

**APPLICATION FORM**  
**SPECIAL INITIATIVES FUNDING**  
**STAFF DEVELOPMENT FUND**  
**2021-2022**



Calgary Board of Education

**NOTE:** A portion of the Staff Development Fund has been reserved for funding special initiatives projects for 2021/2022.

**TO BE COMPLETED BY PERSON RESPONSIBLE FOR EXPENSES. PLEASE PRINT.**

Surname	Given Names (in full)	Employee Number					
School/Department/Service Unit		Fax					
Email Address		Phone PLUS Extention					

**A. Title and Purpose of Initiative**

*For your application to be considered, please attach a one-page document which summarizes the activity. Please see attached Instructions to Applicants of Application for Special Initiatives Funding .*

**B. Names of Participants**

**C. SUMMARY OF EXPENSES**

Facilitator Fees	\$ _____
Resource Materials	\$ _____
Conference Expenses	\$ _____
Release Time	\$ _____
Other (please describe)	\$ _____
<b>AMOUNT OF FUNDING REQUESTED</b>	<b>\$ _____</b>

**D. Date** \_\_\_\_\_ **Signature of Principal** \_\_\_\_\_

Please return to: Email: [sdf@ata38.ab.ca](mailto:sdf@ata38.ab.ca)

Phone: (403) 262-6616 Fax: (403) 234-9596

## **INSTRUCTIONS TO APPLICANTS FOR SPECIAL INITIATIVE FUNDING**

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1. Review the current Calgary Public Teachers Staff Development Fund Guidelines. A copy of the guidelines and application form can be obtained through:  
  
ATA, Local #38 website: [local38.teachers.ab.ca](http://local38.teachers.ab.ca)
2. Complete the application form and submit it to [sdf@ata38.ab.ca](mailto:sdf@ata38.ab.ca). *The deadline for receipt of submissions is June 15<sup>th</sup> 2022.*
3. Include a one-page summary describing the project; including an outline of the objectives, planned activities, as well as expected results and benefits.
4. Provide a budget which summarizes expenditures and the amount requested from the Staff Development Fund for your project.
5. If funding is approved, a signed authorization indicating amount of funding approved and an Expense Report form will be sent to you (due back by June 15<sup>th</sup> 2022).

***For further information please contact:***  
**STAFF DEVELOPMENT FUND**  
**ATA LOCAL 38**  
**TELEPHONE: (403) 262-6616 EMAIL: [sdf@ata38.ab.ca](mailto:sdf@ata38.ab.ca)**  
**FAX: (403) 234-9596**

### **APPLICATION FOR SPECIAL INITIATIVE FUNDING GUIDELINES:**

- 5.1 A portion of the Staff Development Fund may be reserved for funding special initiatives. The amount shall be determined annually by the Staff Development Fund Advisory Committee but shall never exceed the surplus in the fund remaining at the end of the previous school year.
- 5.2 A special initiative is defined as a professional development activity that has a significant impact on student learning and professional practice, meets the needs of the CBE, and is not covered by other sections of these guidelines.
- 5.3 Application for special initiative funding shall be made to the Staff Development Fund Advisory Committee who shall decide all matters related to the application, including the funding amount.
- 5.4 Funds granted for special initiative projects will not affect individual funding eligibility.
- 5.5 Application forms may be obtained from the Calgary Public Teachers website ([local38.teachers.ab.ca](http://local38.teachers.ab.ca)).
- 5.6 A completed Special Initiatives Funding Report is required from all approved applicants by June 15 of the school year in which funding was received.