

Application Process for a PRSTA Foundation Grant

Submissions will be accepted to the Foundation Committee at any time during the school year. The Committee will meet three times a year to review submissions. Applications must include the following:

1. Needs Assessment - Describe the project question
 - How was the need/question identified?
 - What is the question?
 - How are students and/or teachers affected?
 - Any supporting documentation/research that relates to your project

2. Planning
 - Project must be initiated and driven by teachers
 - Who is involved in your project?
 - Contact person - Identify the Chair and Treasurer.
 - Procedure - What are you going to do? How are you going to do it?
 - Sound educational goals that directly relate to project goals
 - Long range objectives
 - Short term objectives
 - Strategies and activities
 - Budget outline (see budget outline planning guide)

Projects / Examples	Not Projects
<ul style="list-style-type: none"> • Specific new programs for use in classrooms ie. Guided Reading was a new program started under a Foundation proposal • One Focus • Beginning, middle, end • For teacher's benefit • Revisiting initiatives no longer supported by District. • Specialty groups choosing one focus ie. PE Primary • Technology - Easy Grade Pro • Research ie. technology vs. hands on • Visitation connected to project 	<ul style="list-style-type: none"> • Monthly meetings • Anything that is a district initiative • No specific focus • Training required that is essential for doing job • Learning technology/programs introduced by district ie. BCESIS, IEP's, report cards • Mentoring

3. Evaluation - An evaluation must be completed as per 6.0 of the Foundation Policy.

Sample of Budget *

Activities - to meet Long and Short Term Objectives

Activities/Items that need to be included, and SUGGESTED amounts except *Conferences and Speakers – Out of Town*

General Example of a Budget Structure (Please be sure to break down & show each year’s costs.)

Honorarium	\$50 for half day or after school \$100 for full day (for presenting PRSTA members) Whenever possible book PRSTA members to present
Speakers - Out of Town	\$750 - honorarium Meals and incidentals - \$150 per day Airfares - \$1500 per speaker Accommodations - \$200 per night
TTOC	\$310 average cost for 2012/13
Conference Costs	\$3000 per year
Travel Costs	\$105 Travel from Chetwynd to Dawson Creek \$185 Travel from Tumbler Ridge to Dawson Creek
Meals	\$14 per person
Office Expenses	Photocopying, Phone, Postage - \$50 - for workshop materials only
Advertising/Social Event	Local advertising - School District Bulletin Board - All Staff Social Event - wrap up at the end of project, \$500
Host Gifts	When a member stays with friends or relatives - not to exceed \$30

When travelling - 4 people per car - if possible.

When submitting expense form to the Treasurer, please write on receipt what it was for. If traveling by vehicle please write who was riding in the vehicle on expense form. Also, please submit your form in a timely manner - within two weeks.

* Note: At this point we are accepting proposals for two year projects with the possible extension to a third year.

Also, a budget looks like a large amount but often only a portion is used. Please claim for all that you believe you will need using the above table and the example.

If you have any questions, please contact the Foundation Chair or a committee member.

Example of Budget for a 3 year project:

Foundation Proposal Budget Request

Categories	Cost x	# of People x	# of yrs. =	Total \$\$
Honorarium	50.00	4	3	600.00
Meetings – one full day a year and 3 half days per year				
• TTOC - full day	310.00	4	3	3700.00
• TTOC - half day	160.00	4 x 3 per year	3	5760.00
• Refreshments (lunch one day)	14	4	3	168.00
Presenters - Fees/Honoraria	5000.00	We hope to have these on conference days to share with other teachers	2 (years 2&3)	10 000.00
• In-District				
• Out of District				
○ Travel				
○ Hotels				
○ Meals/incidentals				
Classroom Visitations	160.00	4 x 3 per year	3	5760.00
• TTOC (.5) we want to go to each other's classes so see how things are working. We will try scheduling during concurrent blocks so we can do two in one block to save money; we may have to go between Central & SP which will take longer.				
Office Expenses	50.00		3	150.00
• Photocopying, phone calls				
Conferences (Max. limit \$3000 per year)	3000.00		3	9000.00
• Travel				
• TTOC				
• Registration				
• Meals/Incidentals				
TOTAL PROPOSAL REQUEST				35,138.00

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