



CFWF Professional Development Fund (PD Fund)

APPLICATIONS FOR 2016

What is the CFWF PD Fund?

CFWF has established a fund with a mission to support professional development for agricultural journalists and communicators for CFWF members. This is the legacy of a lot of hard work by volunteers and generous contributions by sponsors who, over the years, have enabled CFWF to generate a surplus from fund-raising activities that can now be used to support professional development activities.

Professional development is defined for the purposes of the fund as an activity that enhances the knowledge of the profession and/or contributes to the development of a person's professional attributes, abilities, and skills. This can be accomplished through participation in activities that relate to agricultural journalism or communications including but not limited to research, educational programs, conferences, workshops, exchanges, etc.

FOUR THINGS TO REMEMBER FOR 2016 APPLICATIONS:

Deadline for applications:	December 7 th , 2015
Submit applications online:	www.cfwf.ca
Decisions will be made by:	January 15 th , 2016
Amount available for disbursement:	\$10,000

Please review the following information and guidelines in preparing your application. If you have any questions please contact Hugh Maynard, CFWF Secretary-Treasurer at secretariat@cfwf.ca

THE APPLICATION

Applicants must be CFWF members and will be asked for the following information:

- Professional background
- History of CFWF membership & involvement
- Description of the event/activity that requires funding
- The details of the professional development component, anticipated outcomes
- Who will benefit from this event/activity, and how?
- How will the learning from the event/activity be shared, and when?
- A reference letter (employer, institution, collaborator, sponsor, mentor, etc.) providing support for the application
- Amount requested along with general financial outline

Points of consideration in awarding a grant will be:

- The length of time involved with the federation or a regional association;
- The type of involvement in the federation, a regional association or other volunteer activity related to the profession (excluding simple participation in a national or regional conference, and marketing and communications activities);
- Applications that aim for a broad application so other members may benefit from the professional development experience;
- Applications that will generate outcomes valuable to both the applicant and the profession;
- Applications that develop new knowledge and information for the discipline;
- Applications that apply concepts or technology in innovative ways;
- Applications that demonstrate teamwork, particularly across disciplinary lines;
- Applications that contain an international component;
- Applications that are linked to an existing professional development plan.

Applications should be submitted online at www.cfwf.ca

Guidelines for submissions: Be clear. Be succinct. Be specific.

THE FUNDS

- \$10,000 will be available for disbursement for 2016;
- A typical grant could be up to \$2,000 but larger proposals will be considered;
- Applicants are encouraged to seek additional or complementary funding from other sources.

THE PROCESS

- Applications will be reviewed and assessed by a panel of three (3) judges appointed by the fund's Board of Trustees. The panel is chaired by one (1) member from the Board of Trustees who will be supported by one judge each from the east and the west;
 - The judges will assess applications using a pre-set scoring system developed by the Board of Trustees and supplemented by discussion amongst the judges.
- Applications will be received until December 7th, 2015:
 - Decisions will be rendered by the panel of judges by January 15th, 2016;
 - Recipients will be asked to report/present their findings/results at the annual national conference¹ in Saskatoon, SK from September 29 – October 1, 2016;
 - Recipients will normally have to wait two years before applying again to the PDF but the panel of judges will have discretion in this matter with justification;
 - Team applications must have a designated lead person.

CFWF Professional Development Fund

2015 Board of Trustees

Jane Robinson
John Greig
Ann Cote
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¹ If recipients cannot attend the national conference, arrangements will be made for an online webinar or video conference presentation.