



CURRICULUM BENEFIT FUND APPLICATION

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Please describe how the activity will benefit your class:

[Large empty box for describing activity benefits]

Are there any other courses that would benefit from participating in this activity? (Optional)

[Large empty box for other courses]

Proposed Expenses + Budget:

<b>TOTAL</b>	

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

**Applicant Signature:** \_\_\_\_\_  
 Applicant

PD COMMITTEE RECOMMENDATION		APPROVAL
_____ Faculty	_____ Administrators	_____ Vice-President, Academic + Provost
_____ Faculty	_____ Administrators	
_____ Faculty	_____ Administrators	

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

Your application will be reviewed by the Faculty Professional Development Committee.

## CURRICULAR BENEFIT FUND PROCEDURES + GUIDELINES

Faculty members may have access to a fund to support activities that benefit students in their courses. Funds allocated may include expenses for classroom activities, guest speakers, course materials for students, field trips, and more. Funds are not to be used to enhance the wages of the faculty member who submits the proposal.

Year 1: April 1, 2019 - \$13,000

Year 2: April 1, 2020 - \$26,500

Year 3: April 1, 2021 - \$40,500

For years 1 and 2, any unspent balance at the end of each fiscal year shall be carried forward and added to an individual faculty member's allocation for the next fiscal year. Otherwise funds not spent within the fiscal year will be rolled into the following year's total allocations for one year only. The April 1, 2021 (Year 3) amount (see above) represents ongoing funding for this initiative.

### Allocation of Curricular Benefit Fund:

Full-time faculty can apply for up to \$350.00 per fiscal year. Faculty teaching less than 100% are pro-rated accordingly.

The activity must occur during the fiscal year in which the funds are allocated.

A written proposal will be submitted to the Professional Development Committee. Proposals will be assessed and recommended by the Professional Development Committee to the VP Academic. Only those proposals that directly and actively involve students will be considered and subsequently approved.