

Alberta Child Care Association

Professional Development Grant

The information you provide on this form is collected and used under the Freedom of Information and Privacy Act. It will be used to determine and verify your eligibility for Professional Development Funding.

This form must be completed for each child care staff member/family child care consultant for whom the Professional Development Grant is being requested. Also, please submit a copy of your Child Development Supervisor certificate for verification of your eligibility.

Place of Current Employment: _____ Date Employment Commenced: _____

<input type="checkbox"/> Licensed Day Care Program	<input type="checkbox"/> Licensed Out of School Program	<input type="checkbox"/> Contracted Family Day Home Agency	Facility ID Number:
Facility Address:	City:	Postal Code:	Phone Number: E-mail:

Child Care Staff/Family Child Care Consultant Information and a copy of your Child Development Supervisor certificate must accompany this application for the PD funding to be processed

First Name:	Last Name:	Certification #:
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Purpose for Which the Professional Development Grant Will Be Used

The ACCA Professional Development Grant is available to Child Development Supervisors ONLY with the purpose to fund approved conferences, workshops and credited college/university courses. For more details please visit www.albertachildcare.org

All information must be provided in order to process for approval.

Name of Conference/Workshop/Course:	Date and Location/Institution Name:	Date paid:	Cost:
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Declaration: Both the employer and child care staff/family child care consultant are required to sign this form. This information is collected in accordance with Personal Information Protection Act (Alberta) and the Taxation Act (Canada) and is required to determine your eligibility for this grant. If you have any questions about the collection, use or disclosure of this information you may contact the PD Grant Program at (790)421-7544 or 1-877-421-9937.

I/We understand that the following conditions apply:

- a. All requirements of the Alberta Child Care Association PD Funding Program must be met.
- b. Grant Funding must be used only for those purposes approved by the Alberta Child Care Association.
- c. Licence/Contract Holder must not place any additional conditions on the transfer of funding to staff/consultants, beyond the conditions contained in this application.
- d. Grant funds not used for the purpose for which they were provided must be returned to the Alberta Child Care Association.
- e. The Alberta Child Care Association may at any time request that an evaluation or audit of the grant be conducted.
- f. Permission will be granted to the Alberta Child Care Association or Alberta Children and Youth Services to allow access, removal, and copying of records for the purpose of validating expenditures under the Alberta Child Care Association Professional Development Funding Program.
- g. All information collected or created in relation to the Alberta Child Care Association Professional Development Funding Program is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- h. By submitting this application, your consent is given to the Alberta Child Care Association to the release, obtain and exchange information to learning institutions, agencies for the purpose of registration and tuition payment, verification of enrolment and course completion as well as with the Provincial Government to verify information submitted on this application
- i. Any documents or information requested by the Alberta Child Care Association to verify the expenditure in this application will be provided upon request.
- j. The Information provided on this application is true and accurate.

Completing this section indicates you have read and understood this document and all conditions of funding as outlined on the Alberta Child Care Association website regarding eligibility of this funding (www.albertachildcare.org)

License/Contract Holder Representative:	Signature:	Date: (mm/dd/yyyy)
Child Care Staff/Family Child Care Consultant Signature:		Date: (mm/dd/yyyy)

Deadline for submitting application is February 15 for the fiscal year (April 1-March 31). Please submit only ONE COPY of the form and keep a copy for your records to: Alberta Child Care Association, Suite 110 Baker Center, 10025 – 106 Street Edmonton, AB. T5J 1G4 Fax 780-428-0080 Tel: 780-421-7544 Toll Free 1-877-421-9937

Funding Approved : <input type="checkbox"/> YES <input type="checkbox"/> NO	Amount Approved:	Approved Date:	Initials:	Received Date:
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