PD SPECIAL GRANTS APPLICATION (2026-2027)

Special Grants Fund (from NVTA Pro D Policy): A special fund is set up for special PD activities over $1,000. This fund shall only be used for activities which have a higher than average cost and fulfill specific criteria. The maximum grant for any individual shall be $1,500, plus up to two (2) days TTOC costs. All applicants must apply within the PD budget year (July– June 30). All applicants are encouraged to apply in advance of their activity/workshop. Email request to pdforms@nvta.ca or send in the milkrun.

Special Grants Criteria: The Steering Committee will consider the following priorities:

- Those applications which are "extraordinary"
- A willingness to teach other teachers what you've learned (workshop, resource etc.)
- Usefulness in the classroom.
- Applicants who have not received a grant in the past three years will be considered first
- Applications will be considered in the order in which they are received; funding may be exhausted at some point
- Activity requiring TTOC coverage

Member Name: Employee Number:

School: Email:

Department/Grade/Assignment: Home/Cell #:

If approved, which school should cheque be sent to in milkrun:

ACTIVITY: Event Date:

TOC days needed? No ☐ Yes ☐ How many TOC days to be funded? (Special Grant will cover two days)

Dates for TTOC:

☐ I have completed Page 2 of the application, which addresses criteria above, and signed the form.

☐ Attached is a copy of a brochure/write-up showing costs and dates of Pro D activity.

NOTES:
[1] Mileage only for trips more than 30 km return; include a Google (or similar) map showing kilometres. Rate: **73¢/km.** Parking and/or transit receipts, if required.

[2] **Maximum amount of $200/night for out of town accommodation. Include meal receipts for reimbursement on overnight trips to a maximum of BCTF per diem.**

EXPENSES	
Registration:	
Travel Costs[1]:	
Accommodation[2]:	
Other (specify):	
TOTAL AMOUNT:	

OFFICE USE ONLY

L#:

TTOC Cost:

Amount Reimbursed:

Date: **Member Signature:**

THIS SECTION TO BE FILLED IN BY THE PRO D CHAIRPERSON ONLY

Cheque Number: Date of Issue: Cheque Amount:

PRO D CHAIRPERSON SIGNATURE:

Please complete the following:

1. Describe this professional development opportunity.

2. How do you plan to apply your learning to your ongoing professional practice?

3. If you plan to use funds for extended travel, please provide more details about why this location is essential to your professional development goals (i.e. this is a unique experience - can't get locally etc.)

4. In what ways would you be able to share what you learned with other colleagues? (i.e. workshop, resources)

5. Have you received a Special Grant in the past three years? ☐ YES ☐ NO
If so, what was your activity? How did you share your learning from your previous Special Grant with colleagues?

6. Is there any additional information about your professional opportunity you would like share with the PD Steering Committee?

☐ I understand that the PD Steering Committee reviews applications and reserves the right to ask follow-up questions.

☐ I understand that I may be contacted and asked to present at a future Pro-D day.

☐ I understand funding may be exhausted at some point.