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# PROFESSIONAL DEVELOPMENT GRANT PROGRAM INFORMATION

# and APPLICATION FORM

## What is the Professional Development Grant?

The Professional Development (PD) Grant has been established to provide opportunities for members to access financial assistance to host workshops, seminars, etc. These professional development opportunities are to enhance the skills and knowledge of those working in the field of recreation.

## Who is Eligible to apply for the Professional Development Grant?

* Members of Recreation Manitoba
* Grants are not available for individual professional development opportunities.

## Application & Review Process

* Application must be typed
* Complete and sign the application and return it into the Recreation Manitoba office via email to info@recreationmb.ca. Please allow a minimum of two (2) weeks for the review process and notification.
* Submission deadline for the the fiscal year is December 31st
* The professional development training event must be completed by March 31st

## Funding Guidelines

* The professional development 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 per event. Some exceptions may apply.
* 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 Recreation Manitoba members and non-members from across the province.
* Applicant(s) must consult Recreation Manitoba prior to applying.
* 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.
* Application must be submitted prior to the event.
* Application does not guarantee funding.
* Applications reviewed on a first come first serve basis. Limited funding is available.

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| --- | --- |
| *Eligible expenses include:** Speaker’s fees, travel costs and/or related expenses
* Facility rental
* Photocopying and printing
* Resource materials
 | *Ineligible expenses include:** Social events
* Food and Alcoholic refreshments
* Travel or hotel subsidies for registrants
* Staff salaries
* Capital expenditures
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* Recreation Manitoba must be acknowledged visually (i.e. Recreation Manitoba logo on registration forms, posters, agendas, brochures, etc.) and verbally at the event. The host will also need to display a Recreation Manitoba banner at the event, and Recreation Manitoba retains the right to set up a promotional display unit at the event. Recreation Manitoba also reserves the rights to speak at the event.
* Recreation Manitoba requires that Recreation Manitoba members receive a discounted registration fee.
* If the event is cancelled for any reason, all funds paid out must be returned to Recreation Manitoba.
* Eligible events do not include regularly scheduled events unless a professional development component is added.
* To receive grant funding an organization must confirm its ability to implement its Project in accordance with all applicable Public Health Orders respecting physical distancing and any relevant notices and practice guides released by the Province that describe the public health parameters under which your proposed program activities may operate that are in effect from time-to-time.

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, social 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 Recreation Manitoba office no later than 30 days after the event with a list of attendees (including Recreation Manitoba members and non-members).

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# PROFESSIONAL DEVELOPMENT GRANT APPLICATION FORM

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:

1. CONTACT INFORMATION

|  |  |
| --- | --- |
| **Name of RECMB Member:** | **Title:** |
| **Employer:**  |
| **Mailing Address:**   |
| **City/Town:** | **Postal Code:** |
| **Work Phone #:** | **Email:** |
| **Membership Category** |  |
| **Name of group organizing event** |  |
| **Cheque payable and sent to:** |  |
| **(Note Recreation Manitoba will not make cheques payable to individuals)** |

1. PROGRAM INFORMATION

|  |  |
| --- | --- |
| **Name of Event:** | **Date(s):** |
| **Location:** |
| **Speaker:** | **Topic:** |
| **Speaker:** | **Topic:** |
| **Speaker:** | **Topic:** |

|  |  |
| --- | --- |
| **Please describe the event. Include speaker bio’s, website links etc** |  |
| **How does this activity align with a regional plan or Recreation MB’s strategic plan** |  |
| **How does this initiative support the improved quality of life and wellbeing of Manitoban’s** |  |
| **Please outline any partnerships or groups that will assist. Any in kind supports, # of volunteers and hours of service provided** |  |

1. Estimated number of participants: \_\_\_\_\_\_Estimated number of Recreation MB members participating:\_\_\_\_\_
2. The registration fee for RMB members is $\_\_\_\_\_\_\_\_\_ and the non-member rate is $ \_\_\_\_\_\_\_\_.
3. Would you like RMB to handle registration for this event on your behalf? We will collect the registration fees and send you a cheque for the full amount once registration closes. \_\_\_\_\_\_\_\_\_YES\_\_\_\_\_\_\_\_NO
4. Communities of Practice targeted(please check all that apply)

|  |  |
| --- | --- |
| * Community/Municipal Recreation
* Facility Management
* Education / Research
* Arts & Culture
 | * Tourism
* Sport
* Therapeutic
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

1. Please describe what marketing and communication will be done to attract participants to this event
2. Additional information:
3. BUDGET INFORMATION To be submitted prior to event and then after event with actuals

|  |  |  |
| --- | --- | --- |
| **REVENUE** | **Budget** | **Actual** |
| Registration Fee (for RMB members) |  |  |
| Registration Fee (for non-members) |  |  |
| RECMB grant |  |  |
| Sponsorship |  |  |
| Grants |  |  |
| Other (specify) |  |  |
| Other (specify) |  |  |
| **TOTAL REVENUE** |  |  |

|  |  |  |
| --- | --- | --- |
| **EXPENSES** | **Budget** | **Actual** |
| Facility rental |  |  |
| Speaker fee(s) |  |  |
| Speaker travel cost(s) |  |  |
| Printing |  |  |
| Other (specify) |  |  |
| Other (specify) |  |  |
| Other (specify) |  |  |
| **TOTAL EXPENSES** |  |  |