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[www.mbteach.org](http://www.mbteach.org)

TO: Local Presidents  
FROM: Danielle Fullan Kolton, Executive Director  
DATE: September, 2023  
RE: 2023 – 2024 Local Executive Training

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The Manitoba Teachers' Society is pleased to announce that fourteen Local executive training sessions will be funded in the amount of \$500.00 each.

Attached please find the following information:

- allocation of funds,
- funding guidelines,
- application procedure, and
- application form

Applications will only be accepted from Locals that intend to schedule the training so that the full amount of the budgeted \$7,000 is allocated.

Confirmation of receipt will be sent to you when your application is received.

Inquiries about Local executive training grants should be forwarded to:

**Danielle Fullan Kolton**  
**Executive Director**  
**The Manitoba Teachers' Society**  
**[governance@mbteach.org](mailto:governance@mbteach.org)**

# LOCAL EXECUTIVE TRAINING GRANT GUIDELINES

The Manitoba Teachers' Society is committed to supporting Local Executives in the development of skills to enhance their function as a whole and build high-functioning teams.

## 1. Allocation of Funds

- a) The total budgeted amount for 2023-2024 Local Executive Training Sessions is \$7,000. The \$7,000 budget item is sufficient to fund fourteen (14) workshops at up to \$500 each.
- b) All applications received by October 16, 2023 will be prioritized in the order of the year in which the Locals last received such funding.
  - i. If there is a tie, applications will be prioritized by the date on which they were received by the Society.
  - ii. Any remaining applications will be placed on standby list and may receive funding if money becomes available due to the cancellation of an approved training session.
  - iii. If there are fewer than fourteen (14) applications, further applications will be approved as they are received.
- c) Budgeted monies in the amount of \$500 will be withheld until October 31, 2023 to provide funding to a Local that has never previously received funding. If no such application is received by October 31, 2023 the funds will be allocated in accordance with 1. b).

## 2. Funding Guidelines

- a) The Society pays up to 70% of the approved costs up to a maximum of \$500.
- b) More than one training session per year can be claimed provided that the annual maximum is not exceeded.
- c) The Local must first pay all costs incurred in the training, including the costs of substitute teachers, child care expenses, venue, catering, etc.
- d) The Local will claim the expenses for reimbursement in accordance with the formula in sub-section 2. e) and f). Substitute teacher fees should not be charged directly to the Society.
- e) Where the training is held inside the division boundaries, the Society pays 100% of travel costs and 70% of all remaining costs provided the maximum subsidy does not exceed \$500. In either case, travel costs must be included on the training claim form and not on the usual green expense voucher forms.
- f) Where the training is held outside the Division boundaries, travel costs may be claimed as part of the total costs. Car-pools are strongly encouraged.
- g) Society staff will provide support for a Local training session free of charge. The expenses of other facilitators, resources, or speakers must be allocated to the total cost of the training.

## 3. Application Procedure

- a) Applications will only be accepted from Locals that intend to schedule the training.
- b) Confirmation of receipt will be sent to you when your application is received.
- c) The attached application form must be submitted no later than October 16, 2023.
- d) The application must be approved by the Local Executive and signed by the President.
- e) Once approved (by a member of the Senior Management team), the President will receive the claim form to be completed. Keep all receipts and an itemized list of expenses.
- f) At the conclusion of the training and after all expenses have been paid, the Local will submit the claim form and supporting documents to [governance@mbteach.org](mailto:governance@mbteach.org)

### NOTE:

**This is a funding application only.** Locals are requested to make their own arrangements in arranging for presentations and resource personnel.

Please complete and return electronic applications to: [governance@mbteach.org](mailto:governance@mbteach.org)

## 2023 – 2024 LOCAL EXECUTIVE TRAINING APPLICATION FORM

|  |  |
|--|--|
| Name of Local:   |  |
| Name of President:   |  |
| Date of Approval of Proposal by Local Executive:   |  |
| Proposal:  |  |
| Training goals, themes or objectives (e.g., leadership skill development, conduct of effective meetings, team building, improving communications, membership & planning strategies, governance training, functions and roles of executive committees). |  |
| Date and time of training:   |  |
| Location of training:  |  |
| Number of participants expected to attend:   |  |
| Expected duration of training:   |  |
| Any details of the program not included above:   |  |
| <b>BUDGET</b>  |  |
| Meals/Refreshments:  |  |
| Transportation:  |  |
| Meeting Space:   |  |
| Substitutes:   |  |
| Other (Child Care, etc.):  |  |
| <b>TOTAL:</b>  |  |

**Local President's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_