



GRANT APPLICATION FORM
(Grants may be applied to tuition costs only)

APPLICATION DEADLINE: August 31

Date of Application:
Your Name & Position:
Employer:
Address:
Email:
Phone: ( ) Fax: ( )

- 1. Are you a current member of the ADOA?
Yes
No, attach an application form to become a current member and applicable fees

- 2. Are you registered in an accredited or recognized program in the planning and development field?
Yes
No, just taking selected courses of interest

Name of Program:
Name of Course:
Date of Course Start: Date of Course Completion:
Course Tuition Fee: Location of Course:

- 3. How far did you travel to attend the course?
4. Did you pay for a portion, all, or none of the course tuition? amount?
5. Did your employer pay a portion, all, or none of the course tuition? amount?
6. Do you expect to be reimbursed for a portion, all, or none of the course tuition by your employer after you have successfully completed the course? amount?
7. Who paid for travel accommodations meals
applicant employer N/A
applicant employer N/A
applicant employer N/A
8. Is this your first course in the program?
Yes
No

9. How many have you completed in the program? \_\_\_\_\_
10. How many courses remain to complete the program? \_\_\_\_\_
11. Are you or your employer a previous recipient of a Grant from the ADOA? \_\_\_\_\_
12. Have you applied for a post secondary institution bursary/ grant/ scholarship?  Yes  
 No
13. Did you receive a post secondary institution bursary/ grant/ scholarship?  Yes  
 No

This information is being collected for the sole purpose of the Alberta Development Officers Association. I agree to allow the Alberta Development Officers Association to collect and use this information for the purpose of reviewing and processing this application and awarding a bursary if successful.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Checklist of Documentation to be submitted for an ADOA Grant:**

- Completed application form**
- A letter outlining the following:**
- a) Why the grant-is required?
- b) What efforts have been made to commit to your program including paying the costs ( course fees & travel costs) from your own funds
- Confirmation of enrolment in the recognized/ accredited program**
- Note:** The Statement of Results will be required to be submitted to verify a minimum grade of 60% or 1.7 grade point (C-) in reference to the University of Alberta prior to any monies being awarded.
- Employer's policy regarding education funding. If applicable include the amount of funding contributed by the employer.** This may be in the form of a letter or an email.

**PLEASE SEE ADOA EDUCATION GRANTS - POLICY & PROCEDURES  
# 11-ADOA-001**

**Return your Grant Application & Information to:**

**ADOA Executive Assistant  
PO Box 164, Sangudo, AB T0E 2A0  
Phone: (780) 913-4214 Email: [admin@adoa.net](mailto:admin@adoa.net)**

**Website: [www.adoa.net](http://www.adoa.net)**

**IMPORTANT: VERIFY WITH THE ADOA EXECUTIVE ASSISTANT THAT YOUR INFORMATION  
AND APPLICATION HAS BEEN RECEIVED.**