



Manitoba Association
Physiotherapy manitobaine de
Association physiothérapie

MEMBERS' SUPPORT FUND

GUIDELINES

The Members' Support (MSF) Fund is comprised of the following five programs:

- A. Canadian Physiotherapy Association (CPA) Congress Presentation Grant
- B. National/International Meeting Presentation Grant
- C. CPA Congress or Forum Attendance Grant for Students
- D. Graduate Student Grant
- E. CPA Congress or Forum Attendance Grant for MPA Board Members

A. Canadian Physiotherapy Association Congress Presentation Grant

This award is to help and encourage MPA members to present their work in a national forum.

Criteria:

The applicant must be a member of MPA/CPA.

Proof of acceptance of the paper or abstract must be provided before applying for funding.

In the case of a single presentation having multiple authors, funds will be provided for only one presenter.

Preference will be given to first time national presenters.

Preference will be given to physiotherapists who have not received funding from this fund within the past five years.

The total amount of funds budgeted for this component of the MSF is \$500.00, and the amount awarded can not exceed the individual's expenses. The award can be divided if there are multiple applicants.

The Selection Committee will be the Treasurer and two other Board members.

Procedure:

Complete the Presentation application form

A copy of the acceptance letter must be submitted with the application for funding.

The application for funding must identify:

- any other confirmed or anticipated funding awarded for presentation of the same paper
- the specific amount(s) being given.

An estimated expense breakdown must be included i.e. registration, transportation and accommodation costs.

If there is more than one applicant, the decision will be based on:

- a) whether the applicant is a first time recipient of funding, and
- b) whether the applicant has any alternate funding.

Deadline for receipt of application is **February 28**.

All applications for funding will be reviewed by the Selection Committee with recommendations forwarded to the Board of Directors/Executive Committee for final approval.

-Final notification to applicants will be given following the next Board/Executive Committee meeting.

- It is understood that in case of cancellation of the presentation or the presentation meeting, that any monies paid to the presenter will be returned to MPA.
- Proof of attendance i.e. registration receipt must be forwarded to the MPA office within one month of the conference.

Approved by the Board March 1, 2005, reviewed Spring 2007, September 2018

B. National/International Meeting Presentation Grant

This award is to help and encourage MPA members to present their work in a national or international forum other than CPA Congress.

Criteria:

- The applicant must be a member of CPA.
- Proof of acceptance of the paper or abstract must be provided before applying for funding.
- Preference will be given to first time national or international presenters.
- Preference will be given to people who have not received funding from this fund within the past five years.
- The total amount of funds budgeted for this component of the MSF is \$400, and the amount awarded can not exceed the individual's expenses. The award can be divided if there are multiple applicants.
- The Selection Committee will be the Treasurer and two other Board members.

Procedure:

- Complete the Presentation application form
- A copy of the acceptance letter must be submitted with the application for funding.
- The application for funding must identify:
 - o any other confirmed or anticipated funding awarded for presentation of the same paper
 - o the specific amount(s) being given.
 - o An estimated expense breakdown must be included i.e. registration, transportation and accommodation costs.

If there is more than one applicant, the decision will be based on:

- whether the applicant is a first time recipient of funding, and
- whether the applicant has any alternate funding
- the number of years the applicant has been a member of CPA and the number of years eligible for CPA membership (including student years)

Applications will be reviewed on **September 30** each year. The presentation date and the grant relate to the current calendar year, **and may be applied retroactively.**

All applications for funding will be reviewed by the Selection Committee with recommendations forwarded to the Board/Executive Committee for final approval.

Final notification to applicants will be given following the Board/Executive Committee meeting.

It is understood that in the case of cancellation of the presentation or of the conference/meeting, that any monies paid to the presenter will be returned to MPA.

Proof of attendance i.e. registration receipt must be forwarded to the MPA office within one month **following the** conference.

First approved by the Board - August, 1999, Revised: March 1, 2005, reviewed Spring 2007, **September 2018**

C. CPA Congress or Forum Attendance Grant for Students

Purpose:

To ensure that one or more College of Rehabilitation Sciences (CoRS) student(s) from the University of Manitoba attends the Canadian Physiotherapy Association (CPA) national event, including the Forum, Congress and Annual General Meetings (AGM) of the National Student Assembly (NSA) and of CPA.

