

SCHOOL ADMINISTRATORS' PROFESSIONAL DEVELOPMENT FUND

Guidelines and Procedures

Purpose

The School Administrators' Professional Development Fund is designed to achieve maximum benefit to a wide range of administrators, allowing groups of administrators to access resources for major professional development initiatives. It will also provide funding to individual administrators to enhance their skill and knowledge base as part of a sustained plan for working with colleagues throughout the province.

Eligibility

All projects must focus on the professional development of school administrators. All applicants must give documented evidence that additional sources of funding have been investigated and provide details of funding received. To be eligible, applicants must be active members of the NLTA as described in Section I.A.1 of NLTA policy. Proposals for a Professional Development Project will be accepted from the SAC Provincial Executive, SAC Regional Executives, or groups of administrators. Each proposal must identify a project leader, who will be the main contact. Individual proposals for professional development must be part of a sustained plan, which includes sharing and mentoring with other administrators as an integral part of follow up.

Selection

The Programs and Services staff of the NLTA will establish a subcommittee to review applications and act as the selection committee. In considering applications, the selection committee will give consideration to the following criteria:

- long-term sustainability of the project and inclusion of follow-up initiatives;
- ability of the project to promote sharing and mentoring among administrators;
- the number and range of educators who will be impacted; and
- the creation of deliverables which will have a lasting impact over time.

Funding Guidelines

- expenses shall be covered according to NLTA policy;
- funds will be disbursed in phases as determined by the selection committee and upon receipt of appropriate reports and receipts; and
- the fund will not cover the purchase of capital equipment.

Reporting

The final disbursement of funds will take place upon the receipt of a final written report. The report is due within 30 days of completion of the activity. Failure to report by the deadline will constitute a waiver of the final payment.

Application Process

Applications must be completed on this form. Incomplete applications will not be considered.

DEADLINE

All project proposals must be received by **November 30**. Consideration of other proposals after that date will be considered on an ongoing basis, dependent on the availability of funds.

Part B

Program Description

Title of Professional Development Activity: _____

Goals and Objectives: _____

Project Details: _____

Describe how extensively the project will impact on administrators: _____

Describe how the project will have a sustained impact over time: _____

Does your project require approval:

From the district Yes No

From the Department of Education Yes No

Other Sources of Funds (please identify other sources of funding):

Budget

Revenue _____	Expenses _____
_____	_____
_____	_____
_____	_____

Total Cost of the Project: _____

Amount Requested from this Fund: _____

I hereby certify that the above information is correct to the best of my knowledge.

Date: _____ Signature: _____

DEADLINE: Applications must be received at the NLTA building by Nov. 30.

For further information, contact:

Programs and Services, NLTA, 3 Kenmount Road, St. John's, NL A1B 1W1

Tel. 726-3223, toll free 1-800-563-3599; Fax 726-4302; toll free fax 1-877-711-NLTA (6582)

website: www.nlta.nl.ca; **e-mail:** mail@nlta.nl.ca