



# SMALL SCHOOL GRANT

## Professional Development Funding Application Form

Surrey Teachers' Association  
 201 - 9030 King George Boulevard, Surrey, V3V 7Y3  
 Tel: 604-594-5353 Fax: 604-594-5176 Courier #000

**Funds can be used for events taking place between July 1, 2024 – September 15, 2025**

The STA will provide up to \$1,000.00 to small schools (20,000 FTE and under) on a first-come, first-serve basis to pay for external presenters/speakers for a Whole Staff Pro-D day.

1. A Small School ProD Grant Application must be pre-approved before booking/scheduling external presenters/speakers.
2. Applications must be sent through the courier to STA #000 at least one month before the event to ensure there is adequate time for processing.
3. To find out if your school qualifies for this grant, please email [accounting2@surreyteachers.org](mailto:accounting2@surreyteachers.org)
4. The STA will provide payment to presenters/speakers AFTER the Whole Staff ProD day has occurred. Reimbursement by the STA can take up to 30 days from the date we receive the application. If payment is required before the ProD day or sooner than the STA can provide, please make a request to your admin. It is not recommended that STA members pay presenters/speakers directly.

### Funding Guidelines:

1. Up to \$1,000.00 for external presenters/speakers.
2. Fill in the application and attach an agenda for the day.
3. This application is for presenter/speaker fees only. All other expenses for a Whole Staff Pro-D day should be included on the Whole Staff Pro-D application.

<b>School:</b>	<b>Courier:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>School/Site Pro-D Chairperson:</b>	<b>Email:</b>

<b>Workshop/Conference:</b>	
<b>Location:</b>	<b>Date(s):</b>

Please provide a description of the workshop being presented:

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	Amount Requested	Amount Approved
<b>Presenter/Speaker Fee</b>		
<b>TOTAL</b>		

This section to be filled in and signed by the SCHOOL / SITE PRO-D COMMITTEE CHAIRPERSON.

Signature: \_\_\_\_\_ (PRINT NAME) \_\_\_\_\_

*Applications will not be considered without the signature of Pro-D Chairperson*

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Pro-D funds may be considered as taxable benefits according to Revenue Canada. If the event/activity has more personal than professional benefit, STA Pro-D funds will not be approved.