

Project Selection Criteria

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

- Innovation in classroom practice
- Project impact
- Parental/community involvement
- Project design
- Necessity to school/community
- Direct benefit to school/students
- Innovative practices related to Special Education Policy implementation
- Supplemental funding/partnerships
- Sustainability
- Evaluation

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 (teachers and students)
- 3) equipment rental, service and/or labour costs
- 4) items contained on the Authorized Learning Resources (ALR) list

PDAF funding is not normally available for capital equipment (video cameras, computer hardware, etc.). The PDAF Committee does approve capital items when they are required to successfully implement the proposed project.

Proposals regarding the acquisition of learning resources must “go beyond” the intent of the authors and/or creators. Applicants are encouraged to develop an innovative approach for the use of these materials in the classroom.

Project Coordinator Responsibilities

Successful applicants are required to:

- submit a 100 word description of the project for publication purposes before receiving project funds
- establish a bank/credit union/school account and manage project funds
- submit a PDAF Accounting Form complete with all receipts
- submit a final evaluation of the project to the PDAF Committee
- contact the PDAF Committee should changing circumstances result in the project not being implemented

For clarification regarding the PDAF process, please contact the Nova Scotia Teachers Union—1-800-565-6788.

Background

In a contractual agreement between the Nova Scotia Teachers Union and the Nova Scotia Department of Education, 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 innovative ideas at the local school level which significantly and directly enhance the delivery of programs and services to students. Innovation 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. Projects and proposed materials are reviewed by consultants within the Department of Education. Each application is carefully examined for innovative elements which will enhance the development of unique educational experiences for students in the public schools of Nova Scotia.

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.

Application Deadlines

Applications must be received by the **first day** of February, April, June, August, October and December. The PDAF Committee meets to review applications on or about the **fourth week** of these months. 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 Dutch Village Road
Halifax, Nova Scotia B3L 4L7

Toll free: 1-800-565-6788

Fax: (902) 477-3517

WEB SITE

Application may be downloaded in PDF format: www.nstu.ca



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

1. *Project Description and Rationale*

- a) Briefly describe the project.
- b) What specific need(s) within your school(s) does this project address?
- c) 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, Innovation and Implementation*

- a) Briefly describe why this proposal is innovative and merits PDAF funding.
- b) Explain this project in terms of how it will be implemented in the school and/or classroom.
- c) What is the timeline you intend to follow?

4. *Project Links to Public School Program and Essential Graduation Learnings*

How will this project support the Public School Program and the Essential Graduation Learnings?

5. *Curriculum Connections*

How does it fit within the curriculum?

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

6. *Project Evaluation*

How will the success of the project be evaluated?

7. *Project Budget*

How do you intend to use the money allocated by this fund?

Detail entire project budget including funding from all other sources. Delineate specific requests including an itemized breakdown of PDAF fund allocation. (If purchasing learning resources, an itemized list by title, author, price and distributor is required.)

Application Form

PROJECT BACKGROUND

Project Title: _____

School: _____ E-mail: _____

School Address: _____

Telephone : _____ Fax: _____

No. of schools involved in this project: _____ Enrollment of all schools involved: _____

Grade level of students involved: _____ Number of classrooms involved: _____

Number of students involved in this project: _____

School Board: _____

Project commencement date: _____ Project conclusion date: _____

Amount of funds requested (*Maximum \$5000*) \$ _____

Project Coordinator: _____ E-mail: _____

Professional Number: _____

Telephone Numbers: Home: _____ School: _____

Other Project 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 School Board supporting this application.
- should I transfer to another school within my School Board, I may bring any or all PDAF materials with me to my new school.
- should my employment cease with this Board, it is the responsibility of the School Board Superintendent to determine the disposition of any or all materials acquired under the fund.

It is my responsibility to examine all materials for evidence of bias, utilizing the Department of Education's *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: _____

SUPERINTENDENT OF SCHOOLS 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 Board, it is my responsibility to determine the disposition of any or all materials acquired under the fund.

Signature: _____ Date: _____