

Inside Education Society of Alberta

SUBSIDY POLICY

Inside Education has amended its subsidy policy to further minimize financial barriers for teachers and schools to attend a the ***Energy Education Tool Kit Teacher Professional Development Program***

AVAILABLE TO

Any teacher that attends a teacher professional development program and/or youth education summit in its entirety including participation in associated activities and required follow-up materials (*i.e. project plans or updates, surveys etc.*)

HOW IT WORKS

The teacher-participant is responsible for booking their own supply teacher, as per normal procedures in their local school district, and providing the school or school district a copy of this policy. Teacher-participants can request Inside Education to cover a portion of the cost of a supply teacher up to a maximum of **\$150/day**.

HOW TO REQUEST THIS SUBSIDY

Following the program, submit an invoice to Inside Education and *include a copy of the actual supply teacher invoice* from your school. The school invoice must reference the amount of subsidy requested, the teacher participant's name, as well as the name and date of the professional development program or youth summit to confirm that a supply teacher was hired on the program dates.

*e.g. Supply teacher subsidy for Jane Doe
Inside Education (**Energy Education PD**)
Professional Development Program, January 29, 2021
Total Cost of Supply Teacher = \$175*

Total Cost of Subsidy Requested = \$150

Note: do not add GST to this invoice. Inside Education does not reimburse GST.

Send your supply teacher invoice:

Inside Education Society of Alberta
Suite 701, 615 Macleod Trail SE
Calgary, AB T2G 4T8
Email: accounting@insideeducation.ca

LIMITATIONS

Request for subsidies and associated paperwork must be received by Inside Education within **90 days** of program completion. Due to the nature of charitable program operations and reporting requirements, subsidy requests received after the deadline **will not be given**. No exceptions.