

## Professional Development Application Guidelines

The United Way Central Alberta is committed to making investments in activities that will impact the community. We invest in eligible organizations that address the following three priorities:

- Ensuring access to basic needs
- Increasing access to suitable mental health services
- Creating positive future with new possibilities

### 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 eligible organizations, 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.

Funding is provided to any organization that meet the following criteria.

1. Be either a qualified or non-qualified donee.
2. Provide programs and services which align to one of United Way Central Alberta's priorities.
3. Provide programs and services in the geographic area served by United Way Central Alberta (see map below).

Priority will be given to eligible organizations with an annual budget under \$1 million or those agencies with a limited ability to afford professional development.

The funding can support professional development costs up to \$500.

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 t1 to March 31).

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 online application form at [United Way Grants](#).

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:

Lori Jack  
Community Impact Manager  
403-967-1363  
[lori.jack@caunitedway.ca](mailto:lori.jack@caunitedway.ca)

## Map of Region Served

Our region includes the city of Red Deer, the town of Drumheller and the following counties:

Brazeau, Camrose, Clearwater, Flagstaff, Kneehill, Lacombe, Mountain View, Paintearth, Ponoka, Provost, Red Deer, Starland, Stettler, Special Area 4 and Wetaskiwin

