

PROFESSIONAL DEVELOPMENT GRANT PROGRAM INFORMATION and APPLICATION FORM

What is the Professional Development Grant?

Recreation Manitoba (RECMB) in its ongoing efforts to work alongside and with recreation professionals and practitioners in Manitoba, is committed to provide training and professional development opportunities to enhance the skills of those working in the recreation and related fields.

The Professional Development (PD) Grant has been established, in partnership with Manitoba Recreational and Regional Services, to provide opportunities for members to access financial assistance to host workshops, seminars, etc. in their region. These professional development opportunities must, first and foremost, target recreation professionals and provide them with opportunities to develop critical skills and knowledge.

Who is Eligible to apply for the Professional Development Grant?

Individual and Local Government members of RECMB can apply for a professional development grant. Applicants must **consult and partner** with their regional Recreation Director Association (or equivalent) in order to be eligible.

Application & Review Process

- Obtain a Professional Development Grant application from the Recreation Manitoba (RECMB) office. Please complete and sign the application and return it into the Recreation Manitoba office via fax, email, or mail. Please allow a minimum of two (2) weeks for the review process and notification.
- Submission deadline for the 2020/2021 fiscal year is December 31st, 2020.
- The professional development training event must be completed by March 31st, 2021.

Funding Guidelines

- Each of the seven (7) Manitoba regions/sectors (Central, Eastman, Interlake, Parkland, NORMAN, Westman, Therapeutic Recreation) will be eligible to receive a maximum of \$1000 annually. The PD grant can be utilized for a one-time event or to support more than one event in a fiscal year (April 1st – March 31st), for as long as the funding requests does not exceed the maximum of \$1000 annually.
- The professional development event must target recreation professionals but may be open to other related professions, if deemed appropriate.
- All professional development events must be open to both RECMB members and non-members.
- Applicant(s) must consult and partner with their regional Recreation Director Association (or equivalent).
- Successful applicants will be paid 50% of the grant upon approval, with the remaining 50% upon submission of a final report.
- Any unused PD grant funding will not be carried forward into the next fiscal year.

- Eligible expenses include:
 - Speaker's fees, travel costs and/or related expenses
 - Facility rental
 - Refreshment breaks
 - Photocopying and printing
- Ineligible expenses include:
 - Social events
 - Alcoholic refreshments
 - Travel or hotel subsidies for registrants
 - Staff salaries
 - Capital expenditures.
- Subject to the availability of space, the PD event may be open to other recreation professionals from across the province.
- RECMB and the Province of Manitoba must be acknowledged visually (i.e. RECMB logo on registration forms, posters, agendas, brochures, etc.) and verbally at the event. The host will also need to display an RECMB and Province of Manitoba Recreational and Regional Services banner at the event, and RECMB retains the right to set up a promotional display unit at the event.
- If there is a registration fee for the PD event, RECMB would encourage a discounted fee for RECMB members.
- If the event is cancelled for any reason, all funds paid out must be returned to RECMB.
- Eligible events do not include regularly scheduled events unless a professional development component is added.

1. Follow-Up Report Requirements

A follow-up report is required in order to receive the remaining 50% of approved funding. This report is required after completion of the professional development event hosted. Requirements include:

- Submission of actual expenses as outlined in the expense budget. Copies of receipts must be included.
- Prepare a short article for the RECMB website and e-Newsletter. The article should include a brief outline of the professional development event you hosted, sectors targeted, partnerships involved and a picture of the event.
- Forward the final report documents to the RECMB office no later than 30 days after the event with a list of attendees (including RECMB members and non-members).

QUESTIONS . . . please call the RECMB office at (204) 925-5747.

Email, mail or fax application form to:

**Recreation Manitoba
103 - 145 Pacific Avenue
Winnipeg, Manitoba
R3B 2Z6**

Email: cbvilliers@recreationmb.ca

PROFESSIONAL DEVELOPMENT GRANT APPLICATION FORM 2020 - 2021

Professional Development (PD) Grants are awarded to members applying to host a professional development conference, workshop and/or seminar. Please complete this form and forward it to the Recreation Manitoba (RECMB) office:

2. CONTACT INFORMATION

Name of RECMB Member:		Title:	
Employer:			
Mailing Address:			
City/Town:		Postal Code:	
Work Phone #:		Fax #:	
Membership Category (tick)	___ Individual	___ Local Government	___ Associate

3. PROGRAM INFORMATION

Name of Event:		Date:	
Location:			
Host Group(s)/Organization(s)			
Contact Name:		Speaker:	

1. Describe the type of PD event this application represents (i.e. workshop, seminar, conference) and how it will be significant to the professional development of the participants. Feel free to attach any supplementary material to the application, if necessary:

2. Estimated Number of Participants: _____
3. Estimated Number of RECMB Members Participating: _____
4. Are you charging a registration fee? If so, the RECMB member rate is \$_____ and the non-member rate is \$_____.
5. Membership Sectors Targeted and briefly describe how your event will accomplish this (i.e. advertising, promotion):
 - Community/Municipal Recreation _____
 - Facility Management _____
 - Education / Research _____
 - Arts & Culture _____
 - Tourism _____
 - Other: _____
6. Please list all groups you will be partnering with to host this event:

7. Have you received any PD grant funding from RECMB in this fiscal year (April 1st – March 31st)? (If yes, indicate amount of funding received)

8. Additional information:

9. If your grant request is approved, the cheque should be made payable to: _____
Name of Organization/Group

The cheque should be mailed to (including contact person, organization, and complete mailing address):

4. PROJECTED BUDGET INFORMATION

1. REVENUE	
Registration Fee (if applicable)	
Sponsorship	
Other (specify)	
Other (specify)	
TOTAL REVENUE	\$_____

2. EXPENSES	
Facility	
Speaker	
Travel	
Refreshments	
Supplies	
Photocopying	
Other (specify)	
Other (specify)	
Other (specify)	
TOTAL REVENUE	\$_____

PD Grant Requested \$_____

Signature of applicant: _____

Date: _____