

ALIGN BURSARY APPLICATION FORM

For Agencies Contracted by the Government of Alberta

ALIGN Agency Leadership Development Bursary

The ALIGN Leadership Bursary program is offering agencies a bursary up to \$5,000.00 towards Agency Leadership Development. We will choose on a first come first serve bases and can offer up to \$5,000.00 per agency.

Criteria:

- You don't have to be members
- Agency to send a short (no more than 2 pages) outline of their plan including the cost, and goals that you intend to achieve.
- When activities are complete report back as to how many people in your agency received the training and how it met your goals Process:
- Fill in the bursary application form (see below) and attach your proposal
- Send that to rhondab@alignab.ca
- You will receive a response back to your request within 2 weeks of receiving the request

ALIGN Leadership Bursary for Non-Accredited Programs

The purpose of the Leadership Bursary is to foster future leadership capacity by enabling senior organizational leaders to participate in formal education and professional development programs that enhance their ability to lead their organization and the field. The focus will be to develop or enhance leadership skills and innovation in service delivery and development, human resource management, organizational excellence and fiscal management. Tuition costs for non-accredited programs (max. \$5,000 and does not include travel). This bursary can be granted throughout the year. This can be a course, workshop, conference etc. but must be leadership focused. The application form must be filled in and signed and then we need the course outline and costs but not all the other information as per the leadership bursary above.

Purpose

The purpose of the Leadership Bursary is to foster future leadership capacity by enabling senior organizational leaders to participate in formal education and professional development programs that enhance their ability to lead their organization and the field. The focus will be to develop or enhance leadership skills and innovation in service delivery and development, human resource management, organizational excellence and fiscal management.

Eligibility Requirements

For all bursaries, applicants must:

- Currently work as a senior staff member in a supervisory leadership role
- Work in a Non-Government Organization (NGO) whose primary responsibility is to serve clients through the service delivery system
- Have worked in this organization a minimum of one year
- Be employed by an organization/agency that is contracted to provide services

in the Human Services Sector by the government of Alberta through Alberta Children & Youth Support Services or Disability Supports.

- Have submitted the bursary application before starting a program or course of study along with provisional acceptance. Final approval to be provided upon receipt of confirmation of acceptance into selected course of studies
- Demonstrate a prior interest in undertaking credentialed or professional leadership training
- Complete the attached application form

Organization must:

- Have contracted funding from the Government of Alberta through Alberta Children & Youth Support Services, Disability Supports.
- Be responsible for providing services to clients of the above programs through their service delivery system.

The institution program or course must:

- Be an accredited learning institution
- Provide professional leadership training that will enhance the candidate's ability to plan, lead, organize or direct resources
- Be focused on leadership not practice

Eligibility Limitations and General Information for all applicants:

- The committee will strive to ensure the equitable distribution of bursary dollars that allows for inclusivity, while addressing the high demand and specific needs of organizations and regions
- Proof of completion and/or attendance of previous semester is required prior to the payments being made for the next term or level of education
- Where possible, tuition costs will be paid directly to the educational institute with other eligible costs reimbursed to the candidate or organization upon receipt of proof of payment
- Maximum amount per bursary (Type 1) will be \$10,000.00 per fiscal reporting period (July 1 to June 30), per person, and per organization to a maximum of \$20,000.00 over 2 years.
- Only one employee per organization will be considered on any given Bursary selection round. Additional applications from organizations that have offices in a number of regions may be considered.
- If the funding exists to support the training requests of all applicants who meet the basic application criteria i.e. both the applicant and Executive Director, CEO or Board President have provided a personal letter, organizational requirements are met; an organization chart or equivalent is provided, and the type of training requested meets criteria for eligibility, bursaries will be allocated without the requirement for a further detailed analysis of the overall applications

Exclusions

Those eligible for bursaries provided by Family and Community Support Services, The.

Only one employee per organization per region will qualify on any given Bursary round.

Selection Procedure

A selection committee will meet twice yearly to review applications and to select successful candidates. All applicants will be informed of the committee’s decision.

(Must be a child and family services organization or disability organization contracted for services to the Government of Alberta through Ministry of Human Services, Child & Family Support Division or Disability Supports.)

NAME: _____

ADDRESS: _____

PHONE: () _____

FAX: () _____

E-MAIL ADDRESS: _____

POSITION TITLE: _____

AGENCY NAME: _____

EXECUTIVE DIRECTOR/CEO OR BOARD CHAIRPERSON:

EMAIL ADDRESS: _____

**UNIVERSITY OR TRAINING PROGRAM UNDER CONSIDERATION:
PROGRAM YOUR AGENCY IS FUNDED BY** _____

AMOUNT REQUESTING: _____

IS YOUR ORGANIZATION A MEMBER OF

ALIGN: Yes ___ No ___

AHVNA: Yes ___ No ___

ACDS: Yes ___ No ___

1) By signing this application form, we acknowledge that we are giving the Bursary Committee permission to obtain any additional information required to make a decision on the application.

2) By signing this application form, and if approved for bursary funds, this will serve as consent to be contacted in future, for example: to complete a follow up survey.

Applicant Date _____

Signature _____

**Please submit this Application to ALIGN at Suite 255, Bonnie Doon Mall, 8330 – 82 Avenue,
Edmonton Alberta T6C 4E3**