### 2023–24 Sublocal Support Grant

### *(Members’ Guide—Procedure 10.J.18—2)*

# **Sublocal Association:** Click to enter text. **#:** Click to enter text.

# **Person completing this form**: Click or tap here to enter text.

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

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

**A Sublocal support grant up to $30,000, will be made available on the following basis:**

*a. The BCTF recognized sublocals submit an outline of proposed activities with estimated costs to the Federation to obtain approval for the grant.*

*b. The BCTF recognized sublocals are to submit receipt of an itemized account of expenditures with copies of invoices and receipts.*

*c. The grant can be used for release time of a sublocal president but supporting documentation must be submitted.*

*d. Upon request, the grant can be issued prior to receipts/supporting documents being submitted.*

e. The grant proposal will be reviewed and approved by the Full-time Table Officers.

**Note: Unless prior arrangements have been made, grant payments will not be disbursed until an itemized account of expenditures with copies of invoices and receipts or any other supporting documents have been submitted.**

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

**Describe and list activities, projects, initiatives, operating needs, etc. throughout the year along with estimated cost**:

|  |  |
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| **Description of activities** | **Estimated cost ($)** |
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| **Total estimated cost/grant amount requested**  **(maximum $30,000):** |  |

**Please provide any additional details (if necessary):**

Click or tap here to enter text.

mi/pi:tfeu