SURREY TEACHERS' ASSOCIATION
SPECIAL PROJECT FUND APPLICATION FORM

100 - 9030 King George Boulevard, Surrey, BC V3V 7Y3
Tel: 604-594-5353 Courier #000

Please submit application at least four (4) weeks before the date of the project.

Name of Committee:	**Chairperson/Contact:**	**Date of Application:**
Email:		
********Details of Proposed Project*******		
Name of Project:		
Location of Project:		**Date of Project:**
Description of Project:		

Details of Budget: **The 2026-27 school year maximum is $3000 due to budget restraints**	**Amount Requested:** **$** _____
Number of Released day(s) requested ($295.95/day):	
Speaker Fee:	
Facility Rental:	
Materials: **Will staff time be required for preparation?** ☐ **Yes** ☐ **No** (If yes, please indicate approximately how much time will be required)	
Food/Beverages:	
Other:	
Total:	

For STA Office Use Only	
Date of Executive Decision:	**Amount Approved:** **$** _____
Comments:	

Special Project Fund Criteria

Policies: None

Procedures:

15.02 THAT in each year an amount be budgeted for and allocated to the Special Project Fund and that all committees be eligible to apply for these funds.

15.04 That the following be the criteria considered by the Executive Committee for expenditures from the Special Project Fund:

The proposed project must:

a. Reflect STA principles;

b. Promote the work/goals of the committee;

c. Demonstrate one or more of the following:

i. involve several teachers in the local;

ii. have an impact on teachers, or teachers and students in the local;

iii. address or raise awareness about an issue that impacts students in our community.

15.06 THAT the following procedures be in place for processing applications for Special Project Funding:

a. applications be made to the Executive Committee;

b. special projects be clearly articulated, with applications to include:

i. description of the proposed project;

ii. detailed budget:

- the number of released days required, costed at the correct rate;
- speaker fees, materials and staff time needed;
- food and beverage/service fees.

iii. special project timeline and/or event date.

c. applications should be received by the STA at a minimum of four weeks in advance of the special project.

d. the maximum grant be $4,000.00 per project. Exceptions may be granted by the Executive Committee for collaboration between multiple committees or other unique circumstances;

e. expenditures funded from this budget will not exceed the approved amount;

f. the committee chair will coordinate expenditures, advertising, and logistics of approved Special Project with the STA President or designate;

g. Committees may apply for several special projects in a budget year although the Executive Committee may consider the number of projects already approved when making its determination;

h. matching funds for BCTF Grants may be approved from this Fund pursuant to the Fund criteria.

i. that no committee receive a special project grant for a project that appears in an STA budget line

15.08 Grant monies provided under this procedure are intended to fund special projects as presented to the Executive Committee. Any significant changes to the scope or focus of the project must be reapproved by the Executive Committee.

15.10 Grants from this fund shall not be made in the form of donations to other organizations except in the case where payment for materials or speakers needed to complete the project are only possible as donations to organizations; this grant is to a maximum of up to $250.00.

15.12 Projects which are to occur in future school years should be referred to the Finance Committee for consideration in the budgeting process. EXEC-09.11.17