



Alberta Association of Services  
For Children and Families

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## The Alberta Association of Services for Children and Families Leadership Bursary

### Supported by Alberta Children and Youth Support Services

#### Purpose

The purpose of the Leadership Bursary is to foster future leadership capacity by enabling senior organizational leaders to participate in formal education and professional development programs that enhance their ability to lead their organization and the field. The focus will be to develop or enhance leadership skills and innovation in service delivery and development, human resource management, organizational excellence and fiscal management.

#### Amount of Bursary

Bursary amounts will range up to \$10,000 per year for a maximum of two years. Bursary amounts will vary depending on the length of the program and the education level sought and the amount of money available for disbursement.

\$10,000 per year has been allocated for non-accredited programs

#### Eligibility Requirements

##### Applicants must:

- Currently work as a senior staff member in a supervisory leadership role
- Work in a Non-Government Organization (NGO) whose primary responsibility is to serve clients through the service delivery system
- Have worked in this organization a minimum of one year
- Be employed by an organization/agency that is **contracted** to provide services in the Human Services Sector by the Government of Alberta through Alberta Children & Youth Support Services, Senior's and Community Services and AADAC.
- Have submitted the bursary application before starting a program or course of study along with provisional acceptance. Final approval to be provided upon receipt of confirmation of acceptance into selected course of studies
- Demonstrate a prior interest in undertaking **credentialed or professional leadership training**
- Provide information on other financial support that is being sought or has been approved for the course/program being applied for in this grant

- Provide two written professional references
- **Prepare a personal letter detailing:**
  1. Education and experience
  2. Type of leadership training already obtained
  3. Occupational goals
  4. A description of your personal leadership style
  5. A description of how the training requested relates to your career aspirations and to your leadership goals
  6. Disclosure of other funding sources applied for
  7. The kind of commitment you are willing to make to your agency/organization and the field as a whole
  8. Personal financial contribution
  9. A financial breakdown of how the bursary amount will be utilized

**The Executive Director/CEO or Board President of your agency must:**

- **Provide a personal letter detailing the following information**
  1. The organization's mandate
  2. The applicant's leadership potential and where they fit within the organization's succession plan
  3. A description of how the training requested will strengthen the applicant's abilities as a leader and the overall benefit to the organization
  4. The organization's commitment to supporting the learning and career goals of the applicant
  5. The organization's support (financial or non financial) of the applicant
  6. The name and number of a Ministry contact who can confirm program funding
- **Attach an updated organization chart if available or briefly describe where the applicant's position fits within the organization**

Organization must:

- Have primary **contracted** funding from the Government of Alberta through Alberta Children & Youth Support Services, Seniors and Community Supports or AADAC.
- Be responsible for providing services to clients of the above Ministries through their service delivery system

The institution program or course must:

- Be credentialed based on the approved list (attached)
- Provide professional leadership training that will enhance the candidate's ability to plan, lead, organize or direct resources

- Be focused on leadership not practice

### **Eligibility Limitations and General Information:**

- The committee will strive to ensure the equitable distribution of bursary dollars that allows for inclusivity, while addressing the high demand and specific needs of organizations and regions
- Proof of completion and/or attendance of previous semester is required prior to the payments being made for the next term or level of education
- Tuition costs will be paid directly to the educational institute with other eligible costs reimbursed to the candidate or organization upon receipt of proof of payment
- Maximum amount per bursary will be \$10,000.00 per fiscal reporting period (July 1 to June 30), per person, and per organization
- Only one employee per organization will be considered on any given Bursary selection round. Additional applications from organizations that have offices in a number of regions may be considered.
- If the funding exists to support the training requests of all applicants who meet the basic application criteria i.e. both the applicant and Executive Director, CEO or Board President have provided a personal letter, organizational requirements are met; an organization chart or equivalent is provided, and the type of training requested meets criteria for eligibility, bursaries will be allocated without the requirement for a further detailed analysis of the overall applications
- If the eligible bursary requests exceed the available bursary allotments, further analysis of the applications will be carried out

### **Exclusions**

Those eligible for bursaries provided by Family and Community Support Services, The Alberta Council of Women's Shelters or the Child Care Network cannot apply for an AASCF Bursary.

Only one employee per organization per region will qualify on any given Bursary round.

### **Selection Procedure**

A selection committee will meet twice yearly to review applications and to select successful candidates. All applicants will be informed of the committee's decision.



## COMMITTEE TO ADMINISTER THE BURSARY

A Committee has been formed and includes the following:

- 1) Rhonda Barraclough, Executive Director of the Alberta Association of Services for Children and Families (AASCF) or designate (Chair)
- 2) Gus Rozycki, AASCF Board Member, Executive Director, Bosco Homes
- 3) Lori Cooper, Executive Director, Human Resource Management Support, Alberta Children's Services
- 4) Cathy Cloughton, Manager Workforce Planning, Alberta Children's Services
- 5) Ann Nicol, CEO Alberta Council of Disability Services
- 6) Lavonne Roloff, Provincial Director, Alberta Home Visitation Network Association
- 7) Bill Forbes, Advisory Council on Senior's

The Committee will meet twice yearly to review applicants for the Bursary.

**APPLICATION FORM**  
**AASCF LEADERSHIP TRAINING BURSARY**  
*For Agencies Contracted by the Government of Alberta*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

EXECUTIVE DIRECTOR/CEO OR BOARD CHAIRPERSON: \_\_\_\_\_

UNIVERSITY OR TRAINING PROGRAM UNDER CONSIDERATION: \_\_\_\_\_

\_\_\_\_\_

MINISTRY YOUR AGENCY IS FUNDED BY \_\_\_\_\_

AMOUNT REQUESTING: \_\_\_\_\_

**APPLICATION FOR BURSARY:** (must be a child and family services organization or seniors organization **contracted for services to the Government of Alberta through Children's Services, Seniors and Community Services or AADAC.** For example:

AASCF MEMBER AGENCY

OTHER CHILD & FAMILY SERVING AGENCY

DISABILITY SERVICES AGENCY

SENIORS ORGANIZATON

SUBSTANCE ABUSE COUNSELLING SERVICE

OTHER ELIGIBLE CONTRACTED SERVICE AREA

By signing this application form, we acknowledge that we are giving the Bursary Committee permission to obtain any additional information required to make a decision on the application.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Director/Chairperson of the Board

\_\_\_\_\_  
Date

Please attach: 1) letter from your Executive Director/CEO or Board Chair and 2) your personal letter.

1. **Please submit this Application to the AASCF at Suite 258, Bonnie Doon Mall, 8330 – 82 Avenue, Edmonton Alberta T6C 4E3 no less than 2 months but preferably 10 – 12 months prior to deadline, for this round applications must be submitted by April 30, 2010.**