

### **Statement of Purpose**

The Seven Oaks School Division and the Seven Oaks Teachers' Association recognize the importance of teacher reflective practice and continuous growth. The Member Initiated Project (MIP) grant allows individual members or teams of two members, to **extend** their learning related to their practice and gives them the opportunity to **develop** and **implement** resources.

### **Guiding Principles**

The Member Initiated Project grant is able to support a total of 12 grants per school year with funds up to \$800 to develop teaching strategies and support materials related to their practice; to apply their learning in their practice. Only two years of a specific project will be supported.

### **Activities eligible for a MIP grant may include:**

- Creating teaching resources
- Implementation of research-based learning
- To purchase professional learning books or other materials needed to further the work of the group (to a maximum of 50% total funding)
- Hosting workshops open to members in the Division (hosted after school hours)
- MIP activities can only take place after the approval of the application.
- Projects may include plans for sharing results with teaching colleagues.

### **Funding Parameters:**

1. Funds may be used for:
  - a) release time (up to 2 sub days @ \$230/day)
  - b) supplies to develop classroom support materials
  - c) books or materials needed to further their professional learning
  - d) honoraria (up to \$500)
  - e) reimbursement can only be made to a SOTA member
2. Funds may **not** be used to:
  - a) purchase pre-packaged programs
  - b) purchase personal devices such as laptops, chromebooks, iPads or desktops.

### **Procedures:**

The proposal must include:

- A title
- Name and school/work site of the lead teacher/clinician and collaborating partner
- Rationale: Include **relevance** to practice and professional learning goals
- Detailed summary of the project
- Projected Expenditures (also note if funds from other sources are to be used for this project)
- Signature of Administrator
- Proposals must be submitted electronically.
- A ***leave request is not*** required to be entered at time of application but only if approved. Instructions will follow at that time.

### **Reporting Requirements**

- A financial overview (expenses, receipts, etc.) of the project must be submitted – see timeline for deadline dates.
- A final report is also required to be submitted with your expense form in order to facilitate final reimbursement. Please use the following as an outline for your final report:
  - What conclusions have you reached about your project's initial questions?
  - What new questions have arisen because of your project?
  - Briefly describe your project's activities and resources and how this impacted your project's questions and purpose.

### **Timelines:**

There will be two funding application periods with six MIP applications supported in each funding period.

#### **Funding Period One – Six MIP applications will be supported:**

October 1<sup>st</sup>, 2023 - Deadline

October 2023 – Notification of project approvals

November 2023 –75% funding advanced

January 31, 2024 – Report and receipts due to facilitate remaining reimbursement

#### **Funding Period Two – Six MIP applications will be supported:**

February 1, 2024 – Deadline

February 2024 – Notification of project approvals

March 2024 –75% funding advanced

May 31, 2024 - Report and receipts due to facilitate remaining reimbursement

**\*\*Timelines and Procedures MUST be adhered to in order to receive the MIP Grant\*\***

## 2023-2024 MIP Grant APPLICATION FORM

Project Name: \_\_\_\_\_

Name of lead/contact Member: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

School/Worksite: \_\_\_\_\_

Collaborating Member:  NO  YES, if yes, Name: \_\_\_\_\_

Collaborating Member School/Worksite: \_\_\_\_\_

Amount of funding requested: \$\_\_\_\_\_

Payment paid via direct deposit to lead or collaborating partner- one person **ONLY (must be a SOTA member)**: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

### PROJECT INFORMATION

**Please include the following information regarding your proposed MIP project application (attach document):**

RATIONALE: Please explain the relevance to your professional practice and learning goals using the following:

1. Briefly outline the purpose of your project and what you hope to accomplish.
2. What is your question(s)? (Current practice, change you want to study)
3. What kind of information will be collected to help guide your questions and further engage your reflecting and planning? This should include a brief description of key activities, meetings, resources, teaching strategies you plan to initiate and/or develop and how you plan to go about this. This may entail substitute time as well as time you give to this project.

**Projected Expenditures:**

<b>BUDGET</b>	<b>Estimated Cost</b>
<b>Release time (include approx. meeting dates and substitute costs):</b> ½ day sub=\$115.00 1 day sub=\$230.00	
<b>Subs:</b>	
<b>Materials:</b>	
<b>Estimated TOTAL</b>	<b>\$</b>

(Maximum \$800 including sub costs)

Attach a separate sheet if required.

The type of project, impact on teacher practice and agency, impact on student learning and divisional representation are some factors that will be considered during the approval process.

Applications may be submitted, starting the first school day of June – **June 1<sup>st</sup>, 2023. Please see timelines for application deadlines.**

Projects will be approved on a first come-first serve basis, see timeline for details.

Timelines **MUST** be adhered to in order to receive the MIP Grant.

PLEASE **KEEP A COPY** OF YOUR APPLICATION.

Please scan & **Email** this application to Margret Borodenko ([margret.borodenko@7oaks.org](mailto:margret.borodenko@7oaks.org))