

ACCOUNT 6310 – SUBJECT ASSOCIATION GRANTS

Purpose

OSSTF/FEESO has allocated a total budget of **\$25,000** for in the 6310 Subject Association Grants account. These funds are available for eligible Subject Associations (those which are members of the OTF Curriculum Forum and whose members are primarily high school teachers) **for projects or initiatives being undertaken in the current school year** and which focus on supporting OSSTF/FEESO members with all aspects of secondary school curriculum and assessment policies and with special association initiatives. In previous years, funding has been provided to support Subject Association projects such as the development of curriculum resources, handbooks, newsletters, writing projects and conferences.

Guidelines

A Subject Association may request **up to \$2,500**, however, if the number of requests exceeds the amount of funding available, pro-rated amounts will be allocated so that all eligible requests will receive some funding. **The deadline for application for funding is November 15 of this year.** It should be noted that there are usually many more applications for grants than there are funds available and so it is usually the case that any given application, provided that it meets the criteria, will be granted a pro-rated amount.

The Subject Associations must submit the request on the on-line application form. All parts of the form must be completed, and **must contain original or digital signatures.** The information regarding the President and the Treasurer must be filled-in and signed; if neither is the person submitting the application, then the third column on the first page of the form must also be filled in and signed. Subject Associations representing the same subject area may not submit separate requests for the same project, however, they may submit a joint request provided the total amount requested does not exceed \$2,500. It is recommended that Subject Associations of consultants work together with the Subject Association of teachers for the same subject area on a joint project rather than submit independent applications.

Original, signed applications with any required documentation must be received by Subject Association Grants Administration at the Provincial Office by the deadline in order to be considered.

Expenses directly relating to the approved project must be incurred between July 1 and June 30 and copies of original receipts showing payment of the expenses must be submitted with the Request for Reimbursement by May 31.

Application Procedure

1. Applications may be forwarded by mail, fax or email (**provided that actual original signatures are included where indicated**) to:

Subject Association Grant Administration
OSSTF/FEESO
49 Mobile Drive,
Toronto,
M4A 1H5
Email: subj.assoc.grants@osstf.ca
Fax: 416-751-7079

- 2. The application DEADLINE is November 15 of this year.**

3. Applications will be considered by the Provincial Executive by the end of January. A written response will be forwarded to the contact person indicating the amount approved or if the application has been denied. If the application has been approved, the letter will indicate how much funding has been approved and include the Request for Reimbursement form which must be submitted to access the funding.

Payment Procedure

1. After approval has been received, the Subject Association is responsible for paying the bills for which the funding assistance has been approved. OSSTF/FEESO will reimburse the Subject Association **for expenses directly related to the approved project incurred between July 1 and June 30.**
2. The **Request for Reimbursement form** must be sent to by **May 31** in order that payment can be made in the current budget year. **Copies of scanned/original receipts** for expenses relating to the approved project must be submitted with the Request for Reimbursement form. (Note: Acceptable receipts include cancelled cheques or invoices **showing payment of expenses** related to the project. Invoices to OSSTF/FEESO from the Subject Association are not acceptable).
3. If it is not possible to submit the Request for Reimbursement form and receipts by **May 31** but they will be forthcoming (with expenses incurred by June 30), must be advised in writing prior to **May 31** in order that funds may be accrued.
4. **The Provincial Treasurer will make the payment to the authorized treasurer of the Subject Association.**