

**Nova Scotia Teachers Union and Department of Education and Early Childhood Development**

**PLEASE READ CAREFULLY AS GUIDELINES HAVE CHANGED**

**Background**

In a contractual agreement between the Nova Scotia Teachers Union and the Department of Education and Early Childhood Development, an annual sum of \$200,000 is allocated for the purpose of encouraging innovative and unique program development in Nova Scotia's schools. Projects funded or assisted under PDAF must be directly related to the Public School Program.

PDAF is intended to encourage breakthrough and alternative ideas at the local school level which significantly and directly enhance the delivery of programs and services to students. This may include, but is not limited to, taking an established curriculum practice or program and using this in a new and unique way. PDAF provides teachers with financial support to initiate creative and innovative teaching practices. As a result of this support, students benefit from enhanced learning experiences.

**Project Selection**

Each project proposal is carefully reviewed by a selection committee made up of educators appointed by the Nova Scotia Teachers Union and the Nova Scotia Department of Education and Early Childhood Development. Projects and proposed materials are reviewed by consultants within the Department of Education and Early Childhood Development. Each application is thoroughly examined for transformative elements which will enhance the development of unique educational experiences for students in the public schools of Nova Scotia.

**To help ensure that your project application meets the criteria for innovation, please consult the project summaries provided to help you confirm that your application describes a unique and innovative project or approach “**

**Applicant Criterion**

Applicants must be active NSTU members and teaching in the current school year.

Teachers are eligible to receive one PDAF grant per school year (Aug 1<sup>st</sup> - July 31<sup>st</sup>).

To reapply, previous project must be complete (summary evaluation sent in to NSTU Central Office)

\*\*\*Before money is reimbursed successful applicants are required to:

- submit an Accounting Summary complete with **ALL** original receipts totalling the **Full Amount** of the grant. (please note that if purchases are made from the US, the exchange rate as of application date is the amount honored and the applicant(s) is responsible for any difference.
- submit a 100 word description of the project for publication purposes before receiving project funds
- contact the PDAF Committee should changing circumstances result in the project not being implemented
- sign and return the letter of undertaking

**Application Deadlines**

Applications must be received by the **first business day** of August, October, December, February, April, and June. The PDAF Committee meets to review applications within **the deadline** month. After this meeting, applicants will be informed in writing of the committee's decision.

**Mailing Address**

***Program Development Assistance Fund***

Nova Scotia Teachers Union  
3106 Joseph Howe Drive  
Halifax, Nova Scotia B3L 4L7

Toll free: 1-800-565-6788    Email: [pda@nstu.ca](mailto:pda@nstu.ca)    Fax: (902) 477-3517

**Web Site**

Application may be downloaded in PDF format: [www.nstu.ca](http://www.nstu.ca)



Nova Scotia Teachers Union

A Joint Project of the Nova Scotia Teachers Union and the Department of Education and Early Childhood Development



Nova Scotia Teachers Union and Department of Education and Early Childhood Development

**All PDAF applications must be accompanied by a proposal addressing the following:**

**1. Project Description and Rationale**

- Briefly describe the project. (CSAP applications in French are accepted)
- What specific need(s) within your school(s) does this project address?
- List the goals of this project.

**2. Project Team**

Briefly describe the interests, background and qualifications of the project team which will enable them to successfully implement this project.

**3. Project Design**

- Briefly describe why this proposal is innovative and merits PDAF funding.
- Explain this project in terms of how it will be implemented in the school and/or classroom.
- What is the timeline you intend to follow?
- Please ensure you are following the safety, legal, insurance procedures established in your school and Regional Centre of Education.
- If your application involves purchasing any apps or technology, please consult with your regional technology integration team to discuss issues such as student privacy guidelines, the Digital Resource Assessment (DRA) or other potential issues related to the technology you intend to use. **It is the applicant's responsibility to do this research before submitting a PDAF application.**

**4. Project Links to Public School Program**

How will this project support the Public School Program, and Department of Education and Early Childhood Development policies and guidelines?

**5. Curriculum Connections**

How does it fit within the curriculum?

- What are the learning outcomes of this project?
- What aspect of the curriculum does this project focus upon?
- What key grade level(s) and/or subject area(s) will be enhanced by this project?
- How will this project be successfully integrated into the grade level(s) and subject area(s)?
- Describe how materials will be used.

