



PROFESSIONAL GROWTH SUBSIDY FUND
 IN-CITY/IN-PROVINCE APPLICATION FORM A-1
 Effective **September 1, 2009 to August 31, 2010**



Complete carefully as incomplete applications will be returned. Please print or type.

Successful out-of-province applicants will be ineligible to access any portion of the regular fund for 2 years from the date of the conference. Applicants who are approved for regular out-of-province funding must wait one full calendar year from the conference start date before accessing the Catholic Enrichment Fund for an out-of-province conference. Applicants who are approved for out-of-province conference from the Catholic Enrichment Fund must wait one full calendar year from the conference start date before accessing the regular fund for an out-of-province conference. However, applicants can access tuition, in-city/in-province conference from the Catholic Enrichment Fund.

1. NAME: _____
2. SCHOOL: _____
 HOME ADDRESS/PHONE (if on leave): _____
 HOME E-MAIL (if on leave): _____
3. NAME OF CONFERENCE: _____
4. SPONSOR OF CONFERENCE: _____
5. LOCATION OF CONFERENCE: _____
6. DATE(S) OF CONFERENCE: (AS GIVEN IN CONFERENCE BROCHURE): _____

© *First segment: September - November inclusive. Second segment: December - March inclusive. Third segment: April - June inclusive. Summer includes July and August conferences only.*

*All other applications for in-city/in-province and tuition must be submitted to the Professional Growth Subsidy Secretary by **June 3, 2009** to allow for processing.*

Note: If your conference start-date falls within a segment, it is funded by the designated funds for that segment.

7. I am applying for funding from: (choose one only). Regular Funding Catholicity Funding
8. This conference is within your: teaching assignment extra-curricular/coaching
 none of the above — RATIONALE REQUIRED
9. Are you applying for/receiving funding or honorarium from any other source? If so, please specify source and amount.

Source: _____ Amount: _____

(If your conference was funded from another source, you must inform the PGS secretary within 1 month of conference completion). Failure to do will result in forfeiture of all funding eligibility for 2 years.

10. DATES AND TIMES YOU WILL ACTUALLY BE IN ATTENDANCE: _____
11. DEPART CALGARY: _____ TIME: _____ AM / PM
 ARRIVE CALGARY: _____ TIME: _____ AM / PM
12. Please specify the number of days you will be absent from your regular assignment. { _____ days }
13. Most school-based personnel require substitute time if they are to be absent during regular school hours. If your application requires substitute time, please check one of the following:
 ½ day 1 day 1 ½ days 2 days (Max)
 2 half days 3 half days 4 half days (Max)
14. 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.

Signature of Appropriate Administrator: _____

15. **PLEASE** read the following before you telephone for information:
- a) Current guidelines for the Professional Growth Subsidy Fund should be posted in your staff room or be available from your C.S.R. *and are on the website, address below.* 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 Secretary at least 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 Conference Evaluation (Form A-2/A-3) has been returned with a copy of the required original receipts. These documents must be submitted to the Professional Growth Subsidy Secretary within ONE month 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!*
 - 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:
 - i). if an in province conference begins at 8:00 am or earlier
 - ii). if the conference location is over 150 km from the city of Calgary based on the distance in the "Kilometrage Chart" published by the Alberta Teachers' Association.
16. **Please Note:** *Photocopies of your Conference Brochure or a detailed Conference Timetable and your completed registration form must accompany this application. Without confirmation of Conference dates and times, your application cannot be processed for approval.*
17. Your Signature: _____

Please return this completed form to:

Professional Growth Subsidy Fund
ATA Local # 55,
Via the "Pony" or 214, 3016 – 5 Ave. N.E.
Calgary, AB T2A 6K4
Phone: 403 265-2678

****FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED****

IN-CITY/IN-PROVINCE APPLICATION CHECKLIST

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

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

- 1. Copy of conference brochure which includes a detailed conference timetable (sometimes referred to as a "conference overview" or "conference at a glance")
- 2. Copy of completed conference registration form.
- 3. Rationale pertaining to question #8 on application (if applicable)
- 4. Signature of appropriate administrator
- 5. Signature of applicant
- 6. Please ensure you are using the form for the CURRENT school year

Incomplete applications will be *returned* to applicant. Upon re-submission to Professional Growth Subsidy Fund, a second date-stamp will determine the order in which your application will be processed.

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Submit your completed application to:

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