

# Professional Development Grant 2023-24: Information Sheet

Professional development is a valuable investment in staff. It is connected to increased engagement at work as well as higher job satisfaction and increased retention rates. Supporting the opportunity to learn new skills, gain confidence, stay up to date in the sector, and build connections with colleagues makes employees feel valued and increases performance.

The 2023-24 Professional Development (PD) Grant is available to regulated child care facilities to assist with the cost of professional development expenses, under the following terms and conditions:

- Grants will be issued to the facility for professional development opportunities that are completed by anyone who is working in the child care facility as well as individuals serving as board members of a regulated child care centre.
- Grants will be issued for completed events identified in the Eligible Opportunities for 2023-24 Professional Development Grant Funding document. This includes a variety of in-person and online sessions and may be updated periodically throughout the year as additional events that are eligible become available.

Every regulated facility is eligible to receive a maximum PD grant amount for 2023-24. Please consider the maximum grant listed below when planning (i.e. carpooling or local PD rather than long distance PD) for PD events for 2023-24.

Centres with 30 or fewer spaces	\$1,500
Centres with 31-60 spaces	\$2,500
Centres with 61-90 spaces	\$3,500
Family child Care Homes	\$300
Family Child Care Group Homes (provider \$300 & assistant \$300)	\$600

The grant is available for the following expenses related to attendance/completion of the eligible events from March 15, 2023, to March 15, 2024.

**Note: The maximum amount is \$300 per person, per event, plus mileage if travel is required.**

## Event Expenses

- Registration fees are an eligible expense.
- Travel costs are eligible, as specified below:
  - Mileage expenses can be claimed if travel is required. The mileage rate for April 1 to September 30, 2023, is \$0.5482 /km or \$0.5903/km in northern Saskatchewan (north of 54<sup>th</sup>).

- Meal rates are an eligible expense if a person is required to be away from their community during regular mealtimes and if meals are not provided at the event. Rates are \$10 for breakfast, \$18 for lunch and \$23 for supper. Receipts are not required for meals.
- Accommodation costs can be claimed for events that are two or more days in length or for events when the person would have had to leave home before 7:00 a.m. Receipts are required.
- Travel costs cannot be claimed when an eligible event is held in the community in which the individual is employed, or for online events.

### **Staffing Expenses**

- Staffing stipend is available to help offset the costs of additional wages and/or hiring replacement staff:
  - \$25 for events 2 hours or less
  - \$50 for half-day events
  - \$100 for full-day events
  - \$100/day for multiple full day events
- If an individual registers for the entire duration of an event but does not attend the entire event, the staffing stipend will be adjusted.

### **The following steps will assist you in the application process:**

1. Employers will complete the Application for Reimbursement of Professional Development Expenses for the period of March 15, 2023 – March 15, 2024, for all staff/board members who attended an event. Those who attended the event will provide proof of registration and required receipts. More than one application form can be submitted but the total of all applications cannot exceed your facility's maximum PD grant amount.
2. If travel expenses were incurred, employers will also record this on the Application for Reimbursement of Professional Development Expenses form.
3. The form must be submitted to your Early Learning and Child Care (ELCC) Consultant within two months following each event.
4. March 15, 2024 is the deadline for applications to be submitted. Applications received after the deadline date will not be processed.

**If you have any questions about the PD Grant or to ensure eligibility of opportunities, contact your ELCC Consultant or visit the early learning portal at [earlylearning@edonline.sk.ca](mailto:earlylearning@edonline.sk.ca) and click on Professional Learning Opportunities.**