

SCHOLARSHIP GUIDELINES

CATIE 2010 ATLANTIC EDUCATIONAL CONFERENCE

August 4-5, Delta Prince Edward, Charlottetown, Prince Edward Island

CATIE is pleased to announce that its 2010 Atlantic Educational Conference (AEC 2010) will be co-hosted by AIDS PEI and held in Charlottetown, Prince Edward Island at the Delta Prince Edward. The conference will be held on August 4 - 5, 2010.

CATIE values the full participation of a diverse group of people living with HIV and hepatitis C and other individuals at its conferences. For this reason, we have created the **CATIE Scholarship Program**. Our selection process supports individuals who would otherwise not have the resources to attend. However, the resources available for the Scholarship Program are limited. Thus, these guidelines have been developed to assist CATIE's Scholarship Committee.

Priority for scholarships will be granted to:

- individuals who are CATIE members in good standing (**membership applications or renewals for the 2010-11 fiscal year must be received by May 28, 2010**)
- people living with HIV and hepatitis C
- individuals who can demonstrate their capacity to share information with people living with HIV and community organizations
- applications that have the certification section completed and endorsed by the Executive Director, Board Chair or Manager of an organization working in the field of HIV and hepatitis C

Scope of Scholarship Program

Scholarship funds are limited and **only partial scholarship awards are available**.

Applicants are encouraged to search for other funding sources in the event that their application is unsuccessful.

The Scholarship Committee will decide the level of scholarship to award for costs such as travel, accommodation or childcare expenses from the information provided on the Scholarship Application Form. A scholarship will not include support for meals or any other extra costs. Breakfast, lunch and nutrition breaks will be provided to all registrants during the Educational Conference only. CATIE does not cover the cost of meals taken beyond those offered at our meetings.

CATIE realizes that the cost of additional meals may be a burden for some participants. For this reason, people living with HIV and/or hepatitis C who are unemployed and in need of financial assistance may apply for a \$35 *per diem*. The *per diem* is not available to local participants who have the ability to have meals at their home.

Please note that we cannot guarantee you will be awarded all of the items that you request, but we will make every attempt to do so. Under no circumstances will CATIE be required to issue a full scholarship. **All scholarships awarded will be bound by the enclosed CATIE Travel Policy. The signed last page of the Scholarship Application indicates your acceptance of the Travel Policy.**

All successful scholarship recipients will be expected to attend the Educational Conference in its entirety. Scholarship expectations will be outlined in the "Offer of Scholarship" that each recipient must sign and return to CATIE. Should the scholarship recipient fail to meet the agreement, future scholarship applications will not be considered and the individual may be responsible for costs incurred.

- ▶ **Scholarship Applications must be received at the CATIE office by 4 pm ET, Friday, May 28, 2010. Successful scholarship recipients will be notified by phone or e-mail by Friday, June 11, 2010.**

Scholarship Guidelines, page 1 of 1



SCHOLARSHIP APPLICATION FORM

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- ▶ Scholarship applications must be received at the CATIE offices no later than May 28, 2010, 4 p.m. ET.
- ▶ For assistance, please contact Joseph van Veen, 1-800-263-1638 ext.254, jvanveen@catie.ca.

- ▶ **All information on this form is confidential.** Information will only be reviewed by the CATIE Scholarship Committee to determine scholarship awards. The contact information of successful candidates may be shared with the hotel and the designated travel agent.
- ▶ **Scholarship applicants must also join or renew their free CATIE Membership for the 2010-2011 fiscal year.** You can join or renew your membership online at <http://membership.catie.ca/membership/individual.aspx>.
- ▶ **All sections of this form must be completed, unless otherwise noted.** Incomplete forms will not qualify for review by the Scholarship Committee.
- ▶ **Scholarships will NOT cover the cost of meals or other in-room services** such as phone calls, movies, room service, mini-bar or any other services provided by the hotel.
- ▶ **Please read the Scholarship Guidelines and the CATIE Travel Policy before completing this application.**

PERSONAL INFORMATION		
Title: Mr. / Mrs. / Ms. / Dr.	First Name:	Last Name:
Volunteer Role or Job Title (if applicable):		
Organization (if applicable):		
Mailing Address:		
City:	Province:	Postal Code:
Home phone (include area code):		Work phone (include area code):
E-mail:		

May we contact you and leave a message for you at:		
YES	NO	
		Home phone
		Work phone
		E-mail

