VIRGINIA
HEALTH CARE
FOUNDATION

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Professional Development Assistance Program

Through VHCF's professional development assistance program, Virginia's health access 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. Example program areas include (*but are not limited to*):

- Leadership and Management Trainings,
- Program Evaluation,
- Professional Certifications,
- Language Courses,
- Financial Management, and
- Trauma-Informed Care, Integration, or other Practice Improvement.

Any courses that will clearly help you or your staff develop or improve necessary operational skills are eligible for this program. If you have a question about whether a particular course will qualify for reimbursement contact your Program Officer at (804) 828-5804.

You can access the initial request form online here. You will need to setup an account to complete the form. In order to access your account at a later time, please *bookmark* your account page and *remember your password*. If your initial request form is approved, you will receive notification in your portal that additional documentation requirements have been added to your portal for you to complete by the due date. Please note: Receipts must be submitted within 30 days from the date of completion. If receipts aren't received, the request will be closed.

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

For organizations that have to travel more than 200 miles roundtrip to attend a course, reasonable expenditures for travel, lodging, and meals will also be reimbursed on a case-by-case basis. Of the $650 available per organization, a maximum of $450 in travel, lodging and meals may be available for reimbursement.