**6. Project Evaluation**

How will the success of the project be evaluated?

**7. Project Budget**

Please outline expenses in detail including taxes, shipping, stores, provider (US exchange rate valid only on date of submission) and links where available.

\*\*\* Only valid receipts and invoices from recognized vendors and suppliers will be accepted. (i.e. no receipts from Kijiji, Pawn shops, On-line trade forums, etc.)

Submit entire project budget including funding from all other sources. Delineate specific requests including an itemized breakdown of PDAF fund allocation. PDAF may approve capital items when they are required to successfully implement the proposed project.

**Budget Example - Please follow this model**

Item with Link	Quantity	Cost	Taxes	Shipping	Total

❖ **Please complete checklist**

Items to include in application	Please Check
Project Description	
Project Team	
Project Design	
Project Links to PSP	
Curriculum Connections	
Project Evaluation	
Project itemized Budget	

**Nova Scotia Teachers Union and Department of Education and Early Childhood Development**

Project Title: \_\_\_\_\_

School: \_\_\_\_\_ RCE/CSAP: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

School email: \_\_\_\_\_ No. of schools involved in this project: \_\_\_\_\_

Enrollment of all schools involved: \_\_\_\_\_ No. of students involved: \_\_\_\_\_

Grade level of students involved: \_\_\_\_\_ No. of classrooms involved: \_\_\_\_\_

Project commencement date: \_\_\_\_\_ Project conclusion date: \_\_\_\_\_

Amount of funds requested (Maximum \$5,000): \_\_\_\_\_

Project Coordinator: \_\_\_\_\_ Professional Number: \_\_\_\_\_

**Non-Employer or NSTU Email:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Other Project NSTU/PSAANS Team Members:

Name: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

**PROJECT COORDINATOR**

It is my understanding that:

- the materials acquired through this PDAF fund become the property of the RCE/CSAP supporting this application.
- should I transfer to another school within my RCE/CSAP I may bring any or all PDAF materials with me to my new school.
- should my employment cease with my current RCE/CSAP, it is the responsibility of the Regional Executive Director of Education to determine the disposition of any or all materials acquired under the fund.

It is my responsibility to evaluate all materials for evidence of bias, utilizing the Department of Education and Early Childhood Development Bias Evaluation Instrument; and overall suitability for the public school classroom.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL PRINCIPAL**

I have read this proposal and I am in full support of this project being implemented in this school. Further, I shall do whatever I can to ensure the success of this project.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REGIONAL EXECUTIVE DIRECTOR OF EDUCATION, CSAP SUPERINTENDENT OR DESIGNATE**

I have read this proposal and I am in full support of this project being implemented in this system. Further, I understand that should the employment status of the Project Coordinator cease with this RCE/CSAP it is my responsibility to determine the disposition of any or all materials acquired under the fund.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Project Selection Criteria

The PDAF Selection Committee will base their selection on a variety of criteria including:

- Breakthrough classroom ideas
- Addressing the school's, students', community's needs
- Sustainability/Partnerships
- Uniqueness of project tied to curriculum outcomes
- Inclusive Practice
- Evaluation Process
- Direct benefit to school/student
- Parental and/or community involvement

### Additional Considerations

- Each proposal is considered exclusively on the basis of its own merits
- PDAF does not fund consecutive projects
- The project proposal must not require an ongoing financial commitment by PDAF
- The Selection Committee does not consider itself bound by precedent from one proposal to the next

## PDAF funding is not available for the following:

- 1) Salaries, honoraria or labour fees
- 2) Travel and accommodations/meals (teachers and students)
- 3) Equipment rental, service and/or labour costs
- 4) Items contained on the Authorized Learning Resources (ALR) list
- 5) Teacher professional learning - or sub days

PDAF funding is not normally available for capital equipment. The PDAF Committee does approve capital items when they are required to successfully implement the proposed project. PDAF Committee does not fund projects that are now considered best practice, and are no longer considered innovative. Innovative is not limited to technology.

## Project Coordinator Responsibilities

Successful applicants are required to:

- Submit a 100 word description of the project for publication purposes before receiving project funds
- Submit an Accounting Summary complete with all original receipts, see Project Budget Guidelines
- Contact the PDAF Committee should changing circumstances result in the project not being implemented
- Fill in Checklist
- Sign and return the Letter of Undertaking
- Complete and return the Evaluation Report