

**CURRICULUM BENEFIT FUND APPLICATION**

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| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |

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| --- | --- | --- | --- |
| **Type of activity or purchases:** |  | **Date of Activity:** |  |

**Course section(s), if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please describe how the activity will benefit your class:**

|  |
| --- |
|  |

**Are there any other areas or course sections whose students would benefit from participating in this activity? (Optional)**

|  |
| --- |
|  |

**Proposed Expenses + Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **£ Reimbursement Request** |
|  |  | **£ Receipts to Follow** |
| **TOTAL** |  | Upon completion of activity, please submit original receipts. |

**Have you also applied to other funds to support this activity? (Please note below)**

**£ Professional Development Fund**

**£ Decolonization + Indigenization**

**£ Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Applicant Signature:** |  |
|  | Applicant |

**Please return this form to** [**pd@ecuad.ca**](mailto:pd@ecuad.ca)**.**

**CURRICULAR BENEFIT FUND PROCEDURES + GUIDELINES**

Faculty members may have access to a fund to support activities that benefit students in their courses. As of April 1, 2024, the annual and ongoing fund will be $39,000 per fiscal year; however, funds not spent within the fiscal year will be rolled into the following year’s total allocations for one year only.

Allocation of Curricular Benefit Fund:

Faculty can apply for funding from the CBF each fiscal year and the activity must occur during that same fiscal year. (The fiscal year runs April 1st through March 31st.)

Funds allocated may include expenses for classroom activities, guest speakers, course materials for students, field trips, and more. Funds may not be used to enhance the wages or pay for travel or childcare costs of the faculty member who submits the proposal.

The maximum per Faculty member per fiscal year is $500 if funds are requested for classroom supplies or course materials, field trips, food, etc. However, funding for guest artists can be requested up to the minimum CARFAC rate for presentations under 4 hours as of the date of the presentation. (please visit <https://carfac-raav.ca/> to see the current rate for presentations, panels, screenings, etc.) Group applications can be submitted for presentations over 4 hours, or more complex activities or projects.

Proposals are submitted to the Curricular Benefit Fund Committee for review and for recommendation to the VP Academic for approval. Per Clause 19.02.5 in the Collective Agreement, “**Only those proposals that directly and actively involve students will be considered and subsequently approved**.”

Applicants should allow a minimum of two weeks for a determination.