

PARKLAND TEACHERS' LOCAL 10 - PROFESSIONAL LEARNING FUNDING GRANT 2026-2027

Parkland Teachers' Local 10 Learning Grant Criteria (Approved May 2026)

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 a member of the Table Officers, 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 and the certification is relevant to the members current teaching position;
 - 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. Members must include relevant details or a website link about the learning opportunity.
6. 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 member of Parkland Teachers' Local for a minimum of 2 consecutive full school years to access the grant.
7. 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.
8. 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
9. 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.
 - If your PD opportunity requires a substitute teacher, please speak with your administrator in advance to arrange release time or to use personal days (with or without pay). Please note that the Local will not reimburse Parkland School Division for any substitute teacher costs. However, if a substitute is required, the cost of the substitute may still be included in your final cost breakdown for reporting and reimbursement of other expense purposes.
10. Parkland Teachers' Local 10 has one level of funding available for successful applicants.
 - Potential funding is available to each successful applicant once every three calendar school years of PSD employment as a member of Parkland Teachers' Local. Following a successful application, a member is not eligible to reapply until three calendar school years have elapsed. Funding is limited to a maximum of 50% of the total cost, to a ceiling of \$1,000.

PARKLAND TEACHERS' LOCAL 10 LEARNING GRANT APPLICATION FORM 2026-2027

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 AS AN ATA MEMBER IN 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? _____

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.)	
Additional: 1.	
Additional: 2.	
TOTAL ESTIMATED \$	

Your PLC Grant will be approximately 50% of this estimation to a maximum of \$1,000 (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 2026-2027

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.)	
Additional Expense Please Describe and include receipts if necessary:	
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 \$1,000)** will be sent to your home mailing address within 3 weeks. We are pleased to support your PD.