

## AUTHORITY

STF Policy 2.7 Professional Growth Networks

Grants are a component of the general fund budget; therefore, approval of the budget resides with Council.

## PURPOSE

To provide professional growth networks (“PGNs”) with funding as per Federation policy.

## ROLES AND RESPONSIBILITIES

The **Budget, Finance and Audit Committee** reviews draft budgets and recommends the proposal to the STF Executive.

The **STF Executive** approves the distribution of funds for special project grants.

The **Professional Growth Networks Advisory Committee** reviews applications for special project grants and national conference grants (as required) and recommends approval to the STF Executive. Under special circumstances, grants may be forwarded to the Executive for approval at the discretion of the Executive Director.

The **Managing Director, Member Experiences and Operations** or designate approves the distribution of funds for basic grants and national grants, and develops, implements and monitors the budgets associated with PGNs.

**Grant recipients** must meet criteria and follow expectations for grants awarded.

**Special project grant recipients** are expected to share the results of their project with the Professional Growth Networks Advisory Committee through the submission of interim and final reports, complete projects within the timelines submitted in the application, use grant money for the intended purpose and return any surplus funds.

### Basic Grants

1. An annual flat grant of \$2,000 shall be provided to each PGN.
2. In addition, a membership grant shall be provided to each PGN according to the following formula:  
\$7.50 for each Federation member or fraction thereof who selects the respective PGN.
3. Funds shall be disbursed if the required documentation is submitted annually:
  - a) Current membership list.
  - b) Annual report.
  - c) Approved audited financial statement or review engagement report.
  - d) Proposed budget.
  - e) Governance documents, including bylaws and policies.
  - f) Annual general meeting minutes.

4. Funds must be received in the operational year for which they are allocated. Funds will not be carried over into another operational year.

### Special Project Grants

1. The purposes of Special Project Grants are to:
  - a) Support new and innovative professional growth opportunities for their membership.
  - b) Assist a PGN in the development of resources.
  - c) Assist a PGN in developing a strategic plan.
2. Special Project Grant amounts are based on the following guidelines:
  - a) There will be three grants of \$1,000 available for each purpose listed above annually.
  - b) The Professional Growth Networks Advisory Committee may reallocate unused funds from one purpose to another.
  - c) In instances where more than one PGN submits an application for the same initiative, a grant may be awarded to each.
  - d) Grants are recommended by the Professional Growth Networks Advisory Committee to the STF Executive for final approval.
3. Criteria of Special Project Grants include the following:
  - a) Special project grants are only intended to support proposed initiatives. Applications shall not be accepted for projects that are either complete or, in the opinion of the Professional Growth Network Advisory Committee, substantially under way.
  - b) Applications must demonstrate one or more of the following characteristics:
    - i. Collaboration.
    - ii. Accountability.
    - iii. Identified benefits.
    - iv. Engagement with members, stakeholders and/or other partners.
4. Eligibility guidelines are as follows:
  - a) To ensure the maximum benefit for all PGNs, multiple applications by one PGN shall only be considered at the discretion of the Professional Growth Networks Advisory Committee. Joint applications, or applications in which more than one PGN is directly involved, are treated as separate applications but the applications must identify the partnership.
  - b) Projects must be consistent with Federation policy. It is the Professional Growth Networks Advisory Committee's responsibility to identify any such inconsistencies in the submitted applications. The Professional Growth Network Advisory Committee also advises applicants if their application requires revisions to remove these inconsistencies.
  - c) As a non-profit organization, the Federation does not approve applications where the goal is the development or distribution of commercial resources from which PGNs or individual members may benefit financially. As the sponsor, the Federation retains ownership of any resources or reports that may result from specific projects.
  - d) Special project grants are not intended to replace or subsidize PGN membership fees. Regular events, such as conferences or meetings, and network publications, such as journals and newsletters, are to be funded through the operational budget and not through special project

