2023–24 TTOC Appreciation and Outreach Grant

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

**Local/Sublocal association:** Click to enter text. **#:** Click to enter text.

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

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

**Local/Sublocal president signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Total grant request:** $Click or tap here to enter text.  
*(maximum grant up to $1,500)*

**That the BCTF provide locals and sublocals with a TTOC and Outreach Grant on the following basis:**

1. A grant for up to $1,500.

2. The grant is intended for local and sublocal initiatives aimed at enhancing the member experience, connection, and engagement with members who are teachers teaching on call.

3. The initiatives, activities, or events must be specific and open to all local and sublocal members who are teachers teaching on call (initiatives directed to the general membership should be claimed using the Member Outreach Grant).

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

5. Locals and sublocals will be eligible for activities related to conducting appreciation and outreach initiatives and events, that engage and recognize teachers teaching on call including but not limited to:

a. TTOC Appreciation Week activities (e.g., appreciation lunch or dinner, thank-you cards, posters, and goody bags)

b. networking events

c. training opportunities

d. information sessions.

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

7. Restrictions on claimable costs include:

a. locals and sublocals 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 and sublocals are requested to submit a proposal of activities and estimated costs for general approval.

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

10. Locals and sublocals 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 costs**

**1. Describe your intended activities** (e.g., list activities and highlight how it relates to enhancing TTOC members' 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. |
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| 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 |
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| 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?):

|  |
| --- |
| 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 activities for publication in the Teacher Magazine?**

Yes  / No