

## **SPECIAL PROJECT FUNDING (SPF) APPLICATION 2026-27**

Please submit applications to Fred Jacklin, BCCAT Interim Director, Transfer and Articulation, by email ([fjacklin@bccat.ca](mailto:fjacklin@bccat.ca)). Applications must be submitted using this form.

Applications will be evaluated by BCCAT's Transfer and Articulation Committee (TAC) at its regular meetings. The deadline for SPF applications to be included in the TAC meeting agenda package is three weeks before each meeting date. TAC generally meets in September, January, and May. Meeting dates are posted at <https://www.bccat.ca/about/committees/tac>

Applications that are late or incomplete, or that do not follow the format of the form, will not be evaluated. Applications will only be evaluated at TAC meetings.

Applications will be evaluated on a first-come first-served basis, and will be accepted as long as funding is available in the current fiscal year. If all available funding for the year has been allocated, applications will not be accepted until the start of the next fiscal year.

The SPF funding allocation for the 2026-27 fiscal year is \$25,000. Applications will be accepted for projects budgeted for less than this amount.

Prior to applying for project funding, contractors are required to consult the BCCAT Contractor's Guide <https://www.bccat.ca/publication/contractorguide/>, to ensure that they understand BCCAT's expectations for contractors and contracted projects.

BCCAT strongly recommends that potential projects be discussed with the Director, Transfer and Articulation, before proceeding with an application. Contractors and articulation committees should ensure that the project is feasible and that it fits the SPF mandate. BCCAT may request revisions to an application before placing the application on a TAC meeting agenda.

**PROJECT SUMMARY (please submit along with this form a full description of the project, maximum two pages, including references).**

**The summaries will be reviewed by committee members who may not be familiar with the academic discipline(s) or program(s) relevant to the project. Please describe the project so that a non-specialist reader can understand the project, its structure, and its outcomes.**

Title of project

Name and institutional affiliation of contractor [a single individual must be identified as contractor]

Name of sponsoring articulation committee(s)

Summary of the proposed project, 500 words maximum. Summary must include project methodology, intended outcomes, and value/usefulness of the outcome.

Requested total budget for the project (maximum \$25,000):

**PROJECT DETAILS**

Name of contractor:

Contractor's job title:

Contractor's department/program:

Contractor's institutional affiliation:

Contractor's work email:

Contractor's work phone number:

Each SPF project must have a steering committee, consisting of at least two members of the sponsoring articulation committee(s). Please identify the steering committee members below.

<b>Name of Committee Member</b>	<b>Institutional Affiliation</b>	<b>Work Email</b>	<b>Work Phone Number</b>

Please explain in 300 words or less how the proposed project fits the mandate of the SPF program.

Please summarize in 300 words or less the contractor's skills and experiences that are relevant to this project, and explain how these qualify the contractor to complete the proposed project.

What methodologies will the project use? Please describe them and explain why these particular methodologies have been chosen, in 300 words or less.

In 300 words or less, please explain why TAC should allocate funding for this project. Please describe the anticipated usefulness of the project outcomes and identify the specific groups or individuals that will benefit from these outcomes.

In 300 words or less, please explain how the sponsoring articulation committee(s) plan to use the project outcomes. For example, if the project will result in a new form of transfer agreement, describe how the committee will communicate the new agreement to relevant individuals or groups.

If the project will result in an outcome that requires ongoing maintenance (e.g. transfer agreement(s) with multiple participating institutions or programs) please explain in 300 words or less how and when maintenance will be carried out and who will be responsible for it.

**REFEREES**

Please provide the names and contact information for two referees who can speak to the relevance or importance of the proposed project and its outcomes, and to the ability of the contractor to carry out and complete the proposed project. Referees cannot be members of the sponsoring articulation committee(s) or current BCCAT staff members.

Name of Referee	Job Title and Institutional Affiliation	Contact Email	Contact Phone Number

## PROJECT BUDGET

Please list the estimated cost of each item in the project budget, along with the rationale for including that item in the budget (i.e. an explanation of why this expenditure is necessary to undertake and complete the project).

The basis for the calculation of each cost must be included. For example, if the contractor is a faculty member, the cost of their fee could be based on the cost of a course release or a buyout of the faculty member's time, using the relevant rate at the institution where the faculty member is employed.

A line item for professional copy editing is required for all contracted BCCAT projects. Copy editing should include both structural and mechanical editing. The contractor is responsible for recruiting, hiring, and paying the copy editor.

BCCAT's travel expense policy, including costs that BCCAT will or will not reimburse, is available at <https://www.bccat.ca/about/travel>. If travel or expenses are listed as budget items, in the "basis for costing" column please identify the rates that were used to estimate the cost (e.g. one-way or round-trip ferry fare from/to specific destinations).

BCCAT does not pay for equipment or supplies that remain with the contractor after the project is completed (e.g. software licenses). BCCAT does not pay for event registration, travel or expenses related to presentations of the project outcomes.

Item	Amount	Basis for costing	Rationale for Item
Contractor's fee			
Supplies			
Expenses			
Professional copy editing			Required by BCCAT
Institutional fees [see note below]			
Other (please specify)			
<b>TOTAL</b> (must not exceed \$25,000)			

NOTE: Project budgets may include an allocation of up to \$500 payable to the contractor's home institution, as compensation for the institutional resources used to administer any financial arrangements associated with the contract. The \$500 maximum also applies to institutional overhead charges or any other institutional fees applied to externally funded research contracts.



## CHECKLIST FOR ATTACHMENTS

Please combine all attachments into a single document, with separate title pages for each attachment, and submit the document as a PDF along with the completed PDF application form. The required attachments are:

If the proposed contractor is employed at a post-secondary institution, a statement from the institution (e.g. from the contractor's dean or department head, or the institution's research officer) affirming that the institution is aware of the proposed project and will support the contractor in allocating sufficient time to work on the project and meet the project deadlines

A statement of support from the sponsoring articulation committee, affirming that its members will assist the contractor and the steering committee in carrying out and completing the project. Ideally, this statement will include the wording of a motion passed by the committee to indicate its support for the project.

A full description of the project, written for non-specialists, maximum two pages including references.

## CONTRACTOR'S STATEMENT

By signing below, I confirm that:

- I have read the [BCCAT Contractor's Guide](#) prior to submitting this application, and I understand the respective responsibilities of BCCAT and of the contractor, as outlined in the Guide.
- The information in this application is accurate and up to date.
- If the project is approved, I will be carrying out and completing the work of the project. I understand that subcontracting of any of the project work can only take place with advance notice to BCCAT and with BCCAT's approval.
- If the project is approved, I will follow the project timelines described in this application. I understand that it is my responsibility to notify BCCAT as soon as possible of any potential delays in meeting deadlines stated in the project contract, and to promptly arrange for timeline or contract extensions.
- I understand that interim payments for the project will not be issued until BCCAT is satisfied with the quality of the work on the project to that point.
- I understand that final payment for the project will not be issued until BCCAT's Transfer and Articulation Committee approves the final version of the project.

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Name

Date