Criteria:

The representative must be a member of the MPA/CPA.

The Junior Student representative (first year) to the MPA Board of Directors is given first opportunity to be the delegate. If the Junior Board representative is unable to attend, NSA representatives and representatives from CoRS Student Association (CoRS-SA) will be given the opportunity. Priority consideration will be given to NSA representatives.

Selection Process:

The Junior student must decide by **January 15** whether they will be attending.

If they are **unable to attend**, the procedure will be:

The Junior MPA student representative will notify their class of the opportunity

An application form from those interested in attending will be received by **March 1** at the MPA office.

Selection committee shall consist of the Treasurer and 2 other Board Members

The candidate will be notified by **March 15**.

The representative will be expected to submit an article to the CoRS and MPA newsletters.

The delegate shall arrange to give a brief account to the first year class early in Term 1 prior to the MPA orientation.

Procedure:

Complete the application form

Annually, the Treasurer will budget sufficient funds to cover registration, airfare, hotel, food, ground transportation.

The Executive Director will discuss the registration procedure and booking details with the successful candidate taking into consideration registration deadlines. The student will be given a copy of the Reimbursement Policy.

Approved by the Board - May 1999 Updated March 1, 2005, reviewed Spring 2007, September 2018

D. Graduate Student Grant

To provide financial assistance to physiotherapists who have completed their professional training and who are now registered in a graduate program in a health-related discipline.

Criteria:

The candidate must be a member of MPA at the time of application, and for the year in which the funding is received.

Each grant will be a minimum of \$250.00 and a maximum of \$500.00.

The total amount of funds budgeted for this component of the MSF is \$1000.00.

In the case of multiple applicants, the Board may award grants to a maximum of 4 applicants, according to the following criteria. Preference will be given in the following order:

1. Students registered in programs that contribute directly to their development as physiotherapy
a. professionals.
2. Students who do not have confirmed alternative funding.
3. First time applicants.
4. Full-time students.

The selection committee will consist of the Treasurer and two other Board members.

Procedure:

Complete the application form

Provide a detailed statement of expenses with the application, along with proof of registration and the registration costs. The source and the amount of alternate funding, confirmed or anticipated must be included.

Deadline for receipt of applications is **September 30**.

All applications will be reviewed by the Selection Committee with recommendation of the successful recipient being made to the Board/Executive Committee for final approval.

Final notification to applicants will be December 15 of that year.

An applicant who withdraws from the program may be asked to refund all or part of the disbursement at the discretion of the Selection Committee.

Developed April 1996

Entire Guidelines approved by the Board, March 1, 2005, reviewed Spring 2007, September 2018

E. CPA Congress or Forum Attendance Grant for MPA Board Members

Purpose:

To offer financial support to allow one or more members of the MPA Board of Directors to attend CPA Congress or Forum. These events occur in alternate years with Congress being held in even numbered years and Forum occurring in odd numbered years.

Criteria:

Must be a member of the CPA

Must be a member of the MPA Board of Directors

Procedure:

Complete the application form

The application for funding must include

- The CPA Congress or Forum Attendance Grant for MPA Board Members application form
- An estimated expense breakdown including the estimated cost for registration, transportation and accommodations
- Disclosure of any other confirmed or anticipated funding and
- The amount of funding requested.

All applications will be reviewed by the selection committee which will include the President, one other Board member, and one MPA member at large. The selection committee will be chosen at the discretion of the President. All members of the selection committee must be non-applicants.

The maximum amount for this award is \$2000. If there are multiple applicants, the selection committee may consider dividing the award. Each grant will be a minimum of \$500 and a maximum of \$2000.

The amount awarded cannot exceed an individual's expenses.

Preference will be given to:

- First time attendees to the CPA Congress or Forum
- Executive Committee members (in the order of preference for president-elect/past president, treasurer, secretary, treasurer-elect)
- Those in their second term on the MPA Board of Directors
- Those with the largest number of membership years

Deadline for application is **March 1**

Deadline for notification of successful applicants is **April 1**

The grant winner will be given a copy of the Reimbursement Policy and MPA Expense Submission Form to apply for re-imburement in the amount of the award upon their return from CPA Congress or Forum. The applicant must submit the MPA Expense Submission form to the MPA office by **July 30**

Approved by the Board Dec 14, 2018

MEMBERS' SERVICES FUND
PRESENTATION GRANT
APPLICATION FORM

Name of Applicant: Click or tap here to enter text.

