



BASIC GRANT

The purpose of a basic grant is to provide professional growth networks with funding. By meeting the criteria specified in Federation policies, each professional growth network receives an annual basic grant according to the following:

- An annual flat grant of \$2,000 shall be provided to each professional growth network.
 - In addition to the flat grant, a membership grant of \$7.50 for each Federation member or fraction thereof shall be provided to each network.
 - Basic grant funds shall be disbursed when the required documentation is submitted annually.
 - Basic grant funds must be received in the operational year for which they are allocated. Grant funds will not be carried over into another operational year.
- Number of newsletters, publications and journals issued during the year.
 - Any other activities or work of the network, including any Ministry work.
 - Date and location of executive and annual general meetings for the upcoming year.
 - List of executive officers with title and contact information for the upcoming year.

REQUIREMENTS

The Federation provides networks with their basic grant after July 1, provided they have met the following requirements and submitted the appropriate documentation to the Federation.

1. Current Membership List of Non-Federation Members

Submit a current list of non-Federation members, using the [Non-STF Membership List](#) available, by June 30. Please note the fee-matching portion of the basic grant does not apply to non-Federation members.

2. President's Annual Report

This report should be submitted by June 30 for the preceding school year. The following information should be included in the report:

- Dates and locations of executive and annual general meetings held during the year.
- An account of professional growth opportunities held by the network.

3. Audited Financial Statement or Review Engagement Report

- Fiscal year shall be July 1 to June 30.
- This report should be approved by the network board of directors and members present at an annual general meeting.
- An approved and signed audited financial statement or review engagement report should be submitted for the previous fiscal year.
- Be a comparative statement to the last fiscal year.
- Include the following:
 - Statement of profit and loss.
 - Statement of surplus.
 - Statement of source and application of funds.
 - Balance Sheet.
- See [Sample Audited Financial Statement or Review Engagement Report](#) and [Audit or Review Procedures](#) for further information.

4. Proposed Budget

- Submit an approved proposed budget for the upcoming year.
- This budget should be approved by the network board of directors and members present at an annual general meeting.
- See [Sample Proposed Budget](#) form for further information.

5. Bylaw Amendments

- All aspects of a network bylaws must be consistent with the beliefs and values of the Federation.
- Each professional growth network is responsible for ensuring the Federation has an up-to-date version of its bylaws.
- Submit approved amendments to the bylaws as they occur throughout the year.
- Any amendments are vetted through the [Professional Growth Networks Advisory Committee](#) and must be approved by the STF Executive to become effective.
- Refer to the Bylaws Review Process for further information.

6. Policies Approved by the Network

- Submit any policies approved by the network as they occur throughout the year.

7. Annual General Meeting Minutes

- Submit a copy of the approved annual general meeting minutes when they become available.

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