



Professional Development Grant

Members of the Camping Association of Nova Scotia and Prince Edward Island (CANSPEI) are encouraged to submit applications towards the professional development of their staff members. CANSPEI will award amounts up to \$500 per camp every 3 years.

CANSPEI makes granting decisions based on an application's merit and does not discriminate on the basis of actual or perceived group characteristics.

CANSPEI considers professional development as training that is given to managers and other key camp professionals to increase their knowledge and skills. This does not include certifications that are required by your employer or by CANSPEI accreditation standards (First Aid, Workplace Safety certifications, etc.)

Purpose

The CANSPEI's Professional Development Grant program awards grants to accredited member camps for a broad range of customized and group professional learning opportunities aimed at strengthening leadership capacity.

Grant Criteria

- Only registered CANSPEI members in good standing are eligible for grants from the Professional Development grant program. To be considered "in good standing," the camp:
 - Must have fully paid CANSPEI membership fees for the current year and must have no other outstanding payables due to CANSPEI.
 - Must be a CANSPEI accredited member camp.
 - Annual Accreditation Undertaking filed for at least each of the last 3 years
 - Annual Accredited Report filed for at least the last 3 years.

- The Camp must actively engage with CANSPEI by satisfying at least one of the following:
 - Attending at least 1 AGM in the last 3 years

- Offering Camp volunteers to work as a CANSPEI Board Director or Committee member
- Support CANSPEI Projects and Training Programs.
- Organizations may apply for a Professional Development grant once per calendar year.
- Applying for a Professional Development grant does not preclude an organization from applying for a New Program Development grant.
- The Camp must offer a minimum of a 5-day overnight camping experience for their Campers during the calendar year for which the Camp is applying for grant funds.
- The Application must be focused on a topic of learning which will benefit your camp and camper experience either directly or indirectly. You will be asked for explanation on the application to give the committee an idea of how you expect this opportunity to benefit your camp.

Examples of acceptable topics include:

- Mental Health Training
- Leadership workshops
- Camping conferences

Grant Guidelines

- Grant awards are based on a professional and organizational growth plan for leadership development that is clear, measurable, and achievable.
- Applicants must demonstrate that their professional development proposal will bring real benefit to their organization’s leadership, to others in their community, and their profession.
- A final narrative report and financial summary of actual revenues and expenses are required at the completion of the professional development activity.
- Grants are not made for professional development activities undertaken before the date for the Grants Committee decision.

Types of Grants

1. Conferences, short course/workshop grants
 - i. Eligible costs are registration fees, travel, and accommodation (where applicable).
2. Advanced Management Training

- i. This includes tuition fees for courses related to enhancing management skills in the not-for-profit sector offered at an accredited learning institute; i.e., college, university, continuing education, etc.
- ii. Consideration will also be given to learning opportunities on leadership in the not-for-profit sector that are culturally appropriate and community-based.

How to Apply

- Application can be found and submitted online at:
<https://form.jotform.com/83473301361248>
- Applications will be accepted on a quarterly basis. Consultation with the Grants Committee may be required.
- Please review the Grant Criteria to make sure your Camp and your proposed learning opportunity qualify to receive a Grant.

After Your Application is Approved:

- A one-page Completion Report & Grant Claim is required by December 31st of the current year, which documents and confirms that your Camp completed the professional development course.
- This Report must include copies of all receipts for all expenditures made for which your Camp is making your Grant Claim.