

**Capacity Building Funds  
Grievance Lump Sum Award of \$75,000 (File #41-2013-004)  
Member Application**

**Pre-Amble**

The BTA reached a settlement on Grievance File # 41-2013-004 whereby the District awarded the Local \$75,000 that is to be used by the Local for capacity building initiatives that are consistent with the objectives of the BTA/BCTF, ongoing professional development, or related activities.

**Process**

The BTA Executive has authorized a process for members to access capacity building funds by making application to the *Capacity Building Funds Sub-Committee* of the Executive Council that consists of the current BTA Table Officers, the immediate Past President, and the BTA Treasurer.

**Application Process**

An application form (found on the reverse) has been developed for interested members that describes the nature of the proposed activity, the benefit to the Local/Federation/profession, and how the information acquired could be shared with the broader membership.

**Criteria**

1. The activity/conference aligns with objectives of the BTA/BCTF, ongoing professional development, or related activities.
2. If the nature of the activity is professional development, an application for Detached Duty Funds (and a decision on funding the activity) must have been made prior to this application. For BTA/BCTF capacity building initiatives, there is no need to apply for Detached Duty Funds.
3. Priority for accessing funds will be given to BTA members who, in no particular priority sequence, are:
  - active members of a BTA Standing Committee
  - a member of the Executive Council
  - an active BTA Staff Representative
  - self-identifying as belonging to an equity seeking group
  - within their first five years of the profession

\*In addition to the criteria stated above, no member will be afforded access to these funds more than once, or for an amount greater than \$1500, in order to ensure an equitable access to opportunity for members.

**BTA Capacity Building Funds Application Form**

*Please fill out the information below regarding your proposal and send the completed form to the BTA Office via the District mail or by scanning and emailing a copy to [bta3@bctf.ca](mailto:bta3@bctf.ca) with the "Capacity Building Application Form" as the subject line. Be sure to have this application from in at least **four (4) weeks prior to your proposed activity** to allow for time for the Committee to meet regarding your application.*

Name: \_\_\_\_\_ School/Worksite/Assignment: \_\_\_\_\_

1. Please describe the nature of your proposed activity in detail.

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2. Explain the benefit of this experience for the BTA/BCTF/teaching profession.

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3. Describe how you intend to share this acquired knowledge with the broader membership. Methods of communication can include, but are not limited to, a submission to a BTA publication or a brief presentation to a Staff Rep Assembly.

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4. a) If the activity is a Pro-D related initiative, what was the decision of Detached Duty when you applied?

Denied or

Funded for \$\_\_\_\_\_

Not applicable. Activity is BTA/BCTF capacity building initiative.

- b) Please provide an estimate of the costs. These include the registration costs for workshops & seminars, travel costs, and accommodation, where appropriate. Also indicate if you require release time (i.e. access to a leave) from your assignment to access this opportunity. If release time is needed, please indicate the number of days required.

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5. Please describe your involvement with the BTA.

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6. Include any other information you wish to share.

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