**INSTRUCTIONS FOR 2023-2024**

**PROPOSAL WRITING**

Please don’t hesitate to call Stephen, Sue or Adriana if you have any questions!

**Gather necessary materials. You will need:**

1. Master excel spreadsheet entitled "2023-2024 Proposals-Master Spreadsheet". This master is based on the current Cycle 3 approvals (the SCWI provincial starting point). There are four tabs:
* Master sorted by Project. (This is the spreadsheet we will be working from on Jan 17 and 18)
* Master dual credits sorted by Boards
* Master dual credits sorted by Colleges
* Simple chart showing the starting point for seats and funding
1. SCWI resource materials (reviewed at ELRPT meeting in November)
* CODE letter sent to Boards and Colleges
* Additional Information for RPTs for 2023-2024
* SCWI Activities, Forums and Dual Credit Program Guidelines (which included Expansion Funding Guidelines)
* Dual Credit and Forums/Activities Benchmarks
* OYAP Seat Purchase Agreement forms:
	+ OYAP seats for the PTG: 5 Fleming seats
	+ MILTSD OYAP form
1. Data by project and by board: this was previously sent
2. Activities and Forums: A separate email was sent to you about this. Please review what we have been approved for to date and apply for new activities under the expansion funding guidelines.

**All of these documents are found on** [**www.earndualcredits.ca**](http://www.earndualcredits.ca)

**Notes:**

1. Come prepared to the meetings on January 17 and 18 with all details required in each of the spreadsheet cells. Even if you don’t know the exact amount, we still have to put something reasonable in the cells.
2. College and board benchmarks remain the same. Use miscellaneous requests if benchmark is not sufficient.
3. Boards will need to stay as funding neutral as possible – with the exception of applying for new extension funding.
4. A reminder that changes to dual credit courses will not affect the Board benchmark but may impact the college benchmark. For example, moving from a non-tech to a tech course will increase the overall cost of the dual credit on the college end (example: higher benchmark or addition of miscellaneous costs…)
5. Changing schools may affect travel/transportation costs.
6. As much as possible, provide up-to-date transportation costs for college faculty mileage (return kms to the secondary school) and board bus costs (secondary school to the college). Be as reasonably accurate as you can when proposing bus costs. Faculty mileage is calculated at .40 cents/km.
7. If you are requesting dual credit miscellaneous funds, you will need a per-seat amount and a rationale for the request.
8. Each cell represents a piece of information that needs to be entered into EDCS so knowing as much detail as possible is necessary.
9. Check the data. If the project data is under the provincial average please provide a rationale for continuing with the dual credit. We will need to use as much information as possible to write a creative rationale taking into account the variety of schools involved in each project. VERY short rationales.
10. For **tech** and **culinary** dual credits, please confirm with each college if they need to be **double-period** classes or not.
11. If you are adding dual credits, try to fit them into existing projects.
12. If it is a BRAND NEW PROJECT idea, you will need to provide a lot more information. We can work on this together if the college has approved the idea. Please do this well before Jan 17 and 18.
13. OYAP coordinators: You will need to provide information regarding seats numbers and the trades. If you have additional information regarding transportation or miscellaneous costs, that can be inputted as well. Don’t forget the signed Seat Purchase documents. There are two of them: one for Fleming’s 5 seats for the PTG and one for the Durham/Fleming seats that MILTSD needs to sign.
14. While everyone is welcome to be present all day on the two proposal writing days, we will focus on one Board partner at a time as per the schedule below. Please let us know your intentions for organizational purposes (refreshments, space, lunch…). RSVP to Jon/Sue so they can plan accordingly.

***Please don’t stress! We can only put in what we know to date! There will be many more opportunities to make changes through the cycle change process.***

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| **TUESDAY, January 17 2023****@FLEMING COLLEGE*****(FLEMING AND LOYALIST DUAL CREDITS****)*ROOM: PARKING:  | **WEDNESDAY, January 18 2023****@DURHAM COLLEGE*****(DURHAM DUAL CREDITS)***ROOM: PARKING:  |
| 9:30am | PVNC | 9:30am | KPR |
| 10:30 | TLD | 10:30 | DDSB |
| 11:30 | LUNCH | 12:15 | LUNCH |
| 12:15 | DDSB/DCDSB | 1:00 | PVNC |
| 1:30 | KPR | 1:30 | DCDSB |

**TIMELINE FOR 2023-2024 PROPOSALS**

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| **DATE** | **ACTION ITEM** |
| Nov 22, 2022 | Initial discussion at ELRPT meeting |
| Thurs Dec 1 | Updated information to be sent to members from SCWI webinar re: 2023-24 Guideline |
| Thurs Dec 15 | Updated information to be sent to members from SCWI webinar re: Cycle 1A |
| Tues Dec 20 2022 | * OYAP meeting: 10:30am with Adriana. Anna-Lise to send a link (thanks).
* Virtual ELRPT meeting at 1pm
* All 2023-2024 forums/activities due, including new forum/activity proposals
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| Week of Jan 16-20 2023 | -All changes should be recorded on a cycle change request form. Board and college reps should work on these together in order to maintain records of the changes.-Proposal meetings will take place on Jan 17 and 18 where we will record all changes directly onto the master spreadsheet.-After Jan 18, you will have until Jan 24 to fill in any missing details.Fleming College: Tuesday, January 17,2023Durham College: Wednesday, January 18, 2023\*\*See above for schedule |
| Tues Jan 24 2023 | All changes to Adriana due – including rationales for re-proposing dual credits that are below the provincial averages. OYAP seats included. |
| Mon Jan 30 2023 | Sign off in EDCS |
| February 28 2023 | Signed MLITSD Level 1 In-Class Training Funding Confirmation form is due to Adriana on or before February 28, 2023.  |

**ALL PROPOSAL DETAILS ARE DUE AT THE END OF THE DAY**

**TUESDAY, JANUARY 24, 2023 AFTER WHICH THEY WILL BE INPUTTED INTO EDCS.**