

## Professional Development Application Guidelines

The United Way of Central Alberta is committed to making investments in activities that will impact the community. We invest in registered charities that provide programming and services in the following three priority areas:

- **Education** – Enabling Kids to Be All That Kids Can Be
- **Income** – Moving People From Poverty to Possibility
- **Wellness** – Promoting Healthy People, Strong Communities

### Purpose

The purpose of the professional development funds is to foster future leadership capacity by enabling organizational leaders, including senior staff and volunteers, to participate in professional development opportunities that enhance their ability to lead their organization. The focus will be to develop leadership skills and innovation in service delivery and development, human resource management, organizational excellence and fiscal management.

### Who is Eligible

Funding is provided to **registered charities** that fall into one of our priority areas, not to individual staff or volunteers, and covers a portion of course, program or workshop registration fees, not incidental or travel expenses. The staff member or senior volunteer who will attend must be identified before applying for the grant.

Eligible charities include **social service** agencies that

- provide programs and services that relates to at least one of United Way of Central Alberta's priorities (for further information on these priority areas please refer to the attached Community Impact Framework)
- is open to the provision of services to all members of the community regardless of race, culture, religion, gender or sexual orientation, disability or place of residence
- must be working within the geographic area served by the United Way of Central Alberta (see attached map and list of communities)

Priority will be given to charitable organizations with an annual budget under \$1 million or those agencies with a limited ability to address necessary upgrades.

The funding can support professional development costs up to \$1,000. Preference will be given to professional development activities that occur within Central Alberta. The maximum grant amount would only usually be given for intensive and/or lengthy study.

Approval of funding is conditional on the availability of funds in the current fiscal year and fulfilling the above criteria.

Agencies can only receive these funds once every fiscal period (April to March).

## Supporting Documentation

The following documents are required as attachments to support your request:

1. A signed copy of the completed application form.
2. A copy of the description of the course or program.
3. Your agencies audited financial statements for the last completed fiscal year.
4. Your agencies budget for the current fiscal year.

A letter outlining the impact of the course attended must be provided to the United Way within two weeks after the course has concluded. This letter, or excerpts, may be shared with our community to demonstrate the difference that their generous donations make.

## How to Apply

Complete the application form online and then submit the signed copy of the application form and supporting documentation to

### Professional Development Grant

United Way of Central Alberta

4811 48 Street

Red Deer, AB T4N 1S6

or

Email to [christine@caunitedway.ca](mailto:christine@caunitedway.ca) (all attachments must be in a PDF format)

You will receive notification about our decision in writing within 30 days of receipt of your application and supporting documents.

Professional development funds will be paid directly to the agency once a fully paid receipt is received by the United Way of Central Alberta's office.

## Contact Information

For more information on the capital and equipment funds or to find out how to access an application please contact:

