

**ANNEX A
5390-2 (DMFS/CFPSA)**

15 Feb 2008

MFSP PROFESSIONAL DEVELOPMENT FUND PURPOSE, RATIONALE AND GUIDELINES

1. Purpose

The Military Family Services Program (MFSP) Professional Development Fund is established to support the ongoing development of the MFSP. The purpose of the fund is to provide opportunities for Canadian/Military Family Resource Centres (C/MFRCs) to organize professional development events that are intended to enhance the MFSP and the services that are available to Canadian Forces families. The fund will be available on an ongoing basis, at the discretion of the Directorate of Military Family Services (DMFS).

2. Rationale

As the funder's representative and manager of the MFSP, DMFS shares responsibility to ensure the relevance and ongoing development of the program and the people engaged with it. As such, the rationale for the MFSP Professional Development Fund is to:

- 2.1 broaden perspective, guide and continue to move the program in a new direction;
- 2.2 encourage innovation/change/new initiatives in professional development for MFSP stakeholders, and provide resources to support these initiatives;
- 2.3 encourage C/MFRCs to learn from each other and the broader community;
- 2.4 enhance the cost effectiveness and benefits of mutual learning in a professional development environment; and,
- 2.5 enhance the professional development of volunteers and staff working to deliver quality MFSP services to Canadian Forces families

3 Guidelines/Funding Process

- 3.1 DMFS reserves the right to determine how the fund will be managed, and which initiatives will be funded.
- 3.2 There must be potential for the MFSP to benefit from initiatives for which funds are requested.
- 3.3 The MFSP Professional Development Fund will not be used to support or sponsor the professional development or training requirements of individuals; only professional development events that involve the participation of at least two C/MFRCs will be considered.
- 3.4 The MFSP Professional Development Fund will be allocated to initiatives that are identified by the field. All funded initiatives must be reflective of the priorities, principles, standards and parameters of the MFSP.
- 3.5 Proposals will be accepted as per the defined funding cycle to allow for timely access and opportunity (outlined in Annex D).

ANNEX B
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1. ROLES AND RESPONSIBILITIES

1.1 The Role and Responsibilities of the DMFS Field Operations Manager

- 1.1.1 Liaising between event organizers and DMFS Headquarters in securing funding for the event. Where requested and as appropriate, serve as a member of event organizing committees.
- 1.1.2 Representing DMFS to ensure that event organizers know which expenses are eligible for DMFS funding of professional development events, and DMFS expectations in relation to funding provided.
- 1.1.3 Liaising between event organizers and DMFS Headquarters regarding emerging needs, trends and issues.
- 1.1.4 Assisting with conducting needs assessments in cooperation with event organizers, where requested and as appropriate.
- 1.1.5 Providing advice, support and direction regarding content and planning of events and ensuring the needs of the various groups of participants are represented, where requested and as appropriate.
- 1.1.6 Liaising with event organizers to ensure adequate time is allocated to address DMFS national issues, as required and agreed to with event organizers.
- 1.1.7 Liaising between event organizers and DMFS Headquarters in preparing, submitting and approving MFSP Professional Development Fund documentation according to the schedule established by DMFS and agreed to by event organizers.
- 1.1.8 Attending events as appropriate.
- 1.1.9 Delivering educational sessions or facilitating networking sessions as agreed with event organizers.
- 1.1.10 Liaising with event organizers regarding event evaluations and final reports.
- 1.1.11 Liaising with other DMFS Field Operations Managers to share information, successes and challenges that will benefit others who organize MFSP professional development events.

1.2 The Role and Responsibilities of Event Organizers

As a condition of funding, event organizers agree to fulfill the following obligations.

- 1.2.1 A comprehensive needs assessment of stakeholders as appropriate for the size and scope of the event.
- 1.2.2 Liaise with the relevant DMFS Field Operations Manager in planning the event (see the role and responsibilities of the DMFS Field Operations Manager above).
- 1.2.3 Provide time for DMFS to address national issues, where necessary and as agreed with event organizers.
- 1.2.4 Conduct evaluations of the professional development event.
- 1.2.5 Maintain invoices/receipts for audit purposes for a period of five (5) years. Report on the expenditure of these funds as per item 2.6 of the Professional Development Fund -Annex C...
- 1.2.6 Provide a final report, including detailed list of expenditures and overall evaluation of the event to the designated DMFS Field Operations Manager no later than four months after the event (or within an agreed timeframe).
- 1.2.7 Ensure the inclusion of both official languages, in accordance with the Official Languages Act.

2. DMFS Participation

The designated DMFS Field Operations Manager will endeavor to attend DMFS sponsored MFSP professional development events held in their area of responsibility. The Director, in consultation with the designated DMFS Field Operations Manager and event organizers, will determine additional DMFS staff participation.

