

Reference Number _____
Date Received _____



Halifax County Local NSTU PD Committee Curriculum Development Assistance Fund

Application Form 2025-26

Please read the guidelines before proceeding.
halifaxcountylocal.com and select PD Funding

Name _____ Professional Number _____
Not Employer's #400

Address _____
Street and Apt # if applicable City/Town Postal Code

Non-Employer and No nstu.ca E-Mail Address _____ Phone _____

School site _____ School Phone _____

Present Teaching Assignment _____

Is any percentage of your assignment VP or Principal duties (member of PSAANS)? Yes ☐ No ☐

Project Title _____

Starting Date _____ Amount requested (max \$750.00) _____

Please attach the following information

- ☐ Completed Application Form with signature.
- ☐ Completed written Project Proposal (Word or PDF) answering all questions in the guidelines (steps #1 through #6). Headings #1-6 should be included for easier scoring.
- ☐ Signed Project Proposal Guidelines after reading and checking the boxes.

*I, hereby, agree to use the funds **ONLY** for the purchases listed above.*

Signature of applicant:	Date:

Complete the form and e-mail all documents to halifaxcountypd@nstu.ca by Friday, October 3, 2025 @ 4:00 pm.

Read the Guidelines at
halifaxcountylocal.com
Updated September 2025

FOR OFFICE USE ONLY	
Approved _____	Denied _____
Date _____	
Email sent _____	
Withdrawn _____	



Halifax County Local NSTU PD Committee
Curriculum Development Assistance Fund
2025-26
Project Proposal Guidelines

In order to ensure that your project meets the standards of the PD Committee, you are required to provide the following information in a word or pdf document that is emailed to halifaxcountypd@nstu.ca. When writing the proposal, please use the headings #1-6 provided. In addition, assume the committee is not knowledgeable about the curriculum and avoid technical language. Examples and many details are appreciated.

Please check the following boxes to show understanding and sign the bottom. This form must be attached with the project proposal.

1. Project Description and Rationale:

- ☐ Briefly describe the project
- ☐ List the goals of the project

2. Project Design:

- ☐ Explain how this project will be implemented in your classroom and how it will help your students.
- ☐ What timeline does the project follow?

3. Curriculum Connections:

- ☐ What are the curriculum outcomes of this project?
- ☐ List all subject area(s) that will be enhanced by this project

4. Project Evaluation:

- ☐ Describe how can this project be used for assessment or enhancement of the subject area(s).
- ☐ How will you evaluate the success of this project?

5. NSTU Involvement

- ☐ Describe your personal involvement in the NSTU (School Rep, Local/Provincial committees, Annual Council, John Huntley, etc)

6. Project Budget:

- ☐ Books/materials available through the book bureau, consumables such as craft supplies, food, or items that can only be used once will not be approved).

Must outline in detail: Active links of items you intend to purchase with vendors listed, quantity of objects, taxes, shipping, US funds if applicable. *Having more items on your list is suggested because you might not be able to purchase something on your list and cannot substitute it for another item that wasn't on your original itemized list that was approved by the committee.* Hence, the total may be more than \$750 but CDAF will pay a maximum of \$750 CDN if approved.

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For the budget, please follow the model:

Item with Link with vendor listed	Quantity	Cost	Taxes	Shipping	Total

PLEASE NOTE the following:

CDAF is not intended to pay for:

1. Pilot programs initiated by the DEECD or HRCE
2. Salaries, honoraria, or labour fees
3. Travel and accommodations/meals (teachers or students)
4. Equipment rental, service and/or labour costs
5. Sub days
6. Yearly subscriptions to online services.

In addition, members are responsible

- ☐ To ensure their project is their own proposal and not a copy of another member's current or past application with some changes.
- ☐ To ensure that [Inclusive](#) and Culturally Responsive Practice are met
- ☐ To ensure that any apps or technology purchased are approved through the regional technology integration team and meet student privacy guidelines.
- ☐ To evaluate all materials for evidence of bias using the Department of Education and Early Childhood Development [Bias Evaluation Instrument](#)
- ☐ All materials purchased with CDAF grants will become property of the member to be used within Halifax County Local schools only. If the member retires or is no longer a member of the Halifax County, they are to return the items to the Halifax County PD Committee.
- ☐ To ensure that all materials purchased are compliant with the Fire Marshall's guidelines. The Halifax County Local NSTU is not responsible if the member did not do their due diligence with regards to HRCE and/or Fire Marshall policy.

- ☐ I have met and understand the above requirements.

Signature of Applicant	Date

Read the Guidelines at
halifaxcountylocal.com
Updated September 2025