



SPECIAL PROJECT GRANT

The purposes of special project grants are:

- ① **Professional Growth**
Support new and innovative professional growth opportunities for their membership.
- ② **Resource Development**
Assist a professional growth network in the development of resources.
- ③ **Strategic Planning**
Assist a professional growth network in developing a strategic plan.

AVAILABLE FUNDS

1. There will be three grants of \$1,000 available for each purpose annually.
2. The Professional Growth Advisory Committee may reallocate unused funds from one purpose to another.
3. In instances where more than one professional growth network submits an application for the same project, a grant may be awarded to each network.
4. Grants are recommended by the Professional Growth Network Advisory Committee to the STF Executive for final approval.

CRITERIA

- To ensure consistent decision making, the advisory committee applies the following criteria to assess the merits of each grant application and monitors the progress of each project.
1. Special project grants are only intended to support proposed initiatives. Applications shall not be accepted for projects that are either complete or, in the opinion of the advisory committee, substantially under way.
 2. Applications must demonstrate one or more of the following characteristics:
 - Collaboration
 - Accountability
 - Identified benefits
 - Engagement with members, stakeholders and/or other partners.

ELIGIBILITY GUIDELINES

1. To ensure the maximum benefit for all networks, multiple applications by one network shall only be considered at the discretion of the Professional Growth Networks Advisory Committee. Joint applications, or applications in which more than one network is directly involved, are treated as separate applications but the applications must identify the partnership.
2. Projects must be consistent with Federation policy. It is the Professional Growth Networks Advisory Committee's responsibility to identify any such inconsistencies in the submitted applications. The advisory committee also advises applicants if their application requires revisions to remove these inconsistencies.
3. As a non-profit organization, the Federation does not approve applications where the goal is the development or distribution of commercial resources from which networks or individual members may benefit financially. As the sponsor, the Federation retains ownership of any resources or reports generated from specific projects.
4. Special project grants are not intended to replace or subsidize network membership fees. Regular events, such as meetings and conferences, and network publications, such as journals and newsletters, are to be funded through the operational budget and not through special project grants. A network must be up to date in providing the required documentation for basic grants in order to be approved for a special project grant.
5. Resources created with special project grants must be available to be shared with other networks upon request.

ELIGIBLE EXPENSES

The Professional Growth Networks Advisory Committee has discretion to determine which activities, services or items are eligible for funding. Examples of eligible expenses include, but are not limited to:

- Planning meetings for and by educators (including online meetings, facilities, meals, travel, substitutes, etc.). The meetings must be held in Saskatchewan.
- Joint conferences or other professional growth opportunities.
- Teacher or administrative release time.
- Secretarial or technical assistance.
- Transcribing services.
- Office supplies (i.e., paper, pens, etc.).
- Some types of office equipment (rental equipment otherwise unavailable to teachers).
- Communication services (i.e., telephone charges, photocopying, printing, distribution, etc.).
- Promotion and advertising.
- Costs for typical education-related meetings or activities should be estimated according to the standard rates set by the school division or the Federation (i.e., meals, travel, substitute teacher rates, etc.).

INELIGIBLE EXPENSES

The Professional Growth Networks Advisory Committee has discretion to determine which activities, services or items are ineligible for funding. Examples of ineligible expenses include, but are not limited to:

- Educator salaries or supplements to educator salaries other than substitute teacher costs. It is assumed projects shall be carried out by practising, employed teachers or educational administrators.
- Honoraria or remuneration to participants, speakers or facilitators who are providing a service that is part of their regular duties or are already receiving compensation. The Federation

recognizes that work carried out in a cross-cultural or community context may require flexibility in these expenses to respect the cultural needs and expectations of participants. Therefore, it may be appropriate to fund gifts (i.e., money or blankets) to First Nations Elders and community members who are supporting and participating in network projects as well as other cultural gifts as deemed appropriate.

- Rental of office space.
- Purchase of office or communications equipment (i.e., computers, software, video or audio recorders, etc.).
- Out-of-province travel costs, including costs associated with bringing in external speakers, facilitators, consultants, etc.
- Ongoing website maintenance including monthly website hosting, domain renewals, etc.
- Publication of regular journals and newsletters.
- Conference promotional materials.

TIMELINE

Applications for special project grants are reviewed by the Professional Growth Networks Advisory Committee and then makes recommendations to the STF Executive for approval.

Key dates for special project grants:

- December 31 – Deadline for applications.
- January – Advisory committee reviews applications.
- February – Advisory committee recommends applications to the STF Executive for approval.
- March – Networks are advised of the outcome of their application and grant funds are disbursed.
- March 31 – A secondary call for applications may be initiated with this deadline.
- Six months after the grant is awarded – Interim report is due.
- Within three months of completion of the project – Final report is due.

PROCEDURES

1. Review the Special Project Grant section above paying careful attention to the Purpose and Criteria sections.
2. Grants may fund specific projects in whole or in part. Expected completion dates will vary depending upon the nature of the project. In some cases, networks may not have finalized their project's timeline before the application deadline. The application must specify, however, when the project will likely be finished.
3. Complete the Special Project Grant Application form and submit by the December 31 or March 31 deadline. Projects eligible for a special project grant involving two or more networks need only submit one application form per project. The application form includes a section where the participating networks must be listed and where they must each sign and date the application. In these situations, the application must also indicate which network is taking the lead role with regard to the disbursement of funds. To simplify financial reporting and accountability procedures, funds for the grant will be disbursed to only one of the networks participating in the project.
4. Each application form must provide the name and signature of a contact person. This individual should be the person who will be responsible for communications with the Federation regarding the completion of the project. Applications that arrive after the deadline will be considered independently of those that arrive by the deadline. Networks should note applications received by the deadline shall be adjudicated first.
5. Send completed application form and any accompanying documentation to the Federation.
6. The Professional Growth Networks Advisory Committee reviews applications at their January meeting (and May meeting if applications received for the March 31 deadline). The advisory committee may suggest revisions to ensure the

proposed project is consistent with Federation policy.

7. The Professional Growth Networks Advisory Committee will submit its recommendations regarding the applications to the STF Executive in February (and June if applications received for the March 31 deadline). Following the STF Executive's decision, applicants will be advised of the outcome of their application.
8. Grant funds for the successful applications will be disbursed in March (and June if applications received for the March 31 deadline).

RESPONSIBILITIES OF GRANT RECIPIENTS

1. Networks that receive special project grants may be asked to present a final report of their completed project at Professional Growth Networks Day. Networks involved in grant projects are also encouraged to apply the results of their project through the preparation of professional growth resources other networks may find useful.
2. Projects should be completed within the timeline submitted in the application. The Professional Growth Networks Advisory Committee has discretion to extend the completion deadline.
3. Special project grants are an advance on the project's expenses. Funds must only be used for expenses listed on the original application. At the completion of a project, any surplus funds must be returned to the Federation.
4. For accountability purposes, recipients of special project grants must provide the Federation with written interim and final reports.

REPORTS

1. An interim report is required six months after the grant is awarded. The report shall include summaries of:
 - Grant-related income and expenditures to date.
 - Project-related activities to date.
2. A final report is required within three months of the completion of the project. The report shall include the following:
 - Summary of grant-related income and expenditures for the project, including copies of receipts for expenditures.
 - Summary of project-related activities including the project's final results or outcomes, as well as any resources created as a result of the project.
 - Brief communication strategy indicating how the professional growth network intends to share the major results of the project with their members, other networks or the broader Federation membership.