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1. ELIGIBLE/INELIGIBLE EXPENSES

1.1 Eligible Expenses

- 1.1.1 fees, travel, food and accommodation of keynote speakers and workshop facilitators;
- 1.1.2 facilities and meeting rooms;
- 1.1.3 audio-visual equipment rental;
- 1.1.4 event documentation and promotion, training resources and other written materials;
- 1.1.5 extraordinary administrative costs associated with organizing the event;
- 1.1.6 translation of conference materials and/or simultaneous translation
- 1.1.7 travel, accommodation, and per diem expenses for food and beverages associated with authorized travel.

1.2 Ineligible Expenses

- 1.2.1 registration fees;
- 1.2.2 employee wages;
- 1.2.3 food or beverages;
- 1.2.4 purchase of office equipment or office furniture; and
- 1.2.5 promotional material (other than written documentation) purchased for conference kits.

2. FINANCIAL ARRANGEMENTS

- 2.1 Host C/MFRCs submit proposed, eligible expenses with the application for professional development funds.
- 2.2 DMFS will provide written confirmation of approved expenditures and authorization to commit funds. Commitments for funds should not be made in advance of DMFS authorization.
- 2.3 Funds will only be paid to the host C/MFRC. The host C/MFRC is responsible for ensuring that eligible expenses are paid in full, as agreed between the host C/MFRC and the provider of the service.
- 2.4 Notification of Funds
 - 2.4.1 Applicants will be notified regarding funding via a Funding Adjustment Notification.
 - 2.4.2 Any conditions applicable to this funding, will be included in the Professional Development Funding Letter.
- 2.5 Payments of Funds - Approved MFSP Professional Development Funding will be allocated in advance of the Professional Development activity.

2.6 Reporting of expenditures

- 2.6.1 Allocate the amount of funds received on the MFSP Quarterly Expenditure Report in the section "Funds Not Eligible for Retention as Surplus" as a single line item, in the quarter that the funds are received. Report on expenditures in the quarter in which they occur.
- 2.6.2 in accordance with, and as part of, the final report required at [item 1.2.6 of annex B](#), include a detailed list of all revenues and all eligible expenses and report any surplus of downloaded funds.
- 2.6.3 declared surplus funds must be recorded on the MFRC Statement of surplus funds at fiscal year end.
- 2.6.4 declared surplus funds will be deducted from future DMFS funding allocations.

ANNEX D
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FUNDING CYCLE FOR FISCAL YEAR (FY) 2008/2009

Task	Cycle #1	Cycle #2	Cycle #3
Announce Fund	15 th Feb 08 (for activities scheduled from Apr to Aug 2008)	28 th March 2008 (for activities scheduled from Sept to Dec 2008)	25 th July 2008 (For activities scheduled from Jan to March 2009)
Fund proposals due	14 th March 08	9 th May 2008	5 th Sept 2008
Notification of funding allocations	4 th Apr 08	30 th May 2008	26 th of Sept 2008

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FUND APPLICATION FORM AND PROCESS

Application Guidelines: The application is meant to be a summary of the main features of the proposal. The description should include:

- **Host C/MFRC:** Please include name and contact information of the host C/MFRC for this professional development activity. The Host C/MFRC is the organization that will be accountable for the funds and for fulfilling the requirements established for the MFSP Professional Development Fund.
- **Identified Partners:** Please include one or two brief sentences describing the partners involved in the organization and development of this professional development opportunity. Your response should address the question: “How collaborative is this proposal?”
- **Key Contact with DMFS:** Please identify one individual who will work with the assigned DMFS Field Operations Manager on all aspects of this project.
- **Proposed Professional Development Activity:** Briefly summarize the proposed professional development activity, citing its goal and overall objectives, date and location, as well as the target audience.
- **Needs Assessment:** Describe how the initial need was assessed for the professional development training and/or how you will identify more specific needs for the actual content of the professional development activity.
- **Objectives and Rationale of Proposed Activity:** Why should this professional development activity occur and what specific objectives will be achieved? Why is it important to do this? What is the evidence and importance of the issue? Link the goal and objectives of the proposed professional development activity to national priority areas and/or MFSP: Parameters for Practice. . Focus on anticipated outcomes and indicators of success. What will be better/improved when this activity has been completed?
- **Evaluation Plans:** How will the professional development activity be evaluated? Please include a description of how you will evaluate the achievement of your goal and objectives.
- **Anticipated Participation:** What are the projected number of C/MFRCs, board, staff and volunteers that will benefit from this professional development activity? Please list the C/MFRCs by name.
- **Official Languages:** How will the Official Languages requirements be met? Please indicate how you intend to address the need to provide support and/or interpretation for language of choice.

- **Projected Cost/Requested Funds/ Other Revenue:** Please attach a detailed budget to the application form and state briefly on the application form the total cost, requested MFSP Professional Development Funding and other sources of anticipated revenue, resources or support. Please be sure to review the Eligible and Ineligible Expenses as per Annex C prior to determining the amount requested from the MFSP Professional Development Fund.
- **Event Endorsement:** It is assumed that by completing this application, the application has been endorsed by either the Board of Directors or, in the case of CMFRCs, the appropriate designated authority, and that this endorsement assumes the host C/MFRC accepts responsibility and accountability for the funds allocated from the MFSP Professional Development Fund.