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## 2022-23 PROFESSIONAL DEVELOPMENT AND TRAVEL SUBSIDY FUND GUIDELINES

The Saskatchewan Council for Archives and Archivists (SCAA) operates a Professional Development and Travel Subsidy Fund. This fund is intended to help defray a portion of costs incurred by members through their participation in professional development opportunities. Any individual SCAA member in good standing or a **single designated representative** of any institutional SCAA member in good standing is eligible to receive funding. Applications for funding must be made to the SCAA Head Office, Attention Executive Director on the accompanying form and must meet the terms, conditions and program criteria established the Saskatchewan Council for Archives and Archivists. Please note that fees for online training or webinars are also eligible as long as they are not for credit in a University or College Course.

Funding applications must include the Professional Development and Travel Claim Subsidy Form; a copy of the course/workshop description. For topics that are not directly related to archives or that do not make direct mention of archives in the course description, a brief (max. one page) statement from the applicant indicating how this training will benefit their archives, archival practices, and/or archival knowledge must also be included.

Funding recipients must submit a letter of acknowledgement to SaskCulture, with copies to the Provincial Minister of Parks Culture and Sport, their member of the Saskatchewan Legislative Assembly, and the SCAA. Sample letters with current names and contact information will be made available by the SCAA. Alongside their letter to the SCAA, recipients are asked to submit a final expense report within 30 days of the PD opportunity with all mandatory receipts and a brief (1-2 paragraph) description of their attendance at the workshop/conference/webinar which may include: a summary of what they learned, the benefit of attending to them or their organization, etc. for inclusion in the SCAA newsletter *Outside the Box*. Photographs are also encouraged with this submission.

### ELIGIBLE EXPENSES

- Attendance at workshops, seminars, conferences and post-appointment training opportunities in archival topics, both in Saskatchewan and outside the province, are eligible for funding. Other projects in professional development and training in fields of archives will be considered for funding by the Executive Director of the SCAA, and must be accompanied by a statement from the applicant explaining their relevance to archives.
- Applicants may be reimbursed for travel costs, accommodation, and meals for attendance at eligible training opportunities. Registration fees for eligible workshops may also be reimbursed, **with the exception of registration fees for SCAA-sponsored workshops.**
- Airfare to eligible workshops, conferences, etc. may be paid in full. Fares for bus or train transportation may also be paid in full. Members are reimbursed all or part of their actual costs or \$0.5078 per kilometer when they use their own cars. Members are urged to choose the most economical form of transportation that is practical.



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- Only expenditures for which receipts are submitted will be reimbursed, with the exception of claims for automobile travel, parking expenses (where a receipt is unavailable) or for the per diem claim for meals. Please note a maximum amount of \$51 (Breakfast - \$10; Lunch - \$18; Dinner - \$23) for in province travel and \$61 (Breakfast - \$13; Lunch - \$20; Dinner - \$28) for out of province travel may be claimed. Hotels may be covered to a maximum of \$125.00 per day (some restrictions may apply).
- Members may be eligible for reimbursement for professional development opportunities that they have received Council support for in the past if the content of the educational offering has changed significantly and/or an extended period of time has passed since the previous registration. Applicant must outline the difference in the new application.

#### **NON-ELIGIBILITY**

- Attendance at archival courses offered by Universities or Colleges for credit are not eligible.
- Applicants may not be reimbursed from the fund for registration fees for SCAA sponsored workshops.

#### **FUNDING LIMITATIONS:**

- Disbursements from the fund are limited to \$800.00 per application.
- Applications for “prior approval” to SCAA sponsored workshops **must** be received in the SCAA office at least 2 weeks before the professional development opportunity takes place. Due to limited funding, disbursements may be pro-rated depending upon the number of applications received, total amount requested and the available funds. The SCAA reserves the right to partially fund all or part of any application based upon available funds.
- Funding for non-SCAA sponsored workshops are considered on a first come first serve basis. Funds for approved applications will be dispersed in the fiscal year the workshop takes place (April 1 – March 31), even if approved in prior fiscal year.
- All applicants must complete and return a final expense sheet along with their letter to the SCAA office before any funds will be released. **Recipients are asked to submit a final expense report within 30 days of the PD opportunity.**

*We gratefully acknowledge the financial support of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation through SaskCulture Inc.*

