

## **AP 135 - PERSONAL FAITH DEVELOPMENT GRANTS**

### **Background**

The Division recognizes that personal faith development is an integral part of the growth of our staff in their Catholicity and in their ability to enhance Catholic Education within our division. Our staff are role models for our students and it is in the interest of the division that they should grow in that role.

In support of that growth the Division may provide funds for staff to attend personal faith development opportunities.

### **Procedures**

#### **1. Qualification Guidelines**

- 1.1 In order to access a personal faith development grant the following criteria must be met:
  - 1.1.1 The activity must be faith centered and personal Catholic faith development is the primary reason for participating;
  - 1.1.2 The activity must be personal in nature and not cocurricular or extracurricular directed;
  - 1.1.3 The activity cannot be employee advancement oriented (used to further step, class or position);
  - 1.1.4 The funding cannot be used to supplement other funding from the division.
- 1.2 The following are examples of potential activities:
  - 1.2.1 Personal Faith Development retreats
  - 1.2.2 Pilgrimages
  - 1.2.3 Non Student Mission Trips
  - 1.2.4 Others as decided upon by the Faith Development Committee

#### **2. Funding Guidelines**

- 2.1 The following expenses may be covered up to but not exceeding \$300.00
  - 2.1.1 Meals: Based on Board Guidelines as per Division Expense Form
  - 2.1.2 Mileage: as per current Division mileage rate (see AP 213)
  - 2.1.3 Registration Expenses: May be paid ahead of time by the division upon presentation of the invoice
  - 2.1.4 Accommodation: Based on receipts

- 2.1.5 Travel: Taxis, Air Travel, Bus etc. based upon receipts
- 2.2 All potential expenses must be outlined in the Personal Faith Development Grant application form.
  
- 3. Procedures For Funding Requests
  - 3.1 The Applicant will complete the AP 135 FORM – Faith Development Request, and include a link to the event website and registration if required.
  - 3.2 This form should be signed by the applicant and given to their Faith Development Committee Rep, who will forward the form to the Chairperson of the Faith Development Committee.
  - 3.3 The Chairperson will include requests for funding in the agenda of the next Faith Development meeting. The Faith Development Committee members will discuss the application. If there is not full consensus among members of the committee, then it will come to a vote. A 2/3 majority in favor will be needed for the request to be approved.
  - 3.4 The Chairperson or delegate will communicate in writing with the Applicant regarding the decision of the Faith Development Committee
  - 3.5 If approved, the Chairperson will arrange for the Applicant to receive the approved funding once receipts have been submitted to the Chairperson together with AP 135 FORM – Faith Development Request listing the Actual Expenses.