

Funds have been made available by the provincial government to CLPNA to support educational programs to meet the current continuing education needs of Licensed Practical Nurses and to provide flexibility to respond to changes in education delivery models and changes in Alberta's health care system.

A number of principles have been identified to focus the expectations of both applicants and the Foundation:

- Excellence – Quality educational experiences are intended to enhance the role of the Licensed Practical Nurse.
- Accessibility – Equal opportunity will be provided to LPNs throughout the province.
- Shared Responsibility – LPN, employers, CLPNA and the Foundation all contribute to a successful quality education experience.

Guidelines for disbursement of the funds provided by the government are the basis for these detailed guidelines established by the Foundation for submissions to and grant awards from the endowment fund. Key criteria in the Foundation's agreement with Alberta Health and Wellness include:

1. Grant awards are used solely to support Educational Programs which will have specific impact on both nursing skills and knowledge. These programs are defined as:
  - Short Term Funding – Programs leading to obtainment of specialty nursing certification or enhanced specialty knowledge.
  - Event Funding – Non-credit educational programs including participation in conferences, workshops and seminars.
  - Long Term Funding – Educational programs at the baccalaureate level in fields that complement and enhance the evolving role of LPNs.
2. Funds are limited to licensed practical nurses in Alberta.
3. Training programs required by the employers as a condition of employment shall not be included.
4. No commitments to be made for any term that exceeds one fiscal year.

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### **Application Guidelines:**

1. The applicant must be a member of the CLPNA with an Active Practice Permit.
2. At the time of the award, the applicant must be residing in Alberta.
3. Preference will be given to applicants currently employed as an LPN.
4. If the applicant is on an approved leave of absence, short term disability or long term disability, applications will be reviewed on a case-by-case basis.
5. Training programs that are a condition of employment will not be funded. (ex. CPR, WHMIS, back care, etc.)
6. Applicant may apply for funding once per application deadline and priority will be given to first time applicants.
7. Relevance of the education to the applicant's role will be considered.

8. Grant award funding application must be for at least \$100.00 to be considered.
9. Grant awards are individual and non-transferable.
10. Notification of application status will be mailed a maximum of six weeks after the Application Deadline date.
11. Distribution of grant awards will be based on a priority for educational activities as follows:
  - a. Short Term Funding
  - b. Event Funding
  - c. Long Term Funding
12. Applicants must disclose if they've received funding from another source, and this will be taken into consideration.
13. Application Deadlines
  - a. To meet the initial deadline, completed application form(s) must be received or post-marked by November 30, 2006. (Education activity completed between June 1, 2006 and May 31, 2007 qualifies for this deadline.)
  - b. After the initial deadline, completed application form must be received or post-marked by the following application deadline dates: January 30, April 30, July 30, October 30
  - c. Educational activity must occur within 6 months, before or after, the deadline date.
14. Grant applications may include requests for:
  - a. Registration and tuition fees
  - b. Transportation
    - (i) If the applicant's residence is more than 200km one way from the education location, a transportation amount of \$50 may be requested.
    - (ii) If the applicant's residence is more than 400km one way from the education location, a transportation amount of \$100 may be requested.
  - c. Accommodation
    - (i) If the applicant's residence is more than 200km from the education location, an amount of \$100 may be requested.
15. Original receipts must be provided before the grant award is given to the applicant. (Original receipts are not to be submitted at time of application.)
16. The decisions of the Selection Committee are final.
17. Submission of an application does not guarantee an award.
18. For approved grant applications of \$1000 or more, grant awards will be paid in two increments: 50% upon verification of enrollment and reception of original receipts, and 50% upon proof of successful completion of the program.
19. For approved grant applications of less than \$1000, grant awards will be paid upon reception of original receipts and proof of successful completion of the program.
20. These guidelines are subject to change dependant upon the evolving requirements of administering Foundation grant awards.