

PARKLAND TEACHERS' LOCAL 10 - PROFESSIONAL LEARNING FUNDING GRANT 2025-2026

Parkland Teachers' Local 10 Learning Grant Criteria (Approved February 2025)

1. Application for this funding must use the attached form **and must be submitted at least ONE MONTH PRIOR to the requested event**, to either the Professional Learning Committee (PLC) Chairperson or to the Local President. Executive Officers may choose to review applications submitted within the one month timeframe. Email to: parklandplc@gmail.com
2. Applications will be reviewed by the PLC Committee. Approved applications will be forwarded to Executive Officers for final approval. In the absence of a PLC Committee, the Executive Officers will determine the process for approval.
3. The PLC Committee or the Local President, will reply to each applicant in an email informing the member of the final decision.
4. **The professional learning opportunity should:**
 - Support the member's Professional Growth Plan (PGP), **and/or** related to improving professional practice. The professional learning opportunity
 - i. Can be used for university credit when course relates to the PGP goal
 - ii. Can be used for certification when the certification relates to the PGP goal;
 - iii. Cannot be used for PD that is mandated or directed by the Parkland School Division;
 - iv. Cannot be for or during Teachers' Convention unless pre-approved by the Alternate Convention Committee;
 - v. Cannot be used for CAPITAL purchases – see ATA website for reference;
 - vi. Cannot cover the cost of vaccinations and testing that may be required to travel.
5. Local Executive Members receiving the Local Executive PD Grant are **NOT** eligible for this grant within the same school if it is for the same PD opportunity.
6. Members must include relevant details or a website link about the learning opportunity.
7. Members receiving the *Parkland Teachers' Local 10 Learning Grant* must be employed at a minimum of 0.5 FTE in PSD and have been a PSD employee for a minimum of 2 years to access grant Level 1 (\$600) and a minimum of 5 years to access grant Level 2 (\$1200).
8. Members receiving the *Parkland Teachers' Local 10 Learning Grant* must be willing to serve as a resource for other members in the local. This may include making a presentation/report at a local council meeting, a board meeting and/or during a PSD Professional Development Day.
9. Members must complete a brief written report which is attached to this application - to be submitted along with the final expense receipts. The final report along with receipts can be submitted to parklandplc@gmail.com and cc'd to treasurerparkland@gmail.com
10. Members receiving the *Parkland Teachers' Local 10 Learning Grant* must submit their expense receipts no later than 14 days after the professional learning opportunity.
 - Members must include a breakdown of expenses (travel and accommodation subsistence will be consistent with the going rates of Parkland Teachers' Local 10). No expenses may be claimed for the consumption of alcohol.
 - Members must include sources of funding confirmed and sources of funding being sought (School Professional Development funds, PSD funds, personal, other).
 - **It is our policy to reimburse members only.** Parkland Teachers' Local will not remit payment to Parkland School Division or the PD provider.
11. Parkland Teachers' Local 10 has two levels of funding available for members. Above criteria must be met for either level; members may apply for both levels within a single year, but not for same PD opportunity of which only one may be approved.
 - **LEVEL ONE:** Funds available to each member, once every **two** years of PSD employment, are up to a maximum of 50% of the total cost to a ceiling of **\$600**.
 - **LEVEL TWO:** Funds available to each member, once every **five** school years of PSD employment, are up to a maximum of 50% of the total cost to a ceiling of **\$1200**.

PARKLAND TEACHERS' LOCAL 10 LEARNING GRANT APPLICATION FORM 2025-2026

Have you read the criteria on page 1 of this application and meet the requirements as listed? __yes __no

NAME: _____

HOME ADDRESS: _____

E-MAIL: _____

HOME PHONE/CELL: _____

SCHOOL NAME: _____

SCHOOL PHONE: _____

YEARS OF TEACHING: _____ YEARS AT PSD: _____

CURRENT TEACHING ASSIGNMENT (INCLUDING FTE):

ARE YOU A MEMBER OF A SPECIALIST COUNCIL/S (IF YES, PLEASE NAME):

HAVE YOU RECEIVED A PARKLAND TEACHERS' LOCAL PD/PLC GRANT IN THE PAST?

