

ALBERTA DEVELOPMENT OFFICERS ASSOCIATION  
POLICY AND PROCEDURES

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| <b>POLICY TITLE:</b> Grant Allocation – Yearly Financial |   |  |
| <b>NEW POLICY NO.</b> 11-ADOA-001                        |   |  |
| <b>ORIGIN/AUTHORITY:</b><br>Board of Directors           | <b>ADOPTED BY:</b><br>Board of Directors  | <b>EFFECTIVE DATE:</b><br>April 30, 2010 |
|  | <b>REPLACES POLICY NO.</b><br>10-ADOA-004 | <b>REVISION DATE:</b><br>July 8, 2011    |

**Bursary Allocation:**

The Alberta Development Officers Association recognizes the benefit of assisting its membership in pursuing further education related to their employment and positions as Development Officers. The Education Grant is meant to recognize and provide encouragement to Members enrolled in a recognized educational program that is dedicated to their profession and their educational advancement.

Requirements for qualification for the Education Grant is outlined within the attached Schedule B - Education Grants Policy and Procedures.

Effective 1 January, 2010, the Alberta Development Officers Association will set aside an amount equal to fifteen percent (15%) of the fiscal year's membership fees collected as of February 28 of the current year, to be used for the yearly allocation to the Grant Program as per the Board of Directors motion of the meeting on 27 September 2009.

The Education Grant Policy and Procedures Guidelines are attached as Schedule B of this Policy as approved by the Board of Directors.

**SCHEDULE B**

**EDUCATION GRANTS**

**Policy and Procedures Guidelines**

**Part 1  
General**

**1.0 Purpose**

The Education Grant is meant to recognize and provide encouragement to Members enrolled in a Recognized Educational Program that is dedicated to their profession and their educational advancement.

**1.1 Definitions**

“**ADOA**” means the Alberta Development Officers Association;

“**Applicant**” means an individual that has made application for a grant;

“**Board**” means the Board of Directors of the ADOA.

“**Education Chair**” means a member of the Board and the Chair of the Education Committee.

“**Education Committee**” means a committee appointed by the Education Chair to review and approve grant applications. In addition, the Education Committee will endeavour to pursue opportunities that are beneficial to the ADOA membership and the ADOA as a whole.

“**Eligible Period**” means, in the case of grant applications made prior to completion of a course, one year after the date in which the grant was approved; and, in the case of grant applications made after the course had been completed, one year before to the date in which the grant was approved.

“**Educational Program**” means an eligible course from an applicable post secondary institution in the planning and development industry and that may be recognized by the ADOA Board for the ADOA grant program.

“**Executive**” means collectively, those Directors of the Association who are appointed as Executive Officers of the Board.

ALBERTA DEVELOPMENT OFFICERS ASSOCIATION  
POLICY AND PROCEDURES

“**Grant**” means a financial donation granted by the Education Committee for members who have successfully completed a course from an applicable post secondary institution in the planning and development industry.

“**Grant Fund**” means a budgeted fund with an amount determined by the Executive used to provide Grants to successful applicants.

“**Recipient**” means an applicant who has been approved for a grant subject to the rules and regulations.

“**Statement of Results**” means the official statement from the educational institution for a specific course indicating the student’s grade.

“**Supporting Documentation**” means documentation that is required to be submitted in accordance with Part 2 of this policy and procedure.

**1.2 Education Committee**

The Education Chair shall appoint an Education Committee from the membership, which comprises the Education Chair, and a minimum of four individuals. There may be a maximum of two committee members that are associate member status with the remainder being full ADOA members. There shall be no more than seven members including the Chair.

**1.3 Education Committee Term**

The term for members of the Education Committee shall be one-year and shall expire at the Annual General Meeting. The Chair may, at their discretion, re-appoint active Education Committee members for the following term.

**1.4 Legal**

These Grant Rules and Regulations shall provide for no legal claim to grants, other forms of support, payments, or compensation paid to members.

**Part 2  
Application for Grants**

**2.0 Application Submissions**

- 2.1 Applications shall be submitted to the Education Committee Chair no later than August 31.
- 2.2 A completed application includes the following:
  - a) Completed application form
  - b) Letter outlining the following:
    - i) Written justification requiring the Grant;

ALBERTA DEVELOPMENT OFFICERS ASSOCIATION  
POLICY AND PROCEDURES

- ii) The applicant's own efforts and commitment towards participating in the program, including paying costs (course fees and travel expenses) from own funds;
  - c) Confirmation of enrolment in the Educational Program;
  - d) If the course has been completed then a copy of the Statement of Results is required to be submitted with the application; and
  - e) Employer's policy regarding education funding. This may be in the form of a letter from the employer.
- 2.3 Members enrolled in an Educational Program may apply for a Grant from a grant fund if:
- (a) they are a member of the ADOA in good standing,
  - (b) they have completed a Grant application form,
  - (c) they are enrolled in a Educational Program and
  - (d) they have passed the course with the minimum grade requirement of 60% or from the University of Alberta a 1.7 grade point (C-).
- 2.4 All applications, statement of results and any other information shall be submitted to the ADOA Executive Assistant attention to the Education Chair either by email, fax, courier or Canada Post.

**Part 3**  
**Regulations for Awarding Grants**

**3.0 Announcement of Grants**

A Grant will be considered awarded at the time the Recipients are announced. Recipients will be announced at the Annual General Meeting, unless otherwise determined by the Education Committee.

**3.1 Grading**

A Satisfactory Grade shall be a mark of at least 60% in the case of all Educational Institutions with the exception of the University of Alberta. In the case of the University of Alberta, the Satisfactory Grade shall be mark of a 1.7 grade point or higher.

**3.2 Criteria**

3.21 Grants may be awarded to members that receive a Satisfactory Grade.

- 3.22 An Applicant may meet the criteria of receiving a Grant but may not be awarded a Grant. The final decision for awarding a Grant and the amount of a Grant is at the sole discretion of the Board. In determining a Grant application, and the amount, the Education Committee shall consider one or any of the following:
- a) The number of applicants;
  - b) The amount of Grant Fund available for Grants;
  - c) The grade of the Applicant;
  - d) If the Applicant or municipality or organization has applied in previous years;
  - e) The financial circumstances as demonstrated by the Applicant;

ALBERTA DEVELOPMENT OFFICERS ASSOCIATION  
POLICY AND PROCEDURES

- f) The motivation of the Applicant to complete the program; and
  - g) Employer funding.
- 3.23 If a grant is not awarded to an individual, the Education Chair shall provide reasons, in writing, to the unsuccessful applicant.

**Part 4**  
**Grant Conditions**

**4.0 Timing**

Applicants may apply for a Grant prior to taking a course.  
The course must be taken within the Eligible Period.  
The course must be specified in the application.

**4.1 Issuance of Grants**

Monies will be issued as follows:

- a) In situations where the Grant has been awarded for applications applied prior to completing course, monies will be issued once the course has been completed, within the Eligible Period, and the Statement of Results indicating the minimum required grade has been received in accordance with 3.11.
- b) In situations where the Grant has been awarded for applications after completing the course, monies will be issued in a reasonable amount of time once the Statement of Results indicating the minimum required grade has been received in accordance with 3.11.
- c) Grants will be issued towards tuition costs only.