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**Professional Development Fund Guideline**

**CYFS Coalition**

**May 14, 2015**

**Purpose**

The Coalition will provide support to members to access training and opportunities that benefit our collective work towards achieving our Strategic Objectives. Funding for this fund would arrive in a surplus financial year and/or through donations.

**Eligible Training Events and Costs**

Eligible events will relate to the Coalition Strategic Objectives. Expense eligibility would be limited to registration fees, meals, travel and/or accommodation up to a maximum of $500. Each application will be reviewed by the Coalition. Member organizations may be asked to cover a portion of training costs.

**Eligible Participants and Expectations**

Participants who receive support to attend eligible events should be staff within a Coalition member organization in good standing, who are actively participating on one or more Coalition tables or working groups. Those providing purchase services supports would be eligible to apply for training. It is expected that participants will share their new knowledge and understanding when they return from training, either in a presentation to Coalition table (s) or by undertaking a training program that will benefit Coalition members.

**Process for Applying**

An individual or organization may apply to the Coalition’s Infrastructure Table to access the Professional Development Fund by contacting Julie McAlpine, CYFS Coalition Executive Assistant jmcalpine@simcoecountycoalition.ca. It is recommended that applications be submitted 6 weeks prior to the training event. An application form will be sent which will ask for details of the training, proposed benefit to the individual, organization and the Coalition as a whole, including how the new knowledge will be shared following the training. Infrastructure will review applications and make recommendations to Secretariat.