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| **Part 1 - Grant application** | | | | | | | | | | | | | | | | | | | | **CPCG no.:** | | | | | | | | | |  | | |
| **Applicant organization :** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **AQCS section** | | | | | **School board** | | | | | | | | | | | | | | **Professional commission** | | | | | | | | | | **Other (please specify)** | | | |
| **Name of the organization:** | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | |  |
| **Name of person responsible:** | | | | | | | | |  | | | | | | | | | | | | | **First name**: | | | |  | | | | | |  |
| **Address:** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **City:** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Postal code: | | |  |  |
| **Telephone**: | | |  | | | | | | | | | **Extension:** | | | |  | | | | | | **Email:** |  | |  | | | | | | |  |
| **Date of delivery:** | | | |  | | | | | | | | | | | | |  | | | | **Number of managers expected:** | | | | | | | | |  | |  |
| **Duration of session:** | | | | Half a day | | | | | | | | | | One day | | | |  | | |  | | | | | |  | | | | |  |
| **For a request to be complete, you must include the information below Incomplete requests will be rejected.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Name of the distributing organization :** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |  |
| **Address**: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Resource person :** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| ***Program theme*:** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  |
| ***Description of the activity:*** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  |
| ***(Attach the draft schedule)*** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | ***Date*** | | | | | | | | | |  | | | | ***Signature of person responsible*** | | | | | | | | |  | | ***Executive Director's signature*** | | | | | |  |
|  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |

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| **Competency areas - Indicate the competencies and skills of the *Référentiel* / Guide covered by the activity.** *Refer to "*[*Référentiel de compétences des gestionnaires scolaires" / Guide to Managerial Skills for School Executives*](https://www.aqcs.ca/aqcs/publications/referentiel-competences/)*” for the behaviour indicators.* | | | | | | | | | | | | | | | | |
| **Strategic Leadership** | | | | **Management** | | | | | **Team Mobilization** | | | | **Expertise and Advice** | | | |
|  | 1. Generate a systemic vision of the issues | | |  | | 4. Adopt proactive/effective management | | |  | 7. Mobilize individuals/groups around the mission and its related challenges | | |  | 9. Apply knowledge/competencies | | |
|  | 2. Position yourself strategically | | |  | | 5. Support/supervise personnel in performing their roles | | |  | 8. Encourage cooperation/exchange among school principals/centre directors/service managers | | |  | 10. Share expertise/play advisory role in problem solving approach | | |
|  | 3. Create alliances/partnerships | | |  | | 6. Favour a conflict resolution approach based on effective solutions | | |
| ***Skills*** | | | | | | | | | | | | | | | | |
|  | | **Method/Approach**  Structuring |  | | **Communication**  Processing and dissemination of information | |  | **Interaction-Cooperation**  Relationship | | |  | **Evaluation-Regulation**  Analytical/synthetic | | |  | **Ethics**  Based on moral sense |
| *See the detailed definitions on p. 11 of "*[*https://www.aqcs.ca/aqcs/publications/referentiel-competences/*](https://www.aqcs.ca/aqcs/publications/referentiel-competences/)*Référentiel de compétences des gestionnaires scolaires"/Guide to Managerial Skills for School Executives.”* | | | | | | | | | | | | | | | | |

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| **Part 2 – Request for Payment** | | | | | | | | | | | |
| ***Attach the vouchers (mandatory)*:**  The detailed schedule of the activity (**including the hours**)  **Attendance list** by the eligible school managers, (**indicating the position held and the service at the school board)**  The vouchers corresponding to the eligible expenses incurred. | | | | | | | | | | | |
| * The resource persons (fees\*, living and travel expenses) * Room rentals * Audiovisual equipment * Printing or recording on USB keys and distribution of the documents necessary for professional development * Secretarial expenses * Travel expenses of the members of the organizing committee   \* The fees are not applicable to personnel from school boards, associations and government departments. | | | | | | | | | | | |
| ***Did participants' satisfaction level meet your expectations?*** | | | | | | | ***Yes*** |  | ***No*** |  | |
| ***Unless the AQCS is notified of a change or unless vouchers are submitted within 30 DAYS of performance of the activity, the grant will be released and recovered to respond to other applications.*** | | | | | | | | | | | |
| ***The payment must be made out to:*** | | | |  | | | | | | |  |
| ***Name of addressee:*** | |  | | | ***Position:*** |  | | | | |  |
|  |  | |  | |  | | | | | |  |
|  | ***Date*** | |  | | ***Applicant's signature*** | | | | | |  |

**Send this form to Elaine Laberge (**[**cpcg@aqcs.ca**](mailto:cpcg@aqcs.ca)) no later than November 15, 2019.