

**Heritage Project Funding Grants Criteria**

1. Requests for grants shall be accepted only from BCRTA branches.
2. Each branch seeking funding for a heritage project shall provide to the BCRTA Heritage Committee.
  - a. a letter of support from the local Branch RTA, signed by the president.
  - b. a detailed plan of action for the proposed project.
  - c. the estimated costs of the project and all sources of funds.
  - d. an indication of the dollar amount of the BCRTA grant desired.
3. Grants shall not be approved for branches seeking compensation for costs that have already been incurred, or utilities or rent.
4. Requests shall be for projects that will start upon receipt of grant monies.
5. The BCRTA Heritage Committee will review Heritage Grant application at its June and December meetings. Grants shall be approved by a majority of the BCRTA Heritage Committee.
6. These criteria will apply when considering a grant application:
  - a. it is designed to involve retired educators.
  - b. it reflects the educational heritage of the community.
  - c. it will have an ongoing value to retired educators, students, and the community.
  - d. it describes a follow-up component if applicable.
  - e. it describes a way in which the support of the BCRTA will be acknowledged, in a public relations component.
7. Branches in receipt of a grant shall submit to the Heritage Committee an interim report within eight (8) months after receipt of funds, with respect to the use of the grant as well as the final completion report.
8. Branches in receipt of a grant must return the monies to the BCRTA if they have not begun using it within one year.