

WORKPLACE SAFETY & HEALTH GRANT APPLICATION

At the 2024 MTS Provincial Council, a resolution was passed to make available a grant to local associations to a maximum of \$1,000 to support initiatives led by and resources to support Local Workplace Safety & Health Chairs.

Applications will be reviewed and approved as they are received.

Each local association may submit one application up to **May 30, 2025** with the intent to use funds within the school year and submit receipts by **June 30, 2025**.

1. Funding Guidelines

- Projects could include but are not limited to; resources (print, digital or human), release time/ expenses related to WSH network or event planning.
 - Project must be completed in the school year it was authorized.
 - Grant initiatives must promote workplace safety and health and be in line with the mission, vision and values of MTS.
 - Financial guidelines will respect current MTS financial policies and procedures (honorarium, member expenses, etc.) Where financial requests do not clearly fit in established MTS guidelines, consultation with MTS Leadership will occur.
 - Initiatives can not support events for profit
 - Requests for specific events (professional learning, WSH training, community events) must receive prior approval.
 - Requests for purchases of material resources (books, supplies, etc.) must include next steps/learning goals.
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2. Application Procedure

- Grant applications will only be accepted from Locals that intend to initiate the project.
 - Fillable application forms are available on the website and through MyProfile and must be submitted to wshgrants@mbteach.org by the deadline. Confirmation of receipt will be sent to you when your application is received.
 - Once approved, the applicants will be notified and receive the claim form to be completed. Keep all receipts and an itemized list of expenses.
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3. Communication with Recipients and Expense Claim Procedures

- At the conclusion of the project, the Local is responsible for submitting report/evaluation to wshgrants@mbteach.org.
- At the conclusion of the project, the Local is responsible for submitting the claim form and supporting receipts to mts-fas@mbteach.org for payment processing.

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Name of Local:

Name of Applicant:

Name of President:

Role of Applicant in Local:

Date or Timeline of Initiative:

Proposed Initiative: *(include goals, themes and/or impact in local or community)*

Any details not included above:

Budget: *(itemized description of anticipated expenses)*

Signature:

Signature of Local President:

Date: