

Partnership Brokers Training May 1 - 4, 2017

Edmonton, Alberta, Canada

Application Form

Please complete the application form in full and submit by email to Gemma Dunn at programs@ecvo.ca

Course Title: Partnership Brokers Training

Course Date: May 1 - 4, 2017

Registrant Information

First name:	
Last name:	
Telephone:	
Email:	

Role Information

Job title:	
Organization:	
Professional sector:	Please select one: Academia Independent Partnership Broker International Agency, IGO NGO, NP Private Sector Public Sector Social Business Other – if other, please give details
Geographical area of operation:	

Contact address

Home or work:	<input type="checkbox"/> Home <input type="checkbox"/> Work
Address:	

Relevant Higher Education &/or Professional Qualifications:

Key Skills:

What are your reasons and expectations for applying for this course?

Please state in the box below why you would like to take part in Partnership Broker Training and how you would apply the skills developed during the non-residential course to your work. Note: you may attach additional pages in answer to this question.

Please indicate whether you can demonstrate any (or all) of the following:

- Past or present engagement in multi-sector partnerships, as either a convenor, advisor, negotiator, partner or third-party facilitator.
- Preparation of detailed case studies or impact evaluations of partnerships for sustainable development.
- Professional training and field experience in 'interest based negotiation', be that in relation to partnering, facilitation of multi-stakeholder dialogue, or dispute resolution.

To assist the trainers in preparing for the program, please outline the key partnership brokering challenge(s) you are facing.

How did you learn about the course?

Please indicate whether you can demonstrate any (or all) of the following:

- Partnership Brokers Association website
- Partnership Brokers Association Trainer
- Previous participant
- Edmonton Chamber of Voluntary Organizations
- JS Daw & Associates
- If other, please specify:

Please advise of any dietary restrictions for catering purposes:

Enter text here

Invoicing & Organizational Agreement

Course Fees: \$2,200 for ECVO members or \$2,400 for non ECVO members

Please note – This program is eligible for a funding subsidy through the Canada-Alberta Job Grant Program. For more information, please see the [Canada-Alberta Job Grant Applicant Guide](#). The grant covers 2/3 of eligible training costs for nonprofit and private sector participants if the program is sponsored by an employer. Please refer to Appendix 2 for more details.

Please indicate who will pay the training fee, and provide details for the invoice

Employer Yourself

How would you like to pay? (select one)

Pay by cheque Pay with credit card

Consent

*I confirm that I have read and understood the information provided in this form, and that the information that I have given in this application is complete and true.

*I confirm that the Partnership Brokers Association may send me information related to this course, and other Partnership Brokers Association activities.

APPENDIX 1 – Edmonton, AB – May 1 - 4, 2017

Schedule of Dates and Deadlines

All dates are subject to change and applicants will be notified of any changes to the below.

February 7 2017	Start accepting applications.
February – April 21	Applicants will be notified whether their application has been successful or unsuccessful. If successful, eligible employers can complete the Canada-Alberta Job Grant application form.
April 1, 2017	Deadline for submission to the Canada-Alberta Job Grant. Applications received after this date will still be considered for the Partnership Brokers Training course, but will not be eligible for the Canada-Alberta Job Grant.
April 21, 2017	Deadline for applications.
April 25, 2017	Deadline for fees to be paid. After payment has been received participants will be sent pre-course materials, important Information about Partnership Brokers Training, and the Partnership Brokers Training handbook.
May 1 – 4, 2017	Partnership Brokers Training in Edmonton, Alberta Canada
May 31, 2017	Deadline for submission of the course completion certification to receive the 2 nd payment from the Canada-Alberta Job Grant for participating employers.

APPENDIX 2 – Canada-Alberta Job Grant Process

Nonprofit and private sector employers are eligible for a funding subsidy through the Canada-Alberta Job Grant. For more information and to verify eligibility, please see the [Canada-Alberta Job Grant Applicant Guide](#).

Step by Step Process:

1. Review all the information on the Partnership Brokers website (<http://partnershipbrokers.org/>) and determine if this program is a good fit for you. If you have any questions please contact Gemma Dunn at programs@ecvo.ca
2. If the program is what you are looking for, complete the application form and **email** it to programs@ecvo.ca
3. We will review all applications and will follow-up with all applicants.
4. All accepted applicants for the Partnership Brokers program will receive an official confirmation letter from ECVO.
5. Accepted applicants to the Partnership Brokers Training course will need to download the [Canada-Alberta Job Grant application form](#) and complete the form as instructed. ECVO can provide you with information to assist with the application form. Completed Canada-Alberta Job Grant applications need to be submitted at least 30 days prior to the start of the course.
6. Upon receiving confirmation of funding approval from the Canada-Alberta Job Grant, register and submit full payment for the Partnership Brokers Training course to ECVO (\$2,200 member / \$2,400 non-member).
7. Once the grant application has been approved and the employer has paid all eligible training costs, the employer may submit the Canada-Alberta Job Grant Reimbursement form to be reimbursed one-third of eligible training costs.
8. Enjoy the Partnership Brokers training!
9. Upon completing the Partnership Brokers Training course, ECVO will issue each participant a program completion certificate.
10. Within 30 days following the completion of the training, employers must submit a Canada-Alberta Job Grant Completion form to receive reimbursement for the remaining one-third of eligible training costs.

APPENDIX 3 - Financial Details

The fee for the Partnership Brokers Training course in Edmonton is: \$2,200 for ECVO members or \$2,400 for non ECVO members.

The Partnership Brokers Training course fees cover:

- All tuition fees.
- Background reading materials and course handouts.
- A morning break refreshment, lunch, and an afternoon break snack for each of the four days of the course.

The Partnership Brokers Training course fees do NOT include:

- Travel and parking costs incurred to attend the course.
 - Accommodation and additional meal costs.
 - Per diems for participants during the course.
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Once an applicant has been formally accepted and offered a place in the Partnership Brokers Training course, an invoice will be sent to the nominating participant organization. All course fees must be paid in full by April 25, 2017. The applicant is responsible for the payment of this invoice, regardless of the funder. If the fees are not paid before the start date of the Partnership Brokers Training course, the candidate may not be allowed to participate.

Cancellation Policy

Cancellation by Candidate:

Once accepted into the course and an invoice for payment of fees has been issued, a cancellation fee will be immediately due should the candidate withdraw, irrespective of whether or not payment has been made. The cancellation fee is as follows:

- 25% of the program fee for withdrawals made before March 27, 2017.
- 50% of the program fee for withdrawals made within three weeks of the course start date.
- 100% of the program fee for withdrawals made within one week of the course start date.

Cancellation by Organizers:

If, for whatever reason, this course is postponed or cancelled by the organizers, applicants will be notified at least one week before the start date of any such changes. JS Daw & Associates / PBA / ECVO cannot accept liability for any expenses incurred. There will be a full refund of any course fees paid.