Scholarship Application Form, page 1 of 4

www.catie.ca • 1-800-263-1638 • info@catie.ca



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1. CATIE Membership is required to participate in the conference scholarship program.	
	I am a current CATIE Member
	I will complete the CATIE membership form online at www.catie.ca by May 28, 2010 so that my scholarship application can be considered
	I am not sure whether or not I am a current CATIE member: please contact me if I need to renew my membership
2. HIV and or Hepatitis C Status (Disclosure is optional and confidential):	
	HIV Positive or Hepatitis C Positive
	HIV Negative or Hepatitis C Negative or Undeclared
3. I am applying for a scholarship to cover the following travel costs:	
	I do not require transportation.
	I will require air transportation (Instructions will be sent to you on how to book your air travel in mid-June).
	Other (i.e. Train, bus) – please specify.
	Personal Vehicle (Car pooling is encouraged. Mileage is reimbursed at a rate of \$0.47/km as per CATIE's Travel Policy).
4. ACCOMMODATIONS (Please complete <u>one</u> of the choices below.)	
	I live in the Charlottetown area and do not require accommodations.
	I will not require accommodations I will be staying with family/friends and will claim an allowance of \$25/night.
	I know someone attending the conference that I would like to room with. <i>NOTE: You must both indicate each other on your forms for the request to be honoured.</i> Name of person you would like to room with: _____
	I would like CATIE to assign my roommate.
	I do not want to share a hotel room and I would like private accommodation. I understand that CATIE will pay only 50% of the cost for private accommodation and the balance of the cost is my responsibility. I will pay for the balance in advance and realize that it is non-refundable. If your scholarship application is successful, CATIE staff will confirm payment arrangements for private accommodation with you when the "Offer of Scholarship" is sent to you.



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5. ADDITIONAL EXPENSES THAT MAY BE COVERED FOR UNEMPLOYED PHAs

I am an unemployed PHA in need of financial assistance and I am requesting childcare expenses for ____ children (enter total number of eligible children for whom you would not otherwise require childcare.)

I am an unemployed PHA in need of financial assistance to help with incidentals related to participation in the conference. I am requesting CATIE's support of \$35 per diem.

6. I belong to the following group(s):

Aboriginal person		Member of Ethnocultural community		Youth
From country where HIV is endemic		Gay man, bisexual man or other man who has sex with men		Person with disability (other than HIV or hepatitis C)
Heterosexual Male		Former Prisoner		Other (please specify)
Current or Past Injection Drug User		Woman		

7. I am from, or work in, an under-represented area in my region:

Rural		Isolated community	What is the name of your town or community?
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8. Have you previously received a scholarship to a CATIE Conference? If yes, how did you use what you learned in your work?

9. What are the most important prevention, care, treatment or support information needs of your community?

10. Tell us how you will share conference information in your community. Please be as specific as possible!



SCHOLARSHIP APPLICATION FORM

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10. Please sign the following declaration:

I hereby declare that I have read the *Scholarship Guidelines* and *CATIE Travel Policy* accompanying this form, fully understand the meaning of these guidelines and policies and declare that all information provided by me on the application form is true. I agree that should I be successful in obtaining funding from other sources for expenses covered through my CATIE Scholarship, I will contact the CATIE staff person indicated on page 1 immediately so that my scholarship award can be either cancelled or altered at the discretion of CATIE.

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Applicant Signature

Date

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Print Name

14. Certification

Scholarship applicants must obtain the support of an organization or a group with whom they will partner to disseminate what they have learned at the CATIE 2010 Western Educational Conference and CAHR. This person should be an Executive Director, a Board Chair or a Manager of a community organization working in the field of HIV/AIDS.

I certify that, to my knowledge, the information provided by the applicant is true, that the applicant intends to participate fully and responsibly in the CATIE 2010 Atlantic Educational and that the applicant intends to share knowledge gained with their community after the conference. I certify that our agency will support the participation of the individual if a scholarship is awarded (i.e. assisting with the requirements of the hotel to provide a credit card or cash security deposit for hotel check-in). I certify that our agency will partner with this individual to assist in the dissemination of his/her learnings from the CATIE 2010 Atlantic Educational Conference.

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Certification Signature

Date

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Print Name

Title

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Organization Name

Phone

Please return all 4 pages of the Scholarship Application form by mail or fax to:

CATIE AEC 2010 Scholarship Committee
555 Richmond St. West, Suite 505
Toronto, ON M5V 3B1
Fax: (416) 203-8284

Scholarship Application must be received by 4 pm ET, Friday, May 28, 2010.

Scholarship Application Form, page 4 of 4

www.catie.ca • 1-800-263-1638 • info@catie.ca



CATIE TRAVEL POLICY

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CATIE's reimbursement policy for third-party travel has been designed to be equitable, affordable and easily implemented in a consistent, fair manner. CATIE seeks to be supportive of all participants in its events while using public funds in a prudent manner.

