



October 9, 2009

TO: University Geography Departments
University Faculties of Education
Ministries of Education Officials
Provincial Geography & Social Studies Teacher Associations
CCGE members

OPPORTUNITY FOR TEACHER P.D. INITIATIVE – 2010-2011

I am writing to inform you of a teacher professional development funding opportunity that the Canadian Council for Geographic Education (CCGE) is making available during the period of July 2010 to June 2011.

The attached outlines the terms and conditions for receiving **\$5,000 in funding support** from the CCGE for a professional development initiative. Please note that preference will be given to institutes for **pre-service or new teachers and/or elementary school teachers**.

The key dates and required application information is also enclosed.

The CCGE strongly encourages cooperation among interested groups in presenting a funding proposal for a teacher initiative.

If you have any questions regarding this information package, please contact the CCGE Executive member in your area (see list enclosed). If you are unable to reach your representative and wish further information, please feel free to contact the CCGE office in Ottawa at 613-745-4629, 613-744-0947 (fax) or by e-mail at info@ccge.org.

Beth Dye
Chair, Canadian Council for Geographic Education

**** PROPOSAL SUBMISSION DEADLINE: January 31, 2010 ****

Canadian Council for Geographic Education Terms of Reference for Teacher Initiative

1. The intent of the Teacher Institute program is to support a single initiative **aimed at new and elementary school teachers** with a grant of \$5,000 in the period of July 1, 2010 to June 30, 2011.
2. The CCGE strongly encourages a **cooperative initiative**. All proposals must be made in conjunction with a recognized and officially acknowledged educational body. Proposals presented in conjunction with a local university Faculty of Education and/or Geography Department with a recognized geography education program are strongly encouraged although not mandatory. Proposals made in conjunction with a recognized educational authority e.g. schools or school boards subject-based association (provincial Geography/Social Studies Assoc., or a recognized educational agency of a federal or provincial government (e.g. Parks Canada) will be considered. Partnerships in association with industry will also be considered. Proposals made by an individual or a group of individuals on their own will NOT be considered.
3. The preferred target audience of the initiative will be pre-service or new teachers and/or elementary school teachers involved in teaching social studies or geography who have an interest in expanding their personal background and enhancing the “geography” component of their school program.
4. The initiative must link its program to the geography and social studies curriculum and encourage the development and/or dissemination of lesson plans. It is suggested that a reasonable time frame for an initiative would be two to three days
5. The minimum number of registrants for a CCGE professional development initiative will be **15**.
6. Grant funding will be based on the length of the teacher institute. A five-day institute is eligible for \$5,000. Shorter institutes should adjust their grant request accordingly.
7. The regional representatives of the CCGE Executive Committee of the area where an institute is approved **must** be an ex-officio member of the initiative planning committee.
8. All teacher institutes approved by the CCGE Teacher Education Committee must provide a copy of the final program, a complete budget statement following completion, as well as a participation evaluation.
9. The initiative must acknowledge the role of the CCGE and its funding partner The Royal Canadian Geographical Society.

Canadian Council for Geographic Education Teacher Initiative – 2010-2011

Applications must conform to the following format. Please provide ONLY the information requested using the headings listed below:

1. Surname, first name – of person submitting application.
2. Address, telephone, fax and e-mail.
3. Surname, First Name and addresses (telephone, fax and e-mail) of all members of the initiative planning team.
4. Representative constituency of each person of the planning team. (e.g. employer – Dept. of Geog., Faculty of Ed., Social Studies/Geographic Provincial Subject Council, etc.)
5. Draft outline of the key aims and expected outcomes of the initiative especially those pertaining to geoliteracy, geography standards and lesson plans.
6. Draft outline of the day-by-day program, including the proposed dates.
7. State the target audience and outline the mechanism for promoting the institute to the target group.
8. Explanation of the proposed facilities, including accommodation and meals.
9. Suggested staff and possible speakers or facilitators.
10. Draft preliminary budget including:
 - a) Program costs, including material preparations, office expenses and communications/promotion.
 - b) Field work/trip costs.
 - c) Accommodation and meal costs
 - d) Staff, speaker, facilitator expenses and honoraria
 - e) Proposed registration fee (forms part of the initiative budget)

The deadline for submission of applications is January 31, 2010.

Late applications will not be considered. **Please submit all applications by e-mail.**

Please address all submissions to:
Teacher Education Committee

E-MAIL: info@ccge.org

Canadian Council for Geographic Education

Key Dates for the 2010-2011 Teacher Initiative

Sunday, January 31, 2010

All applications for a 2010-11 Initiative must be received by the CCGE.

Monday, March 15, 2010

All applicants will be informed of the decisions of the CCGE Teacher Education Committee.

One month prior to the Teacher Institute

CCGE must receive a confirmed listing of a minimum of 15 participants.

Thursday, September 30, 2010

Interim/Final report of the Teacher Initiative must be received by the CCGE.

After the Teacher Institute

Any unspent funds from the CCGE grant must be returned to the CCGE.

Canadian Council for Geographic Education

Regional Representatives on the CCGE Executive

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