



## Steps to Leadership Travel and Tuition Assistance

The **Travel and Tuition Assistance** is available annually between 2009 and 2012 as part of the *Steps to Leadership* project funding provided by Agriculture and Agri-Food Canada through the industry-led Agricultural Adaptation Council. The purpose of this assistance is to help those who otherwise may not be able to attend or participate in leadership development opportunities, and in particular, the activities associated with the *Steps to Leadership* programming.

Award amounts are based upon need and availability of funds and are notionally allocated for the programs offered throughout the year. All decisions are at the discretion of the *Steps to Leadership* Project Manager or designate.

Applications must be completed, submitted and received in The Centre for Rural Leadership (TCRL) office no later than ten (10) days prior to the program for which the funding is being sought. All applicants will be notified of the funding decision prior to the leadership development opportunity. Payment, in most cases, will be provided after the program is completed and will require participation in the program/leadership development opportunity and the completion of an Expense Form within 30 days. Eligible expenses include program costs, tuition, hotels, meals and other travel expenses while enroute. Receipts for meals (maximum \$30 per day), hotels, and other travel expenses will be required.

**Award amounts will not exceed 50% of the total estimated expenses to a maximum of \$500.** When applying for travel expenses the participant is expected to cover the first 200 km (or \$80.00) of those expenses. Additional funding may be available based upon extenuating circumstances. Preference will be given to the programs involved in *Steps to Leadership* but consideration will be given for outside courses.

Completed applications must be sent to:

Alicia Evans  
Project Manager, Leadership Programs  
The Centre for Rural Leadership  
100 Stone Road West, Suite 105  
Guelph, ON N1G 5L3

Phone: (519) 826-4204  
Fax: (519) 826-4208  
Email: [aevans@ruralleadership.ca](mailto:aevans@ruralleadership.ca)



## TRAVEL AND TUITION ASSISTANCE APPLICATION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Leadership Program/Opportunity: \_\_\_\_\_

Date of Leadership Program/Opportunity: \_\_\_\_\_

Leadership Program/Opportunity Registration/Tuition Cost: \$ \_\_\_\_\_

Estimated Travel Cost: \$ \_\_\_\_\_ - \$80.00 = \$ \_\_\_\_\_

or

Estimated Mileage Cost: ( \_\_\_\_\_ km - 200 km) x \$0.40 = \$ \_\_\_\_\_

Meals during Travel (for travel greater than 3 hours - receipts will be required): \$ \_\_\_\_\_

Accommodation during Travel (receipts will be required): \$ \_\_\_\_\_

Other Eligible Expenses you wish to be considered: \$ \_\_\_\_\_

**TOTAL ESTIMATED EXPENSES** \$ \_\_\_\_\_

### **Amount of Travel and Tuition Assistance requested**

(cannot exceed 50% of total estimated expenses to a maximum of \$500 and payable after opportunity):

\$ \_\_\_\_\_

Please complete the following questions, using an additional page if necessary:

1. What is the leadership development program/opportunity you want to be involved in? (program name/dates/brief details if not a Steps to Leadership program)

2. Why you should be considered for Travel and Tuition Scholarship support?

3. How will you use the anticipated/ expected learnings which you hope to gain as a result of participating in this leadership development opportunity/ program?

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Signature of Applicant

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Date

\*\* The application must be completed, submitted and received in the TCRL office no later than 10 days prior to the program for which the funding is being sought.

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**For Office Use**

Qualifies for Travel and Tuition Scholarship: Yes  No

Applicant has been informed of qualification/ non-qualification: Yes

Completed Expense Form has been submitted: Yes

Expense Cheque has been processed and sent: Yes

(September 2009)