

General Information and Guidelines For Teaching and Learning Grants 2008- 2009

Enhancement Fund

The Enhancement Fund is administered by the CTLET and is designed to support initiatives that make a positive contribution to the teaching environment of Brock University. A portion of the fund offers grants of up to \$1000 to cover some of the expenses of teaching development projects, special events or conference travel. Our mandate is to match other sources of funds such as departmental or decanal grants.

Who is eligible to apply?

Any full-time teaching personnel currently employed at Brock University.

What events are eligible for support?

Workshops, seminars, conferences or projects that are directly related to improving teaching or supporting innovation in teaching.

Application Procedure:

Applications will be considered on an ongoing basis (as long as funds are available) based on the following criteria:

Criteria

- Applicants must currently teach at Brock University
- The application form has been completed with the required information and submitted 4 weeks prior to the event or initiation of the project
- The budget estimate, and the amount of financial support requested is clearly stated
- The amount of financial support from the department or other sources is clearly stated
- Applicants are to acknowledge funding support from CTLET on all written material regarding the event
- Successful applicants may be asked to participate at workshops, conferences or other instructional development activities organized by the CTLET, to report on and discuss the teaching and learning benefits derived from the conference, project, or activity.
- A brief written report must be submitted within a two-week period following the event or project completion. Such a report might be used for reproduction within our publication *BROCK TEACHING*.

Teaching and Learning Grants Application Form 2008-2009

| | |
|--|-------------------------------|
| Name: | Department: |
| Telephone: | E-mail Address: |
| Event/Project: | Date of Event/Project: |
| Location of Event/Project: | |
| <p>How will your participation/attendance in this event/project be of value to you, your colleagues and Brock University? How will you relay this information to others?</p> <p>Please attach a brief written proposal and any published information (flyers, brochures etc) on the event or project for which you are requesting funding.</p> | |
| Budget: | |
| Event/Conference Expenses (specify) | |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Meals | \$ _____ |
| Travel | \$ _____ |
| Accommodations | \$ _____ |
| Registration | \$ _____ |
| Project Expenses (specify) _____ | \$ _____ |
| _____ | \$ _____ |
| Other (specify source) _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Total | \$ _____ |
| Less Other Contributions (specify) | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| Net Amount | \$ _____ |
| Amount of Funding Requested | \$ _____ |

Should this request be approved please transfer funds to Account # _____.

Please forward to the Centre for Teaching, Learning and Educational Technologies,
Room TH 253B, ext 3933.

Applicant's Signature

Date

CTLET Approval Signature

Date