

## **PSAANS Leadership Development Grant (2021-2022)**

Central to the purpose of the Public School Administrators Association of Nova Scotia is the promotion of leadership development and collaborative professionalism. These are essential elements of a strong public education system that seeks to improve student achievement and well-being.

The Board of Directors has approved that funds be made available to support opportunities for administrators to foster collaboration and further their professional development in leadership. Administrators can apply for funding up to \$1,000 to offset costs associated with in-person learning opportunities, virtual learning opportunities, or collaborations that contribute to leadership development including, but not limited to, the areas of:

Change Management	Communications
Equity, Diversity and Inclusion	Finance
Human Resources	Instructional Leadership
System Leadership	Well-being

### **Eligibility:**

The Leadership Development Grant is designed to meet the needs of administrators and is open to all current PSAANS administrators who are actively working in a PSAANS position. Applications will be reviewed by a Grant Review Committee composed of members of the PSAANS Board of Directors and staff. The Leadership Development Grant has been subdivided in two parts:

#### **Phase One: Today to February 28, 2022:**

**Amount Allocated:** \$30,000

- Applicants are encouraged to complete the attached form and apply at their earliest convenience to access the funding allocated for Phase One.

#### **Phase Two: March 1, 2022 to July 31, 2022:**

**Amount Allocated:** \$30,000

- Information on accessing funding for the second phase of the PSAANS Leadership Development Grant will be communicated to members early in the new year.

## **Guidelines:**

Administrators may apply for a PSAANS Leadership Development Grant for an amount of up to \$1,000. Proposals must have a focus on leadership development in the form of a professional development opportunity or a collaborative professionalism opportunity. Administrators may also apply as a group if the opportunity is contingent on the participation of multiple administrators.

**Professional development** opportunities support new learning, skill development, and building a professional network. Grant funding may be used to cover the costs associated with registration fees, tuition\*, travel, meals or substitute coverage\*\*.

**Collaborative professionalism** among administrators creates the conditions to share ideas, demonstrate best practices, mentor or co-construct unique responses to improve student achievement and well-being. Funds can support costs associated with travel, resources, and the substitute support necessary to release a school-based administrator from their responsibilities at school. Funding support for collaboration is contingent on approval by the education entity\*\*.

**PSAANS Leadership Development Grant funding can be combined with Article 60 funding** to provide additional support for leadership development opportunities that are only partially supported by the funding available through Article 60 in the RCE or CSAP\*.

**It is an expectation that administrators will first apply for Article 60 funding within the RCE/CSAP to support their leadership development. Administrators have the right to access professional development funds through Article 60 of the Teachers' Provincial Agreement and have all the rights and privileges afforded to teachers under Article 60 of the Teachers' Provincial Agreement so long as the Association remains affiliated with the Nova Scotia Teachers Union.**

The Article 60 fund guidelines in each education entity have many substantial similarities and individual differences. Please read the detailed guidelines that apply to you. All of the committees in all of the entities support the following to varying degrees: Conferences, workshops, seminars, online training, credit, and non-credit courses. Some include summer professional development, in-services, webinars, and Educational Leadership Consortium of Nova Scotia Modules.

*\*The PSAANS Leadership Development Grant will not fund reimbursement for credit courses leading to an increase in teacher certification, or part of a program of study that is anticipated to lead to an increase in teacher certification. Credit courses of this type are explicitly supported through Article 60 funding in all education entities.*

*\*\*Administrator release time must be pre-approved by your RED/Superintendent or designate and this pre-approval must be submitted with the application.*

**THE PSAANS LEADERSHIP DEVELOPMENT GRANT**  
APPLICATION - 2021-2022

**Step 1:** Please Provide Your Personal Information

Name of Member: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position \_\_\_\_\_ Work Location \_\_\_\_\_

In which Region/CSAP \_\_\_\_\_

**Step 2:** Are you applying for funding for a Professional Development Opportunity  or a Collaborative Professionalism Opportunity  ?

**Step 3:** Is your proposed Leadership Development Opportunity eligible for Article 60 funding in your RCE/CSAP? Yes  or No . If yes, have you applied? Yes  or No .

**Step 4:** Using a separate sheet, please provide a detailed description of the Professional Development or Collaborative Professionalism opportunity, explaining how it relates to the guidelines for this fund. Include the date(s) and location(s) of the event and any other information that is relevant to this application. Include all cost details in an organized fashion, clearly indicating the total cost, other sources of funding, and the total grant requested (not to exceed \$1,000 per member). Receipts will be required for all costs except meterage and meals, which will be reimbursed at the current government rates. (Meterage 46.15 cents per km/Breakfast \$8.00/Lunch \$15.00/Supper \$20.00). If you are collaborating with another PSAANS member, provide all the relevant details. Each member must apply separately but the applications will be considered together.

**Step 5:** If this is a collaborative opportunity or if substitute costs are requested, please provide documentation showing that the absence has been approved by the RCE/CSAP. An invoice for substitute costs from the RCE/CSAP must be sent to [LPD@psaans.ca](mailto:LPD@psaans.ca). If the invoice is not received before the deadline, the applicant will become personally responsible for those costs.

**Step 6:** Send completed applications, including this form and all additional documentation required in Steps 3 and 4, by email to [LPD@psaans.ca](mailto:LPD@psaans.ca) (preferred) or by mail to PSAANS PD, 3 Spectacle Lake Dr., Suite 395, Dartmouth, NS, B3B 1W8. The professional learning activity must take place between now and August 2022. Final claims, including receipts (which must be in the applicant's name where applicable) and substitute invoices, must be received by PSAANS no later than March 31st, 2022 for funds allocated in Phase 1, and September 9th, 2022 for funds allocated in Phase 2. Official Claim Forms will be provided to successful applicants. Payment will not be issued until all required documentation has been received.