**Local Social**

**Justice Grants**

**2023–24**

**Submission dates:**

**July 1, 2023–October 16, 2023**

**Grants are allocated within the limits of the funds available.**

# Local Social Justice Grants Information Package and Application Form

**Purpose**

Local social justice grants are meant to provide seed money for activities or projects that will bring about systemic change for social justice within a local or sublocal. The grants are intended for activities/projects with a local/sublocal scope or involve multiple schools, and that have an ongoing impact beyond an individual classroom or school. They are not meant to replace the funding of school activities that should be paid for by the school district. The funds are administered by the Professional and Social Issues Division and are allocated by grant proposals to a maximum of $2,000 each (see grant formula).

Projects/initiatives could be on topics such as gender equity, multiculturalism, antiracism, homophobia/heterosexism, LGBTQ2S+ issues, antipoverty, Aboriginal issues, environmental issues, violence prevention, child and youth issues, disability justice, human rights, and peace and global issues.

# Criteria for projects

1. Projects must:
   1. reflect BCTF social justice principles as seen through the Social Justice Lens (see

*[bctf.ca/services-guidance/psa-and-local-administration/apply-for-grants-and-fund](https://www.bctf.ca/services-guidance/psa-and-local-administration/apply-for-grants-and-funds)).*

* 1. have ongoing impact on teachers, or teachers and students in your local/sublocal.
  2. involve several teachers and schools within a local/sublocal.
  3. include a written summary of the project and its impact within the local.

1. Funding is for projects that take place within the current school year.
2. Projects may involve the local community.
3. Funds may **not** be used for travel, school supplies, hardware, or materials that are the responsibility of the school district.

# Process

1. Locals/sublocals submit an outline of proposed activities with estimated costs to the BCTF with a completed BCTF Local Social Justice grant application form (no further attachments required) to the BCTF for approval of the grant before undertaking a project/activity.
2. The Federation will provide up to $2,000 matching the local on a 1:4 ratio (e.g., $500 local=$2,000 BCTF; $250 local=$1,000 BCTF). The maximum for any BCTF social justice grant is $2,000.
3. Locals/sublocals are eligible for one grant each school year to be submitted between July 1, 2023 and October 16, 2023. Funds not committed by April 11, 2024 will be pooled and available to locals on a first-come, first-served basis, providing their applications meet all criteria.
4. The grant recipient must submit a follow-up/evaluation report no later than 30 days after project completion.
5. **The local must keep copies of all receipts on file. T4 forms must be issued for honoraria over $500.**

For more details please refer to the local social justice grant rubric at the end of the application form.

# Follow-up/evaluation report

The follow-up/evaluation report is required within 30 days after project completion. Please use the Local Social Justice Grant Report form located on the BCTF [*bctf.ca/services-guidance/psa-and-local-administration/apply-for-grants-and-funds*](https://www.bctf.ca/services-guidance/psa-and-local-administration/apply-for-grants-and-funds). It should include:

* a summary of how the money was spent
* a description of how the project unfolded
* a description of the impact of the project on the local.

Send a copy of the completed follow-up/evaluation report to Heather Kelley, Assistant Director of Social Justice, by fax (604-871-8886) or email *grants@bctf.ca*.

Following completion of the project, please write a short article to be published in the *Social Justice Newsletter*. Photographs are always welcome. Please note that in order for photographs of students to be published, the school should have written parental permission.

# Please remember to keep all receipts on file at the local office. Tips

* Do not wait until April—the money may have been spent.
* Ensure that you credit the BCTF on any performances, DVDs, publications, reports, etc., that are related to your project.
* Send a follow-up/evaluation report within 30 days of completing the project.

# For further information, please contact Heather Kelley, Assistant Director of Social Justice.

Phone: 604-871-1850

Toll free: 1-800-663-9163, local 1850 Email: [*hkelley@bctf.ca*](mailto:hkelley@bctf.ca)

# 2022–23 Social Justice Grant Application Form Submission dates: July 1, 2023–October 16, 2023

Please fill out all sections of this application form. No further attachments required.

*Please print*

|  |  |
| --- | --- |
| Project title: Click or tap here to enter text. | |
| Date of application: Click or tap here to enter text. | Name of applicant: Click or tap here to enter text. |
| Applicant’s address: Click or tap here to enter text. | |
| Applicant’s phone: Click or tap here to enter text. | Applicant’s fax: Click or tap here to enter text. |
| Applicant’s email address: Click or tap here to enter text. | |
| Name of local/sublocal: Click or tap here to enter text. | Local association number: Click or tap here to enter text. |
| Name of Local President: Click or tap here to enter text. | Local President’s phone: Click or tap here to enter text. |
| Local President’s email address: Click or tap here to enter text. | |
| Applicant’s school name: Click or tap here to enter text. | |
| School address: Click or tap here to enter text. | |
| School phone: Click or tap here to enter text. | School fax: Click or tap here to enter text. |
|  |  |

Applicant’s signature:

Social Justice contact’s signature: Local President’s signature:

An applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group, which includes female, trans\* (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person. That in selecting recipients of BCTF grants, the Executive Committee will take into account: the importance of representation from members in their first five years of teaching; the importance of representation from all areas of the province; the need for diversity and to ensure that members from equity-seeking or minority groups are represented among grant recipients; and the importance of achieving a balance of males and females representative of the general membership.

I self-identify as a member of the following equity seeking group(s): Click or tap here to enter text.

