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difference
in someone's life.

#BESTJOBONTARIO

Dear Agencies:

We are very excited about the Developmental Services Human Resource Strategy forum "*The Mindful Workplace*" is being held in Toronto, on February 5th and 6th, 2019. We believe that the information shared at this event will be an asset to DS agencies across the province and as such would like to offer support to agencies that might not otherwise be able to attend the forum due to the size of their agency or their location. Below is an outline of a funding formula that allows agencies to apply for a subsidy where applicable. **Due to the limited amount of funds available, the allocation will be determined by the number of applicants.**

Please note that travel costs are defined as mileage paid on a per km basis for a personal car, or Car Rental and gas for either to and from the event, or travel to an alternate form of transportation i.e. to the nearest airport /train station; air fare or train passage, accommodation costs if needed on route.

1. **Northern Travel Expenses Subsidy:** Up to 100% of travel costs over \$400 incurred in getting to and from the Forum. **Travel costs do not include:** meals or taxi fare (Holiday Inn Select offers airport shuttles), accommodation costs in Toronto, or the Forum fee.
2. **Small Budget Agencies Subsidy:** Subsidy is available for organizations operating Budgets **under \$2 million** for **up to 100% of costs incurred over \$250**, for travel and including the forum fee and accommodations. ***This subsidy would replace, but not duplicate, the travel subsidy for northern members noted above.***

To apply for this subsidy please fill in the form on page two and submit to Ann-Marie Binetti, Project Manager at abinetti@cltoronto.ca by **November 26th, 2018** Agencies will be notified of subsidies by December 4th, 2018.

Holly Duff
Chair, DS HR Strategy Forum
DS HR Strategy Steering Committee
Professor, Fanshawe College

Travel Subsidy Application

Date application submitted: _____

Agency name: _____

Agency contact : _____

Agency phone number: _____

Our agency is applying for (check one)

Northern Travel Expenses Subsidy

- Please list anticipated travel costs, including a full breakdown of all costs (i.e. cost of airfare etc). **Travel costs do not include:** meals or taxi fare (Holiday Inn Select offers airport shuttles), accommodation costs in Toronto, or the Forum fee

Small Budget Agencies Subsidy

- Please indicate agency budget for the 2018/2019 fiscal year, and a breakdown of anticipated travel costs. (Reimbursement will be for the remainder of costs after the initial \$250 is subtracted).

I verify that the information provided above is accurate to the best of our understanding.

Signature of agency representative

Date