CATIE will modify this policy as required by changes to CATIE's funding and/or the changing scope of CATIE's programs.

1. General

- a. This policy applies to scholarship recipients, workshop participants and any other non-CATIE staff for whom CATIE is paying travel expenses;
- b. Receipts are required for ALL expenses unless otherwise stated;
- c. Cheques will not be issued in advance or during the meetings;
- d. All expense claims should be submitted within 10 business days of the end of the event;
- e. CATIE does not cover the cost of meals taken beyond those offered at our meetings. We realize that the cost of additional meals may be a burden for some participants. For this reason, people living with HIV and/or hepatitis C who are unemployed and in need of financial assistance may apply for a \$35 *per diem*. The *per diem* is not available to local participants who have the ability to have meals at their home.

2. Travel

- a. CATIE covers the cost of home to venue and return. All reasonable efforts must be made to use the least expensive forms of air and ground transport. Expenses that are deemed excessive may not be reimbursed;
- b. CATIE covers the cost of travel to and from the airport by air shuttle buses. When an airport bus is not available taxi sharing is encouraged.
- c. All air and train travel will be arranged through CATIE or a third party designated by CATIE;
- d. Participants are permitted to arrive early or leave late for personal reasons if, by doing so, the cost of the ticket is no more expensive than arrival or departure at the times defined by CATIE. CATIE will not reimburse for any expenses related to a personally-motivated early arrival or late departure such as hotel or food;
- e. Arrival and departure dates and times will be determined by the lowest available economy fares;
- f. Local transit and parking are covered;
- g. Participants that use their personal vehicle may submit for the reimbursement of mileage at the rate of \$0.47/km as long as this amount is equal to or less than other public forms of transportation. When the mileage amount is greater than the cost of other forms of public transportation, CATIE will reimburse the equivalent cost of the public transportation only;
- h. Car rental must be pre-approved by CATIE and will only be approved when it is less expensive than public transit (e.g. when shared with other participants);
- i. Where possible, participants will travel on the meeting days and limit their hotel stay to no more than one night for a one-day meeting and no more than one night per meeting day for multi-day meetings;
- j. All travel must be approved in advance and in writing by CATIE staff.

CATIE Travel Policy, page 1 of 2



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3. Accommodations

- a. All hotel arrangements will be arranged through CATIE or a third party designated by CATIE at economy or moderately-priced hotels;
- b. All individuals will share accommodation with another participant. If a participant wishes a private room, they have the option of receiving a 50% credit from CATIE for a single hotel room at the hotel selected by CATIE and must pay the remaining 50%. If the participant chooses the 50% credit, they must supply a credit card number and expiry date to CATIE, in advance (see below), and CATIE will bill the agreed upon amount to your card in advance. If the participant cancels or does not attend, CATIE will not reverse this charge;
- c. Individuals living within close proximity (100 km or less) to the event are not eligible for accommodation reimbursement;
- d. Participants who choose to stay with friends or family are eligible for a \$25/day allowance. An expense form must be completed and submitted for reimbursement;
- e. CATIE does not cover the cost of in-room services such as phone calls, movies, internet service, room service, mini-bar or any other services provided by the hotel. The hotel will bill you directly for such expenses when you check out. The hotel will require a credit card or cash security deposit prior to check in. You are reminded to take an appropriate means of payment for these charges or the hotel may deny your reservation. If this is problematic, please speak to CATIE's Director, Operations and Resources to make alternate arrangements.

4. Childcare reimbursement

- a. Reimbursement of childcare expenses is intended only for expenses not regularly incurred (e.g. not for regular daycare expenses) such as babysitting fees resulting strictly from the parent's participation at a CATIE event;
- b. Childcare reimbursement is only offered to people living with HIV and/or hepatitis C who are unemployed and in need of financial assistance;
- c. CATIE offers reimbursement for the care of children 16 years old and younger not normally enrolled in day care. An expense form with receipts must be completed and submitted;
- d. Reimbursement for the care of children left with family, friends etc. will be reimbursed at a rate of \$75 per 24-hour period (regardless of the number of children). The names of all children cared for, the amount paid and receipts are required to process the expense form.

5. Meals and Beverages

- a. CATIE frequently offers meals and nourishment breaks at no charge during its presentations and endeavours to plan events and the corresponding meals to minimize any costs to participants. CATIE does not reimburse for any other meals;
- b. *Per diems* for meals and incidentals **are not issued**.

Your understanding and acceptance of the CATIE Travel Policy is indicated by signing the Declaration on the Registration Form or the Scholarship Application.

CATIE Travel Policy (Third Parties), page 2 of 2

