Use this template to complete your application. Feel free to include additional information as needed.

Find more information, including a list of definitions, the rubric that will be used to evaluate all applications, and support resources, on the Call for Proposals page [insert link].

Contact project manager Josie Gray at jgray@bccampus.ca with any questions.

# Section A: Applicant Information

Designate a lead representative for the project and submit the proposal through the lead. The project lead is responsible for overseeing all aspects of the project, including disbursement of funds to collaborators and partner institutions.

## Lead Contact

* Name:
* Title
* Faculty/department:
* Institution email:
* Institution:

## Project Team Members

Provide a list of who will participate in this project. Include their title, institutional affiliation, anticipated roles, and a description of the expertise and perspectives they bring to the project. If you plan to use grant funds to hire one or more students, include that information here too. Note you do not need to have identified student participants at this time. Add additional rows to the table if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Title | Institution | Role in Project | Experience/Areas of Expertise |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Diversity of Project Team

How will the diverse skills, expertise, and lived experiences of your team members inform the team’s approach to and understanding of this project?

Equity, diversity, and inclusion are part of our core values. To understand what these terms mean to us, read BCcampus’s [EDI statement](https://bccampus.ca/about-us/).

**[Insert your response here.]**

# Section B: Project Proposal

## Vision and Goals

Describe your vision for the adaptation and what you hope to achieve. What principles, frameworks, and/or values will guide your approach and your priorities? What impact do you want to have?

**[Insert your response here.]**

## Workplan and Time Line

Provide a high-level overview of the work you will do to complete the project. Please outline your project time line and note key milestones. This should account for an initial review of the textbook, writing new or adapting existing content, review and revisions, copyediting, and production and publication.

**[Insert your response here.]**

## Collaboration

How will you ensure collaboration and meaningful engagement across the team during the project?

**[Insert your response here.]**

# Section C: Budget

## Budget

Describe how you will use the grant money. You can use the budget to pay team members and hire research assistants, technical support, media production services, and copyright services.

Note we typically fund projects in two ways: We directly pay an individual, who then manages the grant funds and does the work on their own time, or we pay an institution, which distributes the funds (e.g., course release). Consider who will manage the finances for the project.

### Grant Funds

Lay out a budget that describes how and when you will allocate grant funding. The total amount of funding available from BCcampus is $17,500.

Note: BCcampus will also provide the following in-kind: access to a curriculum equity consultant for guidance and feedback, production/publishing support (Pressbooks, open licences, and accessibility), and copyediting.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Item | Description | Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Institutional Funds

If your institution will provide additional funds or in-kind services to support the project, include them here.

Note: Institutional funds/in-kind contributions are not a requirement to receive this grant, but they will strengthen your application and are encouraged.

|  |  |  |
| --- | --- | --- |
| Item | Description | Cost |
|  |  |  |
|  |  |  |
|  |  |  |

# Section D: Additional Information

Provide additional information to support your application.

# Section E: Checklist for Your Submission

Your application must include the following:

* A completed application form
* A letter of support from a program/department head or dean from each institution represented on the project team

## Submission Information

Please complete this form and submit it by the application deadline to Josie Gray (jgray@bccampus.ca).

Save your application using this naming convention, using the main applicant's full name: LeadApplicantName\_EDISociology