



CENTRE FOR OUTREACH EDUCATION

### GRANT APPLICATION

*Please consult the CORE Grant Application Guidelines before completing this application.*

Applications should be submitted electronically to [core@uvic.ca](mailto:core@uvic.ca) by March 1, 2015.

Funding permitting, there may be additional calls.

Date Received: \_\_\_\_\_

Applicant Name	Department	Phone	Email
1.			
2.			

Co-Applicant Name	Department	Phone	Email
1.			
2.			

Title of the proposed project

Previous CORE Grant Funding Yes \_\_\_ No \_\_\_. If Yes, please provide the year, title and amount of the award:

\_\_\_\_\_.

**Application for** (Please check appropriate boxes)

Space

(Indicate requested Date, Time and Time Period) \_\_\_\_\_

Funds

## **Application**

### Brief Summary:

Provide one paragraph describing the purpose and plan of the proposed project.  
(Non-technical, Plain Language)

### Detailed Description:

Describe the project to be supported by the grant in a description of no more than **2 pages** (single spaced and 12 pt font size). The project description should include the following information as appropriate:

1. Why is this project important?
2. What are the tangible services or educational enhancements that are proposed?
3. What is the active and substantive engagement of UVic Faculty of Education members and/or students?
4. How many children and youth will participate and how will they benefit?
5. In what ways does the project involve community groups or encourage civic engagement?
6. Who are the team members and what will they contribute?

### Salaries/Honorariums/Stipends/Fellowships:

**Priority in this category should be to provide funding for current University of Victoria students.**

- If using Salaries please indicate:
  1. Number of students
  2. Hourly rate as follows:
    - Undergraduate - Junior Assistant (Post-Probationary Rate) \$14.68/hour
    - Graduate - Senior Assistant \$24.21/hourPlease also include 8% Benefits (EI and CPP) onto hourly rate and on top of that 4% Vacation Pay.
  3. Number of hours to be worked per student
- If using Honorariums/Stipends/Fellowships please indicate:
  1. Number of students
  2. Amount of full Honorarium/Stipends/Fellowships

3. Number of hours to be worked per student

Each application must include a detailed budget that describes each cost item, briefly justifies the expenses and estimates the cost. Please note: Normally annual awards are granted in the \$3,000-5,000 range. Smaller funding requests will also be considered.

<b>BUDGET item</b>				<b>Cost</b>
You must adhere to University Policy and Procedures. Rates of pay must include 4% vacation and then 8% benefits. See application guidelines for examples.				
<b>Type (e.g. TA)</b>	<b>Total hours</b>	<b>Rate of pay</b>	<b>Comment</b>	
<b>2. Supplies and Operating Expenses: Including supplies, minor equipment, computer software, and rent. Should not exceed 20% of budget. In kind space arrangements are preferred.</b> Please include all applicable taxes, <i>etc.</i> Note: Journal subscriptions, society memberships, and supplies normally covered by the department are <i>not</i> covered.				
<b>Expense Item</b>	<b>Comment</b>			
<b>3. Travel</b> Note: All travel incurred in direct service to children and youth participants, or for local travel to meet with community partners. Costs of travel to present at scholarly meetings <i>not</i> covered.				
<b>Travel item</b>	<b>Comment</b>			
<b>4. Other (please specify, for example: special accommodations and/or expenses due to disability, and children care expenses (as allowed under Tri-Council guidelines) etc.</b>				
<b>Total costs</b>				
<b>Less funding obtained from other sources, if applicable</b>				

<b>Total amount requested</b>	
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**Additional Documents Required**

Applications which involve a community partner must also include a letter from the partner organization supporting the project and indicating any contributions of resources in cash or in-kind. A 2 page report must be submitted to CORE at [core@uvic.ca](mailto:core@uvic.ca) by June 30<sup>th</sup> of each year.