# Project Description

**Project title:** Click or tap here to enter text.

**Rationale/need for project**

|  |
| --- |
| Click or tap here to enter text. |

**Brief outline of project**

|  |
| --- |
| Click or tap here to enter text. |

**How will this project have an ongoing impact on teachers and students in your local?**

|  |
| --- |
| Click or tap here to enter text. |

**Who is involved in the project?**

|  |  |
| --- | --- |
| Number of teachers involved: Click or tap here to enter text. | Number of schools involved: Click or tap here to enter text. |
| List additional groups involved (if any): Click or tap here to enter text. | |

**Proposed timeline (list each activity, from commencement to completion, with tentative dates)**

|  |
| --- |
| Click or tap here to enter text. |

**Local Social Justice Plan**

Please develop this plan with your local social justice committee. It must be approved by your president or local executive.

|  |
| --- |
| Name of local/sublocal: Click or tap here to enter text. |
| Social Justice contact: Click or tap here to enter text. |
| Social Justice committee members: Click or tap here to enter text. |

Document all the social justice objectives of your local/sublocal for this school year in the applicable boxes below, and indicate how your project fits within each objective.

# Local Social Justice committee objectives

|  |
| --- |
| Click or tap here to enter text. |

**Local executive social justice objectives**

|  |
| --- |
| Click or tap here to enter text. |

**Social justice outreach/coalition building**

|  |
| --- |
| Click or tap here to enter text. |

**Political social justice objectives**

|  |
| --- |
| Click or tap here to enter text. |

**Social Justice Lens**

**How socially just is your social justice grant or project?**

Use these questions to help you plan your project. Please provide details on how your grant application fits within the Social Justice Lens.

**Access**: How do you ensure that there are no barriers to participation in the project?

|  |
| --- |
| Click or tap here to enter text. |

**Agency:** How will this project empower participants to know their rights, voice their concerns, and effect change?

|  |
| --- |
| Click or tap here to enter text. |

**Advocacy:** How does this project help participants develop concrete skills to effect change?

|  |
| --- |
| Click or tap here to enter text. |

**Solidarity action**: How does the project allow for networking and coalition building among students, teachers, families, and community groups to effect systemic change?

|  |
| --- |
| Click or tap here to enter text. |

# Project Budget

**\*Please keep receipts on file at the local office.**

|  |  |
| --- | --- |
| **Expenses** | |
| **Item** | **Cost** |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| **Total expenses** | enter amount |

|  |  |
| --- | --- |
| **Funding** | |
| **External funding sources** | **Amount** |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| Click or tap here to enter text. | enter amount |
| **Amount contributed by the local** | enter amount |
| **Net amount of local social justice grant requested from the BCTF**  **(4X the amount provided by the local, up to $2,000** | enter amount |

**Has your local received funding for a similar project in the past?**

Yes  / No

**If yes, which years?** Click or tap here to enter text.

|  |  |
| --- | --- |
| **Application checklist** |  |
| Full completed application |  |
| Local agrees to contribute 1/4 of funds requested from local social justice grant |  |
| Signature of local president |  |
| Signature of social justice contact |  |

***Reminder: Complete follow-up/evaluation report no later than 30 days after project completion and send a copy to Heather Kelley, Assistant Director of Social Justice at the BCTF, hkelley@bctf.ca.***

I will write an article for the *Social Justice Newsletter* so that my colleagues can learn about this project.

# Grant formula

The Federation will provide up to $2,000 matching the local on a 1:4 ratio

$500 local = $2,000 BCTF

$250 local = $1,000 BCTF

The maximum for any BCTF social justice grant is $2,000.

For further information about local social justice grants, please contact Heather Kelley, Assistant Director of Social Justice, Professional and Social Issues Division.

Phone: 604-871-1821

Toll free: 1-800-663-9163, local 1850 Email: [*hkelley@bctf.ca*](mailto:hkelley@bctf.ca)

**Return this form by mail or email to:** Co-ordinator, Budgets and Grants Treasurer’s Office

BC Teachers’ Federation 100–550 West 6th Avenue Vancouver, BC V5Z 4P2 email: [grants@bctf.ca](mailto:grants@bctf.ca)

**For BCTF use only**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signing authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of PSID or designate Program Co-ordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full-Time Table Officer

***Grants Coordinator, Treasurer’s Office, upon approval.***

# Local Social Justice Fund Rubric

This will be used along with your application form to assess the merits of each application. Project title: Click or tap here to enter text.

Social justice topic: Click or tap here to enter text.

Zone: Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Meets all criteria** | **Meets some criteria** | **Not within criteria** |
| 1. Social justice focus | project addresses one or more social justice issues |  | project does not address a social justice issue |
| 2. Potential for ongoing impact | high potential for ongoing impact on teachers or teachers and students | moderate potential for ongoing impact on teachers or teachers and students | short-term impact on teachers or teachers and students |
| 3. Scope of project | project has a local or sublocal scope or involves multiple schools | project involves a few schools | project involves one school |
| 4. Potential to bring about systemic change | project addresses underlying causes of an issue and provides participants with tools to effect systemic change |  | project responds to an immediate need but does not address underlying causes of an issue |
| 5. Project corresponds to local social justice plan | project fully corresponds with the goals identified in the local social justice plan | project corresponds with some of the goals identified in the local social justice plan | project does not correspond with the goals in the local social justice plan |
| 6. Addresses all quadrants of the [*Social Justice*](http://www.bctf.ca/uploadedFiles/Public/SocialJustice/Publications/SJLens.pdf)[*Lens*](http://www.bctf.ca/uploadedFiles/Public/SocialJustice/Publications/SJLens.pdf) | all quadrants of the Social Justice Lens explained clearly with connections to the project | some quadrant connections are made, others are tenuous in nature | no consideration of the Social Justice Lens in planning or content of project |
| 7. Application only covers allowable expenses | covers allowable expenses with additional funding from other sources covering ineligible expenses |  | expenses include items that the BCTF does not pay for |

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