



Educational Improvement Grant Application

NBTA/Department of Education Provincial and/or NBTA Council Grants



Deadline for Receipt of Application: 5 weeks prior to opening day of activity.

Name of Applicant: _____ District No.: _____

School: _____ Council: Elem. Midd. High

Teaching Assignment: _____ School Phone #: _____

Home Mailing Address: _____

PC: _____ e-mail: _____ Cell or Day Phone #: _____

Title of Professional Development Activity: (you **must** attach information/documentation providing details of the event):

Location: _____ Date(s): _____

How will this activity assist in your teaching? _____

Please indicate any other financial assistance that you might receive for this activity:

Source of Funding	Amount	Requested or Confirmed	
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>

Estimate of Expenses:

Travel: air, bus, train, ferry, car (gas receipts only considered)	\$	_____
Accommodations:	\$	_____
Other (registration, ground transportation, parking, etc.)	\$	_____
Meals (no receipt required)	\$	_____
(not to exceed \$50.00 per day out-of-province and \$35.00 per day in-province)	\$	_____
Estimated Total:	\$	_____

**Please see Guideline 4
for possible funding
amount details.**

Due to liability issues, applications cannot be processed without this section being signed by the Superintendent (out-of-province) or your school principal (in-province). See Guideline 2f on the included guidelines.

Date: _____ 20 _____

Approval Signature: Out-of-province - Superintendent
 In-province - Principal

Forward all applications with appropriate signatures to:
New Brunswick Teachers' Association, P.O. Box 752, Fredericton, NB, E3B 5R6
or fax (506) 453-9795 or email to judy.deveau@nbta.ca

Date: _____ 20 _____

(Signature of Applicant)

For Central Office Use Only - Previous Grant(s) Received

Name of Conference(s): _____

Location: _____

Provincial Grant: Amount \$ _____

Council Grant: Amount \$ _____



Educational Improvement Grant Guidelines

NBTA/Department of Education Provincial and/or NBTA Council Grants

Deadline for Receipt of Application: 5 weeks prior to opening day of activity.

1. Applications are to be considered at regular intervals and action taken reported to the NBTA Board of Directors and Education and Early Childhood Development.
2.
 - a) The primary purpose of the activity for which the grant is requested must be **teacher professional growth**.
 - b) The activity may be of a general professional nature or related in a significant manner to the teaching assignment of the applicant.
 - c) Event may take place within New Brunswick or outside the province, with the exception of school visitations that are only eligible outside New Brunswick.
 - d) Funds **will not** be granted for student/class trips.
 - e) Documentation supporting details of the professional growth activity **must** accompany your initial application.
 - f) Due to liability issues, endorsement of the Superintendent (out-of-province) or your school principal (in-province) is required even during Christmas Break, March Break, Summer Break or any holidays.
 - g) University Courses, modules or courses used for credit/teacher certification purposes are not funded. Regularly funded New Brunswick Department of Education initiatives are not eligible for grants. There is no Provincial funding to attend CONTACT that is held each summer, but there is Council funding available for those participants that meet with these Guidelines.
 - h) Completed application forms should be received by the Educational Improvement Grant Committee at least **5 weeks** prior to the opening date of the activity. Applicants will be informed in advance of the Committee's decision.
 - i) Supply teacher costs will not be considered for funding.
 - j) Amount paid to applicants under any circumstances will not exceed approved expenses.
3. All applications conforming with Guideline 2 are to be eligible for consideration.
4. Teacher may apply for one (1) or both grants:
 - a) **Provincial Grant** maximum: **\$500.00/event** based on 50% of the activity costs. No more than **\$1,000.00** in a **3 year period**.
Note: For any event for which 21 or more teachers apply, a dollar limit to a maximum of \$250.00 per applicant is to be allowed.
 - b) **Council Grants** maximum: **\$400.00/event**. No more than **\$400.00** in a **3 year period**.
Note 1: The 3 year period for Council Grants refers to **all** Councils. Teachers who change Councils will still only be eligible for a total of \$400.00 every 3 years.
Note 2: Councils reserve the right to limit grant amounts if 21 or more teachers apply for a single event.
5.
 - a) The funds will be divided into two six-month allotments ((July to December and January to June). Any carryover from the one term may be expended during the next term.
 - b) If all funds have been allocated for a term, subsequent applicants will be notified and no further grants will be issued for that period.
6.
 - a) Each successful applicant must submit an expense claim, receipts and an Activity Report Form before payment of Grant is made. (Note: If you require receipts for another funding source, i.e. Branch PD Grants, photocopies are acceptable.)
 - b) The Expense Claim and Activity Report Form **must be** submitted within **six weeks** following the date of the activity.
7. Grants **will not be made** for activities scheduled on same day(s) as NBTA Councils.