



## Learning Grant

### **Purpose**

Any individual who embraces the need to advance their education/knowledge of Rotary is welcome to apply for this grant to help with their registration and accommodation costs at Rotary-specific conferences/training. This Grant process does not apply to mandatory training and those associated costs.

By attending Rotary-specific conferences and/or training, successful candidates who are currently making a determined effort to increase their Rotary knowledge base will be able to further develop their skills for the good of the Rotary Club of Red Deer Urban Spirits (RCRDUS).

The RCRDUS will fund a portion of member attendance at Rotary-specific conferences/training.

This grant process will assist with costs of Rotary-specific conferences and/or training and increase the number of RCRDUS members attending Rotary-specific conferences/training, thereby enhancing our bench strength at the Club level as well as increasing visibility for The Club as a whole at Rotary events.

### **Eligibility Guidelines**

Funding is open to all RCRDUS members in good standing.

Grant money will only be provided for Rotary-specific conferences/training.

### **How Grants are Funded**

The RCRDUS will allocate a percentage of annual membership fees to a Rotary-specific conferences/training Learning Grant Fund. The dollar amount will be set every year through the annual budgeting process.

Each request will be funded based on application numbers and budget availability.

Funds will be awarded on a first come first served basis.

## **Restrictions**

- I. Grant funding may be used for:
  - Registration/fees for Rotary-specific conferences/training;
  - Accommodation.

## **Parameters**

- Individuals chosen will be required to pay all upfront costs and will submit a payment reimbursement form along with original detailed receipts to be reimbursed for their costs.
- If individuals are unable to cover the upfront costs associated with attendance at Rotary-specific conferences/training, they must contact the RCRDUS Board President.
- The RCRDUS Board will be the approval body for the Learning Grant Fund.

## **Application Process/Requirements**

1. Applications must be submitted via email to [connect@urbanspiritsrd.ca](mailto:connect@urbanspiritsrd.ca) indicating “<<year>> RCRDUS Learning Grant Application” in the subject line of the email.
2. Potential grantees will need to submit a proposal to The Board outlining the following:
  - A brief outline of their role in RCRDUS;
  - How they believe their participation in the Rotary-specific conference/training will benefit RCRDUS.

## **Timelines**

- Applications must be submitted to the Board no less than 30 days prior to the date of registration deadline for Rotary-specific conference/training. Late applications may be considered at the discretion of the Board.
- Notifications will be provided to successful grantees by email prior to the date of registration deadline for Rotary-specific conference/training.

- Reimbursements will be completed within 30 days of all final receipts being submitted.

### **Expectations**

Any RCRDUS member attending Rotary-specific conferences/training will be expected to behave in a way that avoids negative opinions of The Club overall, and avoids actual or perceived conflict of interest. If concerns regarding a conflict of interest is brought to the attention of the board, the member may not be awarded the grant that had been previously approved, or may be asked to repay the grant and will not be eligible to receive the grant in the future.

Members are encouraged to share their key learnings at the Club meeting following the conference/training event and/or on the RCRDUS Member Facebook page.