

In-Province Conferences, Workshops, Classroom/Site Visitations Cooperating Teacher/ Teacher Candidate Collaboration, Webinars, MTS Professional Development Day and Tuition Fees:

- The application deadline for In-Province requests (including Tuition) **is 10 calendar days** prior to the professional development activity. **EXCEPTION:** conferences, workshops and tuition for activities occurring in July, August and September 2019 **MUST be submitted on the first school day in June 2019.**
- ***PD activities occurring from October 2019 to June 2020 may not be submitted until the first school day in June.**
- Classroom/site visitations and Cooperating Teacher/Teacher Candidate Collaboration will be considered one fund activity up to a maximum of two days; one Webinar will be considered one fund activity.
- **Application for tuition fees must be made to the fund prior to the start of the course** and must be from an accredited post-secondary institution (University, College) towards a graduate degree in education (PBDE/Masters/Ph.D.). Eligible tuition fees will be reimbursed at 1/3 of the tuition amount (up to a maximum of \$500 Canadian per 3 credit hours) upon successful completion of the course.
- Substitute coverage is supported by the fund for In-Province workshops/conferences.
- Teachers will be reimbursed after attendance at the workshop/conference and receipt of the expense form.

Out-of Province Conferences:

- The first school day of the month is the application deadline for all Out-of-Province conferences occurring in the next month. **EXCEPTION:** conferences occurring in July, August and September 2019 **MUST be submitted on the first school day in June 2019.**
- ***PD activities occurring from October 2019 to June 2020 may not be submitted until the first school day in June.**
- A maximum of **\$2500** Canadian may be granted per application (plus sub costs).
- Applications may be approved once every three years to attend a conference or present at a conference.
- 80% of approved funding will be provided at time of approval with the balance of funding reimbursed after receipt of the post conference report and expense form.
- Applications accepted the first school day in June for the subsequent school year.
- Sub-costs for Out-of-Province conferences are supported by the fund.
- Restricted to conferences in Canada and continental U.S.A.

Submit applications through Employee Connect under LEAVE REQUESTS – exception: MTS Professional Development Day is reimbursed via REIMBURSEMENT REQUEST. MIP Grant is not done via a Leave Request.

- You may be approved for funding for up to TWO activities per year not including Educational Leave and the MTS Professional Development Day but inclusive of a successful application for a pre-purchased major conference registration or a MIP Grant.
- Funds are allocated for each funding period on a first-come first-served basis for those applications deemed supportable by the committee.
- The in-province/out-of-province fund **does not support** course work, team projects, school inservices, membership fees/professional dues, pre-conference workshops/activities.
- Limit of 4 approved applications per school/site for the same conference or workshop.

MIP (Member Initiated Project (MIP) Grant:

The Member Initiated Project (MIP) grant allows individual members or teams of two members, to extend their learning related to their practice and gives them the opportunity to develop and implement resources.

- **Proposals must be submitted electronically (via email) and will be reviewed on a first-come first-served basis. NO leave request is required to be entered at time of application.**
- The MIP grant is able to support 10 grants with funds up to \$800 to develop teaching strategies and support materials related to their practice; to apply their learning in their practice.

Timelines:

November 1 st , 2019 - Proposal deadline	April 10, 2020 - Report and receipts due
December 1 st , 2019 - 50% funding advanced	April 30, 2020 - Remaining funding forwarded

- Please see full MIP Grant Guidelines for further information and application form.