



# Budget Request Form

January 2019

All committees established by the Prairie Spirit Teachers' Association are to conduct their own assessment of what is needed in terms of financial support for the next budget year.

<b>Name of Committee:</b> _____
<b>Committee Members:</b> _____
<b>Committee Chair:</b> _____

## A. SPECIAL PROJECTS

*The committee should indicate any special projects requiring funding in the next budget year. These projects may be a continuation of current projects or new projects.*

Name of Project	Highlights of Project (timeline, activity, goal)	Amount Required \$
<b>TOTAL A</b>		

**B. OPERATION EXPENSES**

The committee should indicate any operation expenses that the committee requires for basic administration. DO NOT include travel costs. Consider costs for substitute teachers, meals, materials etc.

Nature of Expense	Other information related to expense	Amount Required \$
	<b>TOTAL B</b>	

**C. TRAVEL COSTS**

The committee should indicate how much is needed for mileage expenses in the next budget year.

Number of meetings	Number of Individuals	Multiply by \$12	Amount Required \$
		<b>TOTAL C</b>	

**D. EXPENSE SUMMARY**

Section	Amount Requested	Previous Budget <i>Budget committee use</i>	Amount Approved <i>Budget committee use</i>
<b>A Special Projects</b>			
<b>B Operation Expenses</b>			
<b>C Travel Costs</b>			

## E. GRANTS

*A grant is available by the STF for local association initiatives. If you would like to request that the PSTA apply for a grant on behalf of your committee please indicate "STF request" in "Grant Source". These requests will be forwarded to the executive for approval. If your committee wishes to submit a grant proposal, the proposal must contain the following:*

### **Criteria**

a. **Project Overview and Goals:**

- Special project grants are intended to address the identified needs of the local association.
- Applications for a special project grant should clearly indicate that planning has gone into the special project including specific details as to who will work on the project, as well as realistic and attainable goals, strategies and time frames.

b. **Project Innovation:**

- Special projects should introduce an initiative, method or process that results in strengthening the local association.

c. **Project Benefits:**

- Results of the special project should benefit teachers, the teaching profession and the local association.

d. **Project Communication:**

- Grant applications should include specific information, including dates and communication vehicles to be used, about how information on the project will be communicated to the local association's members.

e. **Project Financial Plan and Accountability:**

- Grant applications should include budget information with realistic costs and plans for record keeping and reporting.

## E. ADDITIONAL COMMENTS

*Please provide comments that would assist in the explanation of the submission or that should be considered in the budget development.*

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Signature of Committee Chair

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Date prepared

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Signature of President

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Date received