

## ARTA GRANTS

### Branch Brochure Grant (BBG)

**Grant Sponsor:** Communications Committee

#### PURPOSE

To assist branches with the cost of printing a brochure that will provide key information to current and prospective branch and ARTA members. This includes, but is not limited to:

- both regular and affiliate members
- active teachers who are nearing retirement
- all active teachers within the general branch catchment area

#### CRITERIA

A completed Branch Brochure Application Form must be submitted and include all application evaluation criteria listed on the application form. A checklist is provided on the application form.

The branch brochure must:

- include the ARTA-specific portion of the template provided
- acknowledge ARTA and the assistance received in the production of the brochure
- be in print form
- include branch contact information

A basic brochure template is provided by ARTA to assist branches with their planning and design. Any or all parts of the template may be used in the design of the branch brochure.

#### FUNDING AVAILABLE

Funding is available to help branches offset the printing cost of brochures. The amount of funding is based on branch size, and is laid out as follows:

- 25 to 100 members: up to \$200
- 101 to 299 members: up to \$300
- 300+ members: up to \$400

#### CONCLUDING REPORT

A concluding report must be submitted within 60 days of receiving the funds, and must include a copy of the completed brochure along with receipts for printing cost.

#### FUTURE APPLICATIONS

Future funding for grants is contingent on completion of the Branch Brochure Concluding Report, and is available annually

## Branch Subsidy Grant

**Grant Sponsor:** Executive Committee

### PURPOSE

To assist branches to support their long-term sustainability through a financial subsidy that will ensure the branches will be able to continue to offer a variety of programs to their members.

### CRITERIA

Every branch will receive a subsidy for each paid-up ARTA member who declares that branch as their home branch. This information will also be used by ARTA to confirm the number of delegates each branch will be able to send to the next AGM.

This subsidy may be used for any branch activities or programs; however, it may not be used to pay for branch membership fees.

### HOW TO APPLY

Upon request from ARTA, normally in early fall, branches will submit a list of the names of the members in their branch to the ARTA CEO. This list must be sent on an Excel spreadsheet and include the first name, last name, and the phone number or address of each member. Using the supplied list, ARTA will verify that the names on the list are ARTA members to determine the amount of subsidy the branch will receive. Once the names have been checked against the names in the ARTA system, the information sent in will be deleted. The subsidy grants will be sent out in mid-November.

### REPORTING

Branch Presidents will include information about how the subsidy was spent in their annual branch report to the AGM.

## Communications Grant (CG)

**Grant Sponsor:** Communications Committee

### PURPOSE

To assist branches to offer programs or workshops that are designed to enhance the communications strand of our Mission Statement.

### CRITERIA GUIDELINES

#### A. In-Person Presenters

This grant will only cover the travel and accommodation costs of the facilitator/presenter. Branches are responsible for providing the venue and lunch, as they are expected to share in the cost of the program.

**OR**

50% of the honourarium will be covered, up to a limit of \$250 per event. In this option, branches will be responsible for costs, if any, of travel, accommodation, venue and lunch.

#### B. Virtual Presenters

For virtual presentations where the presenters or facilitators require a fee or are given an honourarium, 50% of each presenter's fee may be covered, up to a limit of \$250 per event.

**Note 1:** Facilitators or presenters who are part of the ARTA BOD, ARTA committees, or ARTA staff do not qualify for grant reimbursement.

**Note 2:** Branches are required to provide recognition of ARTA's support of the event. Reminder: A branch may obtain only one ARTA grant per event.

### POTENTIAL PARTICIPANTS

ARTA members (regular and affiliate), all retired teachers, and community seniors.

### FUNDING AVAILABLE

As outlined in the Criteria Guidelines above.

Branches may apply for multiple grants in a calendar year but are limited to one grant application per event.

Annual maximum for this grant is \$500.

APPLICATION EVALUATION CRITERIA	Yes	No
Meets budget guidelines		
Includes advertising materials		
Recognizes ARTA for the funding assistance		
Indicates follow-up, future plans, and activities		

## **CONCLUDING REPORT**

Concluding report must be returned to the Executive Director within sixty days of the event. The Concluding Report must include proof of the amounts paid including the honourarium or fee if 50% of that total is being claimed. (Receipt or image of cancelled cheque would work.)

## **FUTURE APPLICATIONS**

Branches may apply for this grant until they reach the \$500 annual maximum. The year will be reset on June 30.

## Wellness Grant (WG)

**Grant Sponsor:** Wellness Committee

### PURPOSE

Projects related to wellness within the branches

### CRITERIA GUIDELINES

A list of possible presenters/ facilitators to assist branches in making a choice is available through the Wellness Committee.

### POTENTIAL PARTICIPANTS

Includes retired teachers, regular branch members, regular ARTA members, affiliate ARTA members and community members.

### FUNDING AVAILABLE

\$2,000 for presenter/facilitator and travel expenses.

### CONCLUDING REPORT

Report to Wellness Committee

### FUTURE APPLICATIONS

May apply annually

APPLICATION EVALUATION CRITERIA	Yes	No
Meets budget guidelines		
Advertising materials included with application		
How ARTA is recognized for the funding assistance?		

## New Branch Grant (NBG)

**Grant Sponsor:** Board of Directors

### PURPOSE

Help to defray the expenses of organizing a new branch

### CRITERIA GUIDELINES

On acceptance of a branch application

### POTENTIAL PARTICIPANTS

Area retired teachers

### FUNDING AVAILABLE

\$250

### CONCLUDING REPORTS

Yes

### FUTURE APPLICATIONS

One-time grant application

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## Pension & Financial Wellness Grant (PFWG)

**Grant Sponsor:** Pension & Financial Wellness Committee

### PURPOSE

To assist the branches, by providing funds to facilitate Financial Awareness Workshops in their area.

### CRITERIA GUIDELINES

The Pension & Financial Wellness Committee will provide funds to help cover the costs of a facilitator, room rental, travel and other associated costs. A detailed budget must be provided with each application.

### POTENTIAL PARTICIPANTS

Includes retired teachers, regular ARTA members, regular branch members, regular ATA members, affiliated ARTA members and community members.

### FUNDING AVAILABLE

Up to \$1,000.00

### CONCLUDING REPORTS

A detailed financial report indicating how the funds were dispersed must be sent to the executive director. The report should also include a branch evaluation of the workshop and recommendations, if any, about future financial workshops.

### FUTURE APPLICATIONS

May apply annually