in the “Kilometrage Chart” published by the Alberta Teachers’ Association. | |
| 16. | Please Note**:** Photocopies ofconference overview or conference at a glance or typed letterhead from the conference organizer including a listing of speakers, times, dates and topics, must accompany this application. Without confirmation of Conference dates and times, your application will be returned***.*** | | | | |
| 17. | Your Signature: | | | |  |
|  | |  | | | | |
|  | \*\**Faxed applications are not accepted*\*\* | | | | |

**In City/In Province Checklist**

Please use this checklist to ensure that your application is complete before sending it to the Professional Growth Subsidy Administrative Assistant.

In-City/In-Province applications should contain the following information to be considered complete:

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| --- | --- | --- |
|  | 1. | Copy of conference overview or conference at a glance or typed letterhead from the conference organizer.  List of speakers or keynote, times, dates and topics of workshop applicant will be attending.  If conference is in another language: when possible, please provide an English Translation for conference materials.  Proof of attendance is required with receipts before reimbursement will take place***. (i.e. Conference badge or certificate)*** |
|  | 2. | All questions in application filled out |
|  | 3. | Rationale pertaining to question #8 on separate paper **(**if applicable) |
|  | 4. | Signature of appropriate administrator (As a courtesy) |
|  | 5. | Signature of applicant |
|  | 6. | Please ensure you are using the form for the current school year |

**Note:** Incomplete applications will be returned to applicant. Upon re-submission to PGS, a second date stamp will determine the order in which your application will be processed.

* *Applications for Conferences and Tuitions are accepted up to Five (5) calendar months in advance of the conference date.*
* *Applications for out-of-province subsidy must be received no later than 5 working days prior to the PGS committee meeting to be considered at that same meeting. Applications received after the five-day limit will go to the next month’s committee meeting for consideration.*

Return to PGS Admin. Asst. via email: [pgs@ataloc55.ab.ca](mailto:pgs@ataloc55.ab.ca)

Mail: *#340. 6815 – 8th Street N.E., Calgary AB T2E 7H7*

*Pony: PGS – Local #55*

**For questions regarding funding call: 403 265-2678 (to speak with the PGS Admin. Asst.)**

PGS forms are available on the ATA Local 55 Web Site: [www.ataloc55.ab.ca](http://www.ataloc55.ab.ca)