THE MANITOBA TEACHERS' SOCIETY

LOCAL GRANT APPLICATION

☐ Affinity Spaces/Indigenous Voice & Action ☐ Equity and Social Justice ☐ Mental Wellness Grant

Each Local may submit up to one application per grant category per year up to **May 1, 2027**, with the intent to use funds within the school year and submit the Final Report and receipts showing payment by **May 31, 2027**.

Applications will be reviewed subject to Policy I, Part V, 5.4 shall be subject to the Local fees being a minimum of ten percent (10%) of the provincial fee of the Society; and reduced by the amount the Local reserve exceeds seventy-five percent (75%) of the operating expenditures based on the previous year's financial audit or review, as they are received.

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1. Funding Guidelines

- Applications must be submitted by the Local, not by individual Members.
- Projects must take place after approval and be completed within the current school year.
- Initiatives must align with the mission, vision, and values of MTS and the principles of equity, diversity, and inclusion.
- Initiatives already supported by other MTS Local grants are ineligible for this project.
- Fundraising events, individual teacher professional development or conference attendance are NOT eligible under this grant.
- Initiatives cannot be used to support for-profit events.
- Requests to purchase material resources (books, supplies, etc.) must include next steps/learning goals.
- Funding may support:
    - Joint projects or events with affinity or community groups;
    - Development of shared resources or learning materials by groups of Members;
    - Guest speakers, facilitators, or learning circles; and/or
    - Release time or related expenses for organizing initiatives.
- Financial guidelines reflect current MTS financial policies and procedures. Where financial requests do not clearly fit within established MTS guidelines, consultation with the Staff Officer is required.
- An itemized list of expenses including all detailed receipts and proof of payment must be submitted for reimbursement up to the grant maximum of $1,000.
- All reimbursements will be made to the Local, not individual Members. If the Local has reimbursed the Member(s), proof of payment from the Local must be submitted.

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2. Application Procedure

- Fillable application forms are available on the website and must be submitted to **grants@mbteach.org** by the deadline. Confirmation of receipt will be sent to you when your application is received.
- If approved, the applicant will be notified by email and receive the Grant Expense Claim Form to be completed and submitted with the Final Report by the deadline. All expenses must be listed on the expense form regardless of the $1,000 grant maximum and must align with current MTS policies.
- Although the grant may be pre-approved, final grant eligibility will be determined once the previous year's financial audit or review has been received.

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3. Final Report and Expense Claim Procedures

- At the conclusion of the project, prior to the deadline, the Local is responsible for submitting the Final Report with the completed Grant Expense Claim Form, the amount of the Local fees, detailed receipts[SG2.1] and proof of payment to **grants@mbteach.org**.

For further information, please contact **grants@mbteach.org**.

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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: **Date:**

Signature of Local President: **Date:**

For further information, please contact **grants@mbteach.org**.