Address: City: Province:

Postal Code:

Phone: Primary (home/cell): Work:

E-mail:

CPA #:

Date of Application:

Have you received funding from this grant in the past? When?

The number of years you have been an MPA member

The number of years you have been eligible for MPA membership

Funds Requested:

A. **Canadian Physiotherapy Association National Congress Presentation Grant:**

Date and title of presentation:

National/International Meeting Presentation Grant:

Date, location and title of presentation:

List sources of alternate funding (confirmed or anticipated):

Please attach estimated costs and other information as outlined in the MSF Guidelines.

Application Deadline: February 28

Send application to:

Manitoba Physiotherapy Association
145 Pacific Avenue, Winnipeg, Manitoba, R3B 2Z6
Fax # 204-925-5624 E-mail ptassociation@mbphysio.org

Revised March, 2005, September 2018

For Office Use:			
Date received	<input type="text"/>	Date reviewed by the Selection Committee	<input type="text"/>
Selection Committee Members	<input type="text"/>		
Approved	<input type="checkbox"/>	Not approved	<input type="checkbox"/>
Date approved by the Board/Executive Committee	<input type="text"/>		

MEMBERS' SERVICES FUND
CPA CONGRESS OR FORUM ATTENDANCE GRANT FOR STUDENTS
APPLICATION FORM

Name of Applicant: Click or tap here to enter text.

Address: City: Province:

Postal Code:

Phone: Primary (home/cell): Work:

E-mail:

CPA #:

Date of Application:

State five (5) reasons why you would be an ideal candidate to attend these meetings in the space provided only.

Application Deadline: March 1

Send application to:

Manitoba Physiotherapy Association
145 Pacific Avenue, Winnipeg, Manitoba, R3B 2Z6
Fax # 204-925-5624 E-mail ptassociation@mbphysio.org

August 1999, reviewed March 1, 2005, September 2018

For Office Use:

Date received Date reviewed by the Selection Committee

Selection Committee Members

Approved Not approved

Date approved by the Board/Executive Committee

MEMBERS' SERVICES FUND
GRADUATE STUDENT GRANT
APPLICATION FORM

Name of Applicant: Click or tap here to enter text.

Address: City: Province:

Postal Code:

Phone: Primary (home/cell): Work:

E-mail:

CPA #:

Date of Application:

Name of Graduate Program:

Name of Educational Institution:

Year of Enrolment in Graduate Program:

Please complete each of the following:

My current graduate program will contribute directly to my development as a physiotherapy professional by:

I have received confirmation of alternative funding for my graduate studies: YES /NO

If you answered yes to this question, please supply details:

First time applicant to this fund: YES /NO

Full-time student: YES /NO

Application Deadline: September 30

Send application to:

Manitoba Physiotherapy Association
145 Pacific Avenue, Winnipeg, Manitoba, R3B 2Z6
Fax # 204-925-5624 E-mail ptassociation@mbphysio.org

Approved: March 1, 2005

For Office Use:

Date received Date reviewed by the Selection Committee

Selection Committee Members

Approved Not approved

Date approved by the Board/Executive Committee

Created Winter 2005
Reviewed 2007, September 2018

MEMBERS' SERVICES FUND
CPA CONGRESS OR FORUM ATTENDANCE GRANT FOR BOARD MEMBERS
APPLICATION FORM

Name of Applicant: Click or tap here to enter text.

Address: City: Province:

Postal Code:

Phone: Primary (home/cell): Work:

E-mail:

CPA #:

Date of Application:

Please state why you would be an ideal candidate to attend CPA Congress or Forum. Please use the space provided and limit your entry to a maximum 500 words.

Application Deadline: March 1

Send application to:

Manitoba Physiotherapy Association
145 Pacific Avenue, Winnipeg, Manitoba, R3B 2Z6
Fax # 204-925-5624 E-mail ptassociation@mbphysio.org

Created March 2018, updated September 2018

For Office Use:

Date received Date reviewed by the Selection Committee

Selection Committee Members

Approved Not approved

Date approved by the Board/Executive Committee