

Professional Development Fund

Faculty of Environmental Studies, York University

Application Checklist

Deadline: September 15

Late or incomplete applications will not be considered.

Please check each component of your application below:

- Cover letter
- Application form (2 pages)
- Resume
- Original receipts
- Additional supporting documentation *optional* (e.g. conference brochure)
- Meets the eligibility requirements of this award
- Submitted application by the deadline

Submit completed applications to:

Alumni Relations
Student and Alumni Resource Centre
Room 129 HNES (Open Mon-Fri from 9-4)
Phone: 416.736.5252
Fax: 416.736.5679
Email: fesalum@yorku.ca

Professional Development Fund

Faculty of Environmental Studies, York University

Application Form

1. Personal Information

First Name	Last Name
Degree (BES/ MES/ PhD)	Year of Graduation
Job Title	Email
Organization	Phone
Address (including postal code)	

2. Professional Development Activity

Please provide a brief description of the professional development activity you are applying for subsidy (50 words). A more detailed description can be provided in your cover letter.	
Organization/ institution where activity took place:	Date of activity: <i>Please note: we only fund activities that occurred during the previous cycle. If you have yet to complete your activity, please retain your receipts and apply for the following cycle.</i>
Which of the following categories best describes your type of professional development activity? <input type="checkbox"/> Conference (attended) <input type="checkbox"/> Conference (presented work) <input type="checkbox"/> Course <input type="checkbox"/> Membership <input type="checkbox"/> Other	Total cost of activity:
	Subsidy amount requested: <i>Up to 75% of total costs may be covered, up to a maximum of \$500 per applicant.</i>

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3. Budget

EXPENSE DESCRIPTION	RECEIPT ATTACHED? (Y/N)	AMOUNT

For additional items, please attach a separate sheet. Original receipts must be provided for all eligible activities.

Have you applied for or received additional financial support for this activity from other source(s)? (yes/no)	
If yes, please list funding source(s):	Please list funding amount(s):

4. Cover Letter and Resume

Please also include a cover letter and resume, including:

- A more detailed description of your professional development activity
- An indication of how your activity has increased or enhanced your professional, academic and/or career development

5. Signature

I have read and agree to the following:

- The information provided on this application is complete and accurate.
- That all information provided in connection with this application is subject to verification by the University.
- That York University reserves the right to publish my name and information about my award for promotional purposes.

SIGNATURE

DATE

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PURPOSE

The Faculty of Environmental Studies provides funding to support the continued professional development of its graduates. Established in 2006, the Professional Development Fund offers partial subsidies to alumni who attend or present their work at conferences, participate in courses to enhance their professional skills, or become active members of registered professional associations.

ELIGIBILITY

The award is open to graduates of the Faculty of Environmental Studies, York University (BES, MES or PhD programs). Preference will be given to alumni who graduated within the past five years.

Eligible activities include: attending or presenting work at an academic, research or industry conference relevant to the applicant's area of focus; or participating in a continuing education or professional development course (i.e. non-degree) relevant to the applicant's professional or career development; or membership in a professional association where the applicant commits to active voluntary participation on committees, working groups or boards.

CRITERIA

Applications will be judged on the nature of the professional development activity, and its potential scope or benefit to the applicant's career, academic and/or professional development.

The fund can cover up to a maximum of 75% of the cost of eligible activities. The actual amount awarded will depend on how many applications are received in that cycle. The maximum grant available per application is \$500. Original receipts must be provided for all eligible expenses.

SELECTION PROCESS

The award will be adjudicated by an approved subcommittee comprised of a minimum of two full-time staff or faculty members.

NUMBER OF AWARDS

Variable

VALUE OF AWARDS

\$500 per award (maximum)

DEADLINE

September 15

CONTACT

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Email: fesalum@yorku.ca

Full details and application form are available on-line at www.yorku.ca/fes/alumni