- grants. A PGN must be up to date in providing the required documentation for all grants in order to be approved for a special project grant.
- e) Resources created with special project grants must be available to be shared with other PGNs upon their request.
5. Eligible expenses are based on the following guidelines:
- a) The Professional Growth Networks Advisory Committee has discretion to determine which activities, services or items are eligible.
  - b) Examples of eligible expenses include, but are not limited to:
    - i. Planning meetings for and by educators (including online meetings, facilities, meals, travel, substitutes, etc.). The meetings must be held in Saskatchewan.
    - ii. Joint conferences or other professional growth opportunities.
    - iii. Teacher or administrative release time.
    - iv. Secretarial or technical assistance.
    - v. Transcribing services.
    - vi. Office supplies (paper, pens, etc.).
    - vii. Some types of office equipment (rental of equipment that is otherwise unavailable to teachers).
    - viii. Communication services (i.e., telephone charges, photocopying, printing, distribution, etc.).
    - ix. Promotion and advertising.
    - x. Costs for typical education-related meetings or activities should be estimated according to the standard rates that are set by the school division or the Federation (i.e., meal, travel, substitute teacher rates, etc.).
6. Ineligible expenses are based on the following guidelines:
- a) The Professional Growth Networks Advisory Committee has discretion to determine which activities, services or items are ineligible.
  - b) Examples of ineligible expenses include, but are not limited to:
    - i. Educator salaries or supplements to educator salaries other than substitute teacher costs. It is assumed that projects shall be carried out by practising, employed teachers or educational administrators.
    - ii. Honoraria or remuneration to participants, speakers or facilitators who are providing a service that is part of their regular duties or are already receiving compensation. The Federation recognizes that work carried out in a cross-cultural or community context may require flexibility in these expenses to respect the cultural needs and expectations of participants. Therefore, it may be appropriate to fund gifts (i.e., money or blankets) to First Nations Elders and community members who are supporting and participating in PGN projects as well as other cultural gifts as deemed appropriate.
    - iii. Rental of office space.
    - iv. Purchase of office or communications equipment (i.e., computers, software, video or audio recorders, etc.).
    - v. Out-of-province travel costs, including costs associated with bringing in external speakers, facilitators, consultants, etc.


- vi. Costs associated with ongoing website maintenance including monthly website hosting, domain renewals, etc.
  - vii. Costs associated with publication of regular journals and newsletters.
  - viii. Costs associated with conference promotional materials.
7. The process of application is as follows:
- a) Submit the application to the Federation by the December 31 deadline. A secondary call for applications may be initiated with a deadline for applications of March 31.
  - b) The Professional Growth Networks Advisory Committee shall review applications and make recommendations to the STF Executive for approval.
  - c) Applications that arrive after the deadline shall be considered independently of those that arrive by the deadline. PGNs who apply late shall be informed of the following:
    - i. Grant application rules shall apply as if the application was received on time.
    - ii. Applications received on time shall be adjudicated first.
  - d) PGNs shall be notified of the status of their application.
  - e) Funds shall be disbursed upon STF Executive approval.
8. Special Project Grant report guidelines include the following:
- a) An interim report is required six months after the grant is awarded. The report shall include summaries of:
    - i. Grant-related income and expenditures to date.
    - ii. Project-related activities to date.
  - b) A final report is required within three months of the completion of the project. The report shall include the following:
    - i. Statement of grant-related income and expenditures for the project, including receipts for expenditures.
    - ii. Summary of project-related activities including the project's final results or outcomes, as well as any resources that were created as a result of the project.
    - iii. Brief communications strategy indicating how the PGN intends to share the major results of the project with their members, other PGNs or the broader Federation membership.

#### National Conference Grant

1. The Federation may assist PGNs with sponsorship of national conferences by providing a grant or in-kind contributions. Grant amount and in-kind contributions will be based on a decision by the Executive Director or designate in consultation with the Managing Director, Member Experiences and Operations.
2. The Federation may provide these supports in-kind, at a reduced rate or at cost for:
  - a) Design assistance.
  - b) Promotional assistance such as the website, social media, posters and the *Saskatchewan Bulletin*.
  - c) Conference materials such as folders and pens.
3. The guiding principles for such grants include:
  - a) A national body for a PGN shall exist and be a contributing partner of the conference.
  - b) Advertising shall be conducted nationally.
  - c) Attendees shall be from across Canada.
  - d) Conference shall be held annually and in different locations across Canada.

4. To request a national conference grant:
  - a) Submit the application to the Federation at least six months prior to the conference.
  - b) PGNs that receive financial assistance are required to submit a brief written report within three months following the conference. The report shall include the Federation's contribution to the conference.
  - c) All grants must be in good standing in order to be approved for a national conference grant.
5. The decision or a request to review shall be communicated to the Professional Growth Networks Advisory Committee through the Managing Director, Member Experiences and Operations.

## APPROVAL

Policy Code: MEM-Professional Growth Networks Grants-2023	
Authority to Approve	Executive Director
Signature	
Approval Date	August 3, 2023
Owner	Managing Director, Member Experiences and Operations
Curator	Managing Director, Member Experiences and Operations
Recommended by	Operational Policy Review Committee
Version History	2015, 2019, 2021, 2023

## RELATED INFORMATION, POLICIES AND FORMS

### Policies

- Operational Policy MEM-Professional Growth Networks Advisory Committee-2023
- Operational Policy MEM-Professional Growth Networks Establishment-2023
- Executive Policy EXE-C-002 Financial Assistance, Funding and Gifts

### Processes

- Professional Growth Networks [Online Toolkit](#)