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www.mbteach.org

TO: Local Presidents
FROM: Anne Bennett, Public Affairs Facilitator
DATE: October 21, 2024
RE: 2024-2025 Public Relations Grants

Hello, Local leaders,

The Manitoba Teachers' Society is pleased to announce that Local Public Relations Grants will once again be offered in 2024-2025. The deadline for applications is November 25, 2024.

Attached find the following information:

- the formula for allocation of funds
- funding guidelines
- application procedure
- reporting requirements, and,
- contact information for questions

Applications will only be accepted from Locals that intend to carry through with their projects, so that the full amount of the \$20,000 budgeted is allocated.

Confirmation of receipt will be sent to you when your application is received.

Inquiries about the grants should be forwarded to:

Anne Bennett

Public Affairs Facilitator, MTS

(204) 781-3368 or abennett@mbteach.org

MTS PUBLIC RELATIONS GRANT FOR LOCAL ASSOCIATIONS

The Manitoba Teachers' Society offers Public Relations Grants aimed at helping Locals to initiate a new public relations project. Internal grant projects must enhance the image of the Local to its members. External grants must enhance the image of teachers to the public.

1. Allocation of Funds

Grant maximums are \$2,000 and subject to funding ratios as follows:

- **1 – 50 members:**
MTS pays 80%, your Local pays 20%
- **51 – 150 members:**
MTS pays 75%, your Local pays 25%
- **151 – 500 members:**
MTS pays 67%, your Local pays 33%
- **501+ members:**
MTS pays 50%, your Local pays 50%

2. Funding Guidelines

- a) Funding may not be used to fund a third-party initiative (ie: divisional event).
- b) Funding may not be used for computer hardware, digital cameras, release-time, and travel expenses.
- c) Funding will not be provided to the same or similar project for more than two (2) consecutive years.
- d) Project must be completed in the school year it was authorized.

3. Application Procedure

- a) Grant applications will only be accepted from Locals that intend to initiate the project.
- b) Fillable application forms are available on the website and through MyProfile and must be submitted to prgrants@mbteach.org by the deadline. Confirmation of receipt will be sent to you when your application is received.
- c) Once approved, the President will be notified and receive the claim form to be completed. Keep all receipts and an itemized list of expenses.

4. Reporting Requirements

- a) At the conclusion of the project, the Local is responsible for submitting a report/evaluation to prgrants@mbteach.org.
- b) 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.

5. Questions

Anne Bennett, Public Affairs Facilitator abennett@mbteach.org - (204) 781-3368 or 1-800-262-8803.

MTS PUBLIC RELATIONS GRANT APPLICATION - SUBMIT TO PRGRANTS@MBTEACH.ORG

Date of application:

Number of teachers in Local:

Name of Local:

Name of President:

Name of PR Chair:

President email:

PR Chair email:

PURPOSE (check one):

- (1) **Internal PR Grant Deadline, Monday, November 25, 2024**
- (2) **External PR Grant Deadline, Monday, November 25, 2024**

PROPOSED P.R. PROJECT NAME:

Detailed Description of Proposed P.R. Project: Include total cost, start date, and purpose. Please attach additional pages if needed and submit to prgrants@mbteach.org.

How will this project be evaluated?

Total cost of project:

Funds requested from MTS (see funding ratio below):

Maximum Grant \$2,000

1 – 50 teachers

MTS pays 80%, your association pays 20%

51 – 150 teachers

MTS pays 75%, your association pays 25%

151 – 500 teachers

MTS pays 67%, your association pays 33%

501 + teachers

MTS pays 50%, your association pays 50%