2023–24 Member Outreach Grant

*(Approved by EC Meeting August 20–21, 2023)*

**Local association:** Click or tap here to enter text. **#:** Click or tap here to enter text.

**Contact name:** Click or tap here to enter text.

**Local president name:** Click or tap here to enter text.

**Local president signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** Click or tap here to enter text.

**Total grant request:** $Click or tap here to enter text.

**FTE as of September 30:** Click or tap here to enter text.

**That the BCTF provide locals with a Member Outreach Grant on the following basis:**

1. Locals will qualify for a maximum grant based on the following:

a. up to 175 FTE members—$1,500

b. from 176–510 FTE members—$2,000

c. from 511–999 FTE members—$3,000

d. from 1,000–2,000 FTE members—$5,000

e. from 2,001 and above FTE members—$7,500.

2. The grant is intended for member outreach initiatives that enhance member experience, connection, and engagement.

3. The initiatives, activities, or events must be open to the local’s general membership (initiatives related specifically to teachers teaching on call (TTOC) should be claimed using the TTOC Appreciation and Outreach Grant).

4. Locals are encouraged to include activities that are in addition to ongoing existing local activities.

5. Locals will be eligible for activities that build a stronger connection with members, keep them informed, promote a sense of belonging and involvement within the union, and foster solidarity including, but not limited to:

a. communication and information sharing (e.g., newsletters, online engagement, survey, and feedback).

b. community events (e.g., networking events, social gatherings).

c. events and engagements (e.g., member appreciation, local open-house).

d. advocacy and participation (e.g., volunteer opportunities).

6. Locals will be reimbursed for cost such as release time, printing, mailing, food,   
non-alcoholic beverages, room rentals, supplies, travel, events, or other costs related to member outreach activities.

7. Restrictions on claimable costs include:

a. locals may not claim for any portion of the ongoing cost of regularly released local officers.

b. compensation for released officers and office support staff salaries.

c. costs related to regularly scheduled meetings and governance meetings.

d. cash or cash equivalents (e.g., gift cards) as compensation or gifts to members.

8. Locals are requested to submit a proposal of activities and estimated costs for general approval.

9. Locals will be reimbursed upon receipt of an itemized account of expenditures including copies of invoices and receipts.

10. Locals are requested to submit a summary report of the activities when submitting their invoices and expenses for reimbursement.

**Please return completed grant application form by email to** [*grants@bctf.ca*](mailto:grants@bctf.ca)**.**

**Proposal of activities and estimated budget**

**1. Describe your intended activities** (e.g., list activities and highlight how it relates to enhancing member experience, connection, and engagement):

|  |
| --- |
| Click or tap here to enter text. |

**2. Proposed budget:**

|  |  |
| --- | --- |
| **Description** | **Cost** |
| Click or tap here to enter text. | $Enter amount here. |
| Click or tap here to enter text. | $Enter amount here. |
| Click or tap here to enter text. | $Enter amount here. |
| Click or tap here to enter text. | $Enter amount here. |
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| Click or tap here to enter text. | $Enter amount here. |
| Click or tap here to enter text. | $Enter amount here. |
| Click or tap here to enter text. | $Enter amount here. |
| **Total estimated cost / grant amount requested:** | $Enter amount here. |

**Submitting for reimbursement**

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**1. Use the space below to provide details of the expenditures and the accompanying supporting documents:**

|  |  |  |
| --- | --- | --- |
| **Invoice / Receipt (vendor name and/or invoice #)** | **Description** | **Amount** |
| Enter text here | Enter text here | $ amount here |
| Enter text here | Enter text here | $ amount here |
| Enter text here | Enter text here | $ amount here |
| Enter text here | Enter text here | $ amount here |
| Enter text here | Enter text here | $ amount here |
| Enter text here | Enter text here | $ amount here |
| Enter text here | Enter text here | $ amount here |
| Enter text here | Enter text here | $ amount here |
| **Total grant request** | | $ amount here |

2. Provide a brief summary report of the project (e.g., What were some of the highlights of your activities? What were some of the outcomes? What were some of the challenges? How was the grant helpful? etc.):

|  |
| --- |
| Click or tap here to enter text. |

**3. Would you be open to the BCTF contacting you regarding the potential spotlight of your local's member outreach activities for publication in the Teacher Magazine?** Yes  / No