



## Professional Development Assistance Program

Through VHCF's professional development assistance program, Virginia's health safety net organizations can hone their nonprofit management skills by taking advantage of affordable and informative courses at Virginia's universities, community colleges, or other training institutions (*please see attachment for additional information*). For a more extensive list of available programs please contact your Program Officer. These programs offer courses in the areas of:

- Fund Development
- Program Evaluation
- Strategic Planning
- Board Development
- Financial Management
- Marketing and Public Relations; and
- Information Systems

Other courses which will clearly help you or your staff develop or improve necessary operational skills, may also be included in this program. If you have a question about whether a particular course will qualify for reimbursement contact your Program Officer at 804-828-5804.

Participation in this program is simple. Assistance is available to you and any of your paid staff. Just follow these simple steps: 1) identify the course(s) to be taken, 2) call your VHCF program officer to request to use professional development assistance to take the course, 3) upon approval by your VHCF program officer, register for the course(s), 4) complete the course(s), 5) submit a Professional Development Reimbursement Form to VHCF. Payment for completed courses will be mailed out within thirty days of receipt of the form.

Foundation funds can be used to pay for 100% of tuition costs, up to \$650 per organization annually.

For organizations which have to travel more than 200 miles roundtrip to attend a course, reasonable expenditures for travel, lodging, and meals will also be reimbursed. We anticipate that these funds will go primarily to those organizations residing in western, and more rural, areas of the state. A maximum of \$450 per organization in travel, lodging and meals will be available for reimbursement.