_____ YES _____ NO

IF YOU ANSWERED YES TO THE ABOVE, WHEN WAS THE GRANT RECEIVED? _____

DID YOU RECEIVE A LEVEL 1 OR LEVEL 2 GRANT? _____

INDICATE WHICH FUNDING LEVEL YOU ARE APPLYING FOR, **you may only apply for one:**

Level One (50% to a maximum of \$600): _____ Level Two (50% to a maximum of \$1200): _____

NAME OF CONFERENCE/WORKSHOP YOU WISH TO ATTEND (include Web link, if available):

WEB LINK:

LOCATION:

DATES:

PLEASE BRIEFLY DESCRIBE HOW THIS PROFESSIONAL LEARNING OPPORTUNITY RELATES TO YOUR PGP AND WILL SUPPORT YOUR PROFESSIONAL PRACTICE:

ARE YOU WILLING TO SERVE AS A RESOURCE TO THE PARKLAND LOCAL #10? This may include making a presentation/report at a local council meeting, a Table Officers meeting and/or during a PSD Professional Development Day. (Note - this is a requirement for this grant)

_____ YES _____ NO

Do you prefer to make your presentation/report at

- ☐ a local council meeting,
- ☐ a Table Officers,
- ☐ PSD Professional Development Day
- ☐ An alternate evening presentation

PLC Grant ESTIMATED Budget: Please put N/A if not applicable to your PD

ITEM	ESTIMATED COST (CAD\$)
Conference/ Workshop Fee	
Hotel (Reasonable accommodation rates)	
Flight (Reasonable airline rates)	
Travel (Based on the total number of roundtrip KM X \$0.69 from the members home directly to the PD location – please provide Google Map or similar image)	
Food (\$20 per meal to a maximum of 3 per day. If meals are included in the registration, please do not claim meal allowance for those meals.)	
Substitute Teacher – (\$227.97 per day and \$113.99 per ½ day with a maximum of three days of sub coverage).	
Additional: 1.	
Additional: 2.	
TOTAL ESTIMATED \$	

Your PLC Grant will be approximately 50% of this estimation to a maximum of Level 1 \$600 and Level 2 \$1,200 (noting actual costs may vary slightly and reimbursement will be based on your ACTUAL costs)

PLEASE LIST ALL ADDITIONAL FUNDING SOURCES BEING ACCESSED FOR THIS PD. Please list all additional funding and the amount. Put a N/A for the amount if funds are NOT available to you for this opportunity. Additional funding may include sources such as other grants or personally funded PD.

SOURCE OF FUNDING	AMOUNT
Your SCHOOL PD FUND	
OTHER (please list)	

Now that you have completed the above, please email your application to parklandplc@gmail.com

If your PD is approved, please complete the following two pages **AFTER** you complete your PD opportunity. Email completed forms to: parklandplc@gmail.com and CC: treasurerparkland@gmail.com

EVALUATION OF CONFERENCE/WORKSHOP

(This form is to be completed within 14 days of the PD opportunity and submitted with receipts.)

NAME: _____

NAME OF CONFERENCE/WORKSHOP and KEY PRESENTERS:

DATE ATTENDED: _____

EDUCATIONAL FOCUS OF THE CONFERENCE/WORKSHOP:

EFFECTIVENESS OF THE CONFERENCE/WORKSHOP and the PRESENTERS:

WOULD YOU RECOMMEND THIS CONFERENCE/WORKSHOP: ___YES ___NO

WOULD YOU RECOMMEND THE PRESENTER(S): ___YES ___NO

PROFESSIONAL LEARNING FUNDING GRANT – Actual Costs Budget 2025-2026

For Office Use Only
Cheque #
Amount \$
Date:

NAME: _____

HOME MAILING ADDRESS: _____

SCHOOL: _____

NAME and DATE OF PD: _____

Grant Level you were awarded: Level 1 ____ or Level 2 ____

PLC Grant ACTUAL COSTS Budget: Receipts are REQUIRED except for KM travel and substitute costs.

ITEM	ACTUAL COST
Conference/ Workshop Fee *Receipt Required	
Hotel *Receipt Required - Reasonable accommodation rates	
Flight *Receipts Required - Reasonable airline rates	
Travel - Mileage (Based on the total number of roundtrip KM X \$0.69 from the members home directly to the PD location – please provide Google Map or similar image)	
Food Receipts Required. (\$20 per meal to a maximum of 3 per day. If meals are included in the registration, please do not claim meal allowance for those meals.)	
Substitute Teacher *No Receipts Required (\$227.97 per day and \$113.99 per ½ day, with a maximum of three days of sub coverage) Sub costs covered by school ☐ OR Sub costs paid for by the applicant ☐	
TOTAL of ACTUAL COSTS	
Amount to be paid by other sources (school, additional grant, etc) Please specify: _____	

Please submit this page, the “Evaluation of Conference/Workshop” page, Google Maps, and all the required receipts within 14 days of the completion of your PD opportunity. Completed forms can be scanned and emailed to parklandplc@gmail.com and treasurerparkland@gmail.com, or mailed to the Parkland Teachers’ Local 10:

Parkland Teachers’ Local 10
P.O. BOX 2030 STATION MAIN
STONY PLAIN AB T7Z 1X6

Once receipts are reviewed, a **PLC GRANT CHEQUE (for 50% of above to a maximum of Level 1 \$600 and Level 2 \$1,200)** will be sent to your home mailing address within 3 weeks. We are pleased to support your PD.