



College of Alberta Dental Assistants

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Louise Mabey Fund

The Louise Mabey Fund honours a long-time member and past president of the College of Alberta Dental Assistants (the College). Ms. Mabey dedicated her career to dentistry and the profession of dental assisting by contributing significantly to the current wellbeing of the profession, the College and dental assisting organizations.

Purpose of the Fund

The Louise Mabey Fund was introduced by the College to assist with training and/or education to build, support and strengthen dental assisting organizations through improved governance, strong leadership and board development.

Nature of the Disbursements

Support from this fund may be granted to individuals who are undertaking professional development to enhance their effectiveness as board/committee members such as, but not limited to: leadership training, communications, parliamentary procedure protocols and effective meeting facilitation.

Organizations may access funding to support development such as, but not limited to: board and governance training, leadership skills and strategic planning.

The College is making a maximum of five (5) presentations of up to \$750¹ each available to individuals or groups for the purpose of developing stronger dental assisting organizations across Canada. Funds will be awarded on a first-come first-served basis for applications that meet the fund criteria described on the application form.

Application Procedure

All applicants must apply to the College in writing and clearly identify their association with the profession of dental assisting. Further, each applicant must clearly and thoroughly identify the purpose, benefit or outcome of the proposed endeavour and the amount of contribution being requested.

There may be limits on the value of any grant based on resources available and funds already committed.

Reporting

In order for the College to evaluate the value and effectiveness of the Louise Mabey Fund initiative, funding recipients are asked to provide a final report to the Louise Mabey Fund Committee detailing the number of participants involved in the professional development event, a summary of the participants' feedback and/or evaluations and a final report on the actual disbursement of the LMF funds. This report is requested within six (6) weeks of the completion of the professional development event.

¹ Amount of funding cannot exceed the actual cost of the training, course, seminar, workshop, etc.

Louise Mabey Fund Grant Application

Applicant Organization _____

Name of Contact _____

Address _____

City _____ Prov _____ Postal Code _____

Tel (_____) _____ Fax (_____) _____

Email _____

Amount Requested \$ _____

Applicants will be informed of funding decisions within six (6) weeks.

Attach a separate document detailing the following information.

Intellectual/practical content summary of the training and/or professional development activity which indicates how it addresses one or more of the following:

- a) governance, and/or
- b) leadership, and/or
- c) board development

Training/professional development activity details:

- a) participants (i.e. individual or full board), and
- b) format (e.g. seminar, workshop, study club, course), and
- c) name and qualifications of instructor/presenter, and
- d) anticipated outcomes (e.g. stronger leadership, governance-centred board, new strategic plan), and
- e) evaluation/feedback process

Budget/costs:

- a) detailed event costs, including any other funding applied for and/or received
- b) the portion of total costs this funding request would represent

By signing this application I am confirming that:

I can make commitments on behalf of the named Applicant Organization; the enclosed information is complete and accurate; I can permit the Louise Mabey Fund and the College of Alberta Dental Assistants to publish the name of the recipient and the purpose and amount of the financial assistance if successful. The Louise Mabey Fund and the College of Alberta Dental Assistants cannot be held responsible for any dispute, controversy, injury or liability as a result of granting this assistance.

Signature

Print Name

Date