Christine Curtis

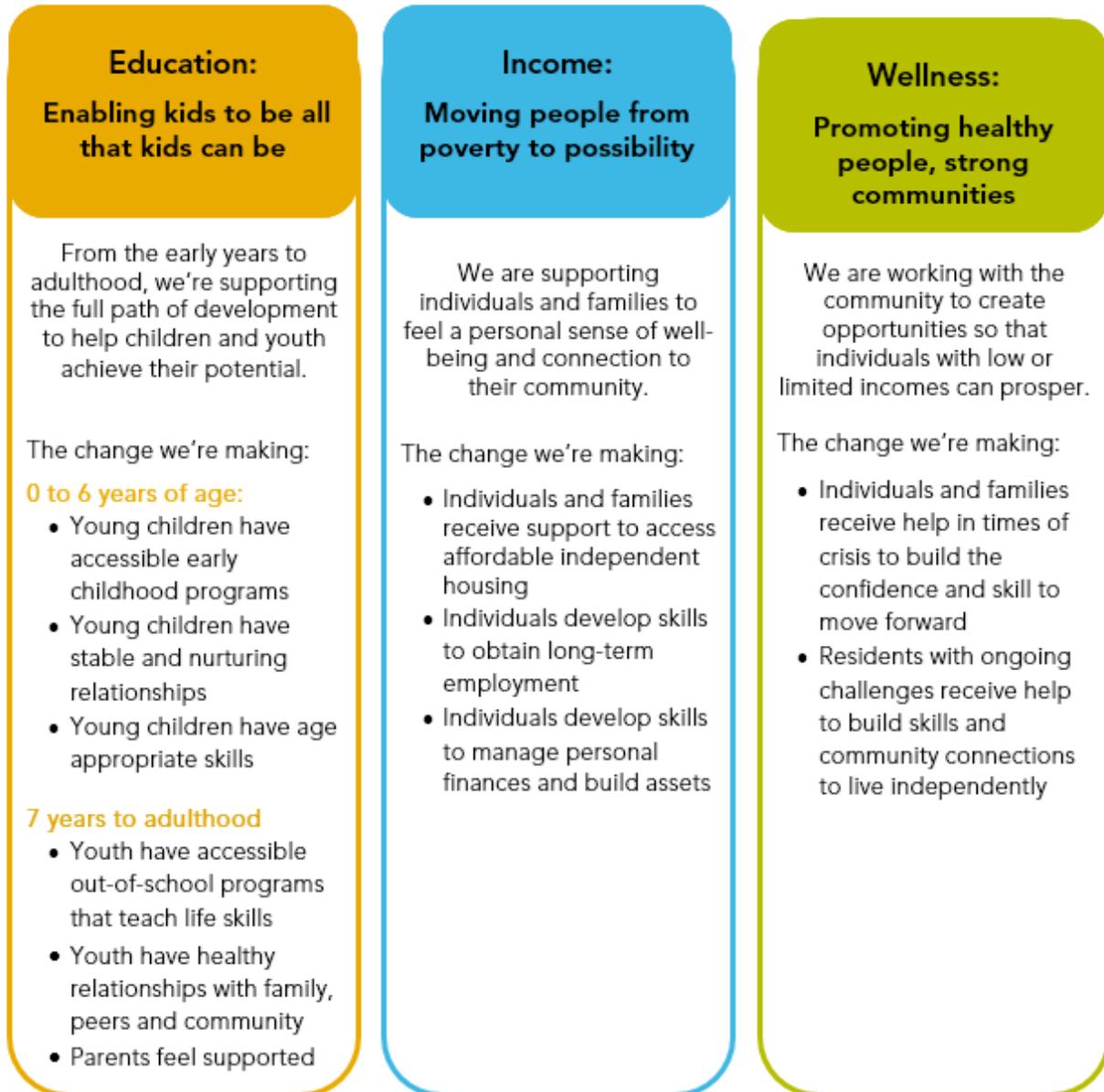
Administrator

403-343-3900

[christine@caunitedway.ca](mailto:christine@caunitedway.ca)

## Community Impact Framework

Through continuous research, a deep understanding of our Central Alberta community's challenges and experience working with key partners, we believe the best opportunity to change lives and social conditions rests in the following three priority areas:



Because we understand the issues impacting our community, our staff and volunteers are focused on

- **Investing** in programs and projects that address these challenges and demonstrate success in achieving results
- **Partnering** with agencies, community collaborations and provincial initiatives that address the underlying issues
- **Promoting** the importance of these issues and the difference that we, collectively, can have on the lives of people in our community.

Our region recently expanded and now includes the following cities, counties and communities in Central Alberta.

**Cities**

Camrose  
Lacombe  
Red Deer  
Wetaskiwin

**Neighbouring Communities**

|                |                |                |
|----------------|----------------|----------------|
| Altario        | Golden Days    | Telfordville   |
| Bashaw         | Halkirk        | Thorsby        |
| Bittern Lake   | Itaska Beach   | Tillicum Beach |
| Breton         | Kelsey         | Veteran        |
| Brownfield     | Kirriemuir     | Violet Grove   |
| Buck Creek     | Lindale        | Warburg        |
| Calmar         | Looma          |                |
| Carnwood       | Monitor        |                |
| Castor         | Pelican Point  |                |
| Consort        | Poplar Ridge   |                |
| Coronation     | Rolly View     |                |
| Compeer        | Strome         |                |
| Drayton Valley | Sundance Beach |                |
| Forestburg     | Sunnybrook     |                |

**Counties** including all communities

Clearwater County  
County of Stettler  
County of Wetaskiwin  
Kneehill County  
Lacombe County  
Mountain View County  
Ponoka County  
Red Deer County

