Teacher Inquiry Program (TIP) Application 2023–24

**Application Process:**

1. **Fill in Part A.**
2. **Submit filled Part A to the local Pro-D chair and Local President by Tuesday, October 3, 2023, for them to the fill out Part B.**
3. **Once approval has been secured in Step 2, the form should be submitted by the local** [***TIPapplications@bctf.ca***](mailto:TIPapplications@bctf.ca) **by 5:00 p.m. on Friday, October 6, 2023. Do not send this form to BCTF staff.**

**PART A**

**Name of person submitting this proposal (Inquiry co-ordinator):** Click or tap here to enter text.

*(Inquiry co-ordinator—teacher who initiates the inquiry)*

**Local:** Click or tap here to enter text. **District:** Click or tap here to enter text.

**Current assignment of Inquiry co-ordinator:** Click or tap here to enter text.

**Email:**  Click or tap here to enter text.  **Daytime phone:** Click or tap here to enter text.

*(Preferably* ***NOT*** *the district email address)*

**Have you applied for a TIP grant or participated in TIP before?**  YES  NO

If yes,

When? Click or tap here to enter text.

What was the inquiry question or topic? Click or tap here to enter text.

How is this proposal different? Click or tap here to enter text.

**Provide details to the following questions and include as an attachment to the application:**

1. **Focus:** What topic(s) would your group like to explore?
2. **Rationale:** Why does your group want to explore the above topic(s)? Include specific subject or grade level(s) on which the inquiry will focus.
3. **Explanation:** Explain briefly how the proposed topic address or incorporate at least one of the following BCTF Leadership Priorities (2023–24):

* Supporting contract implementation and enforcement while building toward the next round of provincial and local bargaining.
* Advocating for the conditions to make teaching in BC an accessible, attractive, and sustainable career.
* Creating space for truth and reconciliation as key to our commitment to anti-racism within the public education system and Federation structures.
* Intentionally designing spaces for members to connect, collaborate, and engage, and continue removing barriers to participation.
* Understanding and responding to members’ evolving health, safety, and wellness needs, and their connection to teacher working conditions.
* Advancing the role of public education and the union as a catalyst for change in the climate emergency.
* Actively exploring creative options to deal with class-size and composition and workload language in preparation for the next round of bargaining.
* Creating an equitable and inclusive union in which the structures, processes, and culture ensure that all members can count on access, agency, and a sense of belonging.

1. **Supports:** What protocols and contacts are needed to support the inquiry? How are the Aboriginal Lens and/or Aboriginal Ways of Knowing and Being reflected in the inquiry process?

The BCTF will provide a grant for up to $5,000 provided that your school district and/or local union provide(s) a minimum total of $5,000 to support this program. When applying, consider the release time and coverage (i.e., TTOCs) needed and who are available in the local/district.

**PART B**

**Have matching funds been secured?**  YES  NO  PENDING

**Matching funding from:**  School District  Local  Both

**Professional Development Chair’s name:** Click or tap here to enter text.

**Professional Development Chair’s signature:** Click or tap here to enter text.

**Local President’s name:** Click or tap here to enter text.

**Local President’s signature:** Click or tap here to enter text.

**Submission Due: Friday, October 6, 2023**

Applications will be considered by BCTF staff and a BCTF Full-Time Table Officer. Selection will be made based on a variety of criteria including the following: topic/rationale, geographic balance, and a commitment to the inquiry process, and the BCTF priorities set at the most recent Annual General Meeting. Once the application has been approved by the local PD Chair and President, it will be submitted by the local to be reviewed.

**Responsibilities of the TIP co-ordinator**

* **Co-ordinate the following**
* Work with the BCTF TIP facilitator to determine dates for the six sessions.
* Determine meeting location and book a meeting room.
* Provide technology equipment and photocopies of materials needed by the BCTF TIP facilitator.
* Assist in co-ordinating transportation to and from the venue if needed (mileage will be reimbursed).
* Provide refreshments for TIP participants at each meeting (may use matching funds from the local/district).
* **Organize the final celebration event to share out the group’s inquiry**
* Invite local and district communities (i.e., Local President, Superintendent, School Trustees, and teachers) to an event to celebrate the work of the TIP participants.
* **Upon completion of the teacher inquiry**
* Collect and return the TIP participants’ project summaries from the celebration event to the BCTF, which may be shared on the BCTF TIP website upon consent.
* Inquiry summaries may appear as a PowerPoint, a report document, video/multimedia, etc.
* Submit a feedback of the teacher inquiry and a breakdown of the budget expenditures to Daniel Shiu at the BCTF: [*dshiu@bctf.ca*](mailto:dshiu@bctf.ca).

**Responsibilities of the BCTF TIP facilitator**

* Contact TIP co-ordinator when the TIP has been approved.
* Plan and organize the meeting agenda for each inquiry session.
* Facilitate each of the inquiry sessions.

**Please list names of all inquiry participants (8–10; accommodations made for smaller locals). If there are more than 10 participants, additional local and/or district funds may be required for their release time.**

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| **Name** | **Position at the school, local, or district** |
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**For further information** on the TIP or assistance in the application process, please contact **Daniel Shiu** at the BCTF by phone (604-871-1821 or toll-free at 1-800-6663-9163, local 1821) or email ([*dshiu@bctf.ca*](mailto:dshiu@bctf.ca)). Interested locals should submit a TIP application form to *[TIPapplications@bctf.ca](mailto:TIPapplications@bctf.ca)* by 5:00 p.m. on **Friday, October 6, 2023. Please do not send it to BCTF staff**.

**Information on additional grant funding for small locals**

* **Teacher Inquiry Program grant for small locals**
  + locals with limited access to the employer portion of matched funding for the Teacher Inquiry Program are eligible to apply.
* **Qualification criteria**
  + small and isolated locals are defined as having less than 160 FTE members
  + up to six locals per year may be awarded the grant.
* **Grant amount**
  + 50% of the current TIP grant ($5,000): $2,500
  + **Budget code:** L100-600700-7046—TIP Grant to Locals.

**Check here to have your application considered for the additional grant for small local**

***For BCTF use only***

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signing authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of PSID or designate Program Co-ordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full-Time Table Officer

***Copy to Michael Infante, Treasurer’s Office, upon approval.***