

### **Purpose**

The purpose of the Professional Development Fund is to assist member schools to access NZACS approved, special character professional development in instances where costs may be prohibitive.

This may include, but is not restricted to:

- NZACS conference and regional PD course fees
- Costs of travel to NZACS conferences or regional PD
- Costs of accommodation at NZACS conferences or regional PD
- Costs of releasing a teacher or teaching principal to attend NZACS conferences or regional PD

Events that are routinely supported include\*:

- NZACS teachers' conferences
- NZACS leaders' conferences
- NZACS symposium
- NZACS round table events
- BTI Christian Education PLD

\*Note: COL events are not given financial support for COL members, is funded by the MOE. However, where a Christian Education COL offers non-COL schools the opportunity to attend special character PLD (at their own cost), the NZACS executive will determine in advance, whether to endorse the event, and if they do, funding may be applied for.

### **Funds Available**

The amount available for distribution is set by the executive on an annual basis. The executive will fund up to 80% of the total cost for private schools and up to 60% for integrated schools.

### **Decisions on Funding**

Funding decisions are made by the executive. Factors such as geographical isolation, size and type of school, potential benefit of the course and the level of PD support received by schools in recent years will be taken into consideration. Funding will be dependent upon available funds. Priority is given to schools where finance is less readily available (in particular, private schools and very small schools).

### **Closing dates for Applications**

ALL applications must be sent to the executive IN ADVANCE of the event. Any funding applications sent in for past events are unlikely to be considered.

Applications will be considered annually and applications will close early in the year so that flights, etc., can be booked well in advance. The closing date will be advertised 2-3 months in advance via email, The Whiteboard and the NZACS website.

### **Notification of Funding**

Applicants will be notified of the outcome of their funding application with a fortnight of the closing date.

### **Payment Details**

If the application is successful, payment of a donation will be made into the school's nominated bank account once registrations for the conference or course have been received.

### **Completing the Application**

Please fill in the relevant details on the following page and then email to [secretary@nzacs.nz](mailto:secretary@nzacs.nz)

Please fill in the following information as applicable:

School details	
Name of School	
Name of Principal	
Attendee details	
Name of person/s attending the course/conference	
Position/s in school	
Reason for this particular person/s to attend the course or conference	
Course or conference details	
Name of course/conference	
Course/Conf Venue (Location)	
Course/Conf Cost	
Travel/accommodation costs <i>in addition</i> to course/conference cost	
Release time costs <i>in addition</i> to course/conference cost	
TOTAL COST	
Amount requested	
Please indicate how much assistance you would like from the Association	
Please provide any further information related to why you are applying for assistance	
Authorised by	
Name & Signature of Principal or PD Budget Holder	Date:
Contact Details (email/phone)	
School bank account details	
Account name	
Account number	
Reference details (if desired)	
Office use only	
Date Received   Date Approved	