

GRANT GUIDELINES

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

Several principles have been identified to focus the expectations of both applicants and the Fredrickson-McGregor Education 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** – LPNs, employers, the CLPNA, and the Foundation all contribute to a successful quality education experience

Guidelines for disbursement of the funds are provided by the government and based on these detailed guidelines established by the Foundation for submissions to issue grants from the endowment fund. Key criteria in the Foundation's agreement with the Government of Alberta (Health) include:

1. Grants are used solely to support Educational Programs which will have specific impact on Licensed Practical Nurse skills and knowledge. These programs are defined as:
 - Short Term Funding – Programs leading to obtainment of advanced nursing certification or advanced specialty knowledge.
 - Event Funding – Non-credit educational programs including participation in conferences, workshops, and seminars geared towards Licensed Practical Nurses.
 - Long Term Funding – Educational programs at the baccalaureate level in fields that complement and enhance the evolving role of Licensed Practical Nurses.
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 team that exceeds one fiscal year.

APPLICATION GUIDELINES

These guidelines are subject to change dependent upon the evolving requirements of administering Foundation grants.

1. The applicant must have an Active Practice Permit and be in good standing with the CLPNA.
 2. At the time of the grant distribution, 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. (For example: CPR, WHMIS, back care, etc.).
 6. Educational programs that are a condition of receiving unconditional active registration will not be funded.
 7. Applicants may apply for funding once per application deadline and priority will be given to first time applicants.
 8. Relevance of the education to the applicant's role will be considered.
 9. Grant funding applications must be for at least \$100.00 to be considered.
 10. Grants are individual and non-transferable. Grant approval cannot be extended, course completion must fall within the requirements of the grant application.
 11. Notification of application status will be emailed a maximum of six weeks after the Application Deadline date.
 12. Distribution of grants will be based on a priority for educational activities as follows:
 - Short Term Funding
 - Event Funding
 - Long Term Funding
 13. Applicants must disclose if they have received funding from another source, and this will be taken into consideration.
 14. Application Deadlines:
 - Completed application forms must be received or post-marked by the following application deadline dates: January 31, April 30, July 31, and October 31.
 - Educational activity must occur within 6 months, before or after the deadline date.
 15. Grant applications are intended to assist with tuition costs and may include requests for:
 - Registration and tuition fees
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- Transportation:
 - If the applicant's residence is more than 200 km one way from the education location, a transportation amount of \$50 may be requested.
 - If the applicant's residence is more than 400 km one way from the education location, a transportation amount of \$100 may be requested.
 - Accommodation:
 - If the applicant's residence is more than 200 km from the education location, an amount of \$100 may be requested.
16. Original receipts must be provided before the grant is given to the applicant. (Original receipts are not to be submitted at time of application).
17. The decisions of the Selection Committee are final.
18. Submission of an application does not guarantee a grant.
19. For approved grant applications of less than \$1000, grants will be paid upon reception of original receipts and proof of successful completion of the program and/or other requirements.
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