

## Application Process

### Enrichment Fund Application



### Educational Support Professionals Bargaining Unit – District 7

1. All applications shall be filled out and sent to the Educational Services Officer (ESO), at [espdistrict7@gmail.com](mailto:espdistrict7@gmail.com)
  - It is the applicant's responsibility to send their Application Package in an attachment to the above email address.
  - Please indicate in Subject Line of email: Enrichment Fund Application
  - All correspondence will be to personal email addresses. Your BWDSB email address is not accepted.
  
2. Applications are due no later than May 31st of each school year.
  - Applications will be reviewed once a year (June) by the ESO Committee.
  - All applications that meet the criteria will be presented to the ESP Executives for final approval at the June meeting.
  
3. Allocation of money is based upon the amount of available funds and subject to the guidelines set on the application form. Capped at \$1000.00 per applicant.
  
4. Fees such as resource fee, administration fee, course supply fee, service charge or any other additional fee incurred are not applicable.

\*Definition of course fee is; the charge or fee for instruction.
  
5. All applicants will receive notification by email after their application has been approved by the ESP Executive.
  
6. Cheques will be sent via Canada Post to member's home address.

\*Please note, Images and photos will not be accepted, if you are having difficulty, please contact us for support.