

Accessing Funds for School-Based Pro-D Days

This document outlines the changes that were made this year to provide greater access to funds for school-based Pro-D days. Please note that there are new forms that must be used to apply for these funds. Discard all the old **Application for Whole School Funds** and **School Application for Local Facilitators**. Updated forms are available on the NDTA Pro-D website.

Whole School Funds

The **Application for Whole School Funds** form is intended exclusively to provide funding for refreshments required to support school-based Pro-D days. Each school will now be funded at an increased amount of \$20 per 1.0 FTE per year subject to availability of funds.

Presenter Funds School-Based Pro-D

The **School Application for Local Facilitators** for School-Based Pro-D Days has been created to allow schools greater access to funding for facilitators/presenters. This application process supports schools to independently or collaboratively bring in presenters on school-based days to facilitate professional development at a school site. Please note the following:

- Each school site or equivalent may apply for a facilitator amount up to the equivalent of 1.5 TTOC release days on each school-based day
- Schools may choose to join together so that they can increase the amount of funds received to pay for a single event.
- Funds may not be rolled over, but can be supplemented with those from other sources.
- Additional Sources of Funds for school-based Pro-D funding can also be drawn from the individual funds allocated to teachers.
- The application form for a school facilitator must be completed and submitted to the NDTA for approval at least three weeks prior to the event.
- Applications are subject to the availability of funding.
- Schools may use this fund for:
 - all or part of costs for out-of-district facilitator's fees/honorarium, travel, and accommodations;
 - local facilitator's costs
 - rental of facilities and/or equipment.
- For NDTA members, compensation for facilitating a school-based Pro-D event will be provided in the form of facilitator funds added to their Pro-D account.

Contribution List for Whole School Pro-D

With the approval of each member, their individual FTE allotment may be used to offset all or part of expenses associated with whole school PD functions (an example: each member might agree to give \$20.00 from their individual allotment to subsidize expenses for a facilitator, refreshments or rental of equipment or facilities, etc. The **Contribution List for Whole School Pro-D** form would need to be completed and submitted to the NDTA. Please note the following:

- Only one form per event is required to request funds from individual accounts.
- Please attach the Contribution List for Whole School Pro-D indicating all of the contributing teachers.
- The amount of contribution of each staff member should be equal.
- This method of accessing funds can be combined with the other methods available. If a school's staff members are also participating in a Professional Learning Group together, this is another possible source of funding to support meaningful school-based Pro-D experiences. To access funds from the Professional Learning Group Fund, follow the procedures outlined in your PLG's acceptance email. Quote the PLG number, title and school name. You are also required to provide receipts. It is important that the request for funds align with the original intentions in the Learning Focus and Action Plan outlined on the PLG application form. It is not necessary that the event or specific expenses be detailed on the original PLG form