

PARENTS REACHING OUT GRANTS

Parents Reaching Out Grants (PRO) for School Councils for 2010-2011

PROJECT GUIDELINES

School councils can submit only 1 proposal. If a school council submits more than 1 proposal, ONLY the first proposal submitted will be processed.

The maximum amount provided for a school council proposal will be \$1,000.

All proposals must be approved by the school council through a motion of the school council.

Special consideration will be given to eligible projects from school councils that did not receive funding for 2009-2010

Projects must comply with the regulations, by-laws, policies, and guidelines of the school board and school council. The school principal can provide information in this area.

School councils may develop proposals

- a) individually
- b) with another school council(s) in the same board
- c) with other groups in the school or in the community.

When working in partnership with other groups, each school council is eligible for the maximum amount of \$1,000. Each school council is responsible for its project budget, the successful completion of the project, and the submission of a final report.

School councils must verify and abide by their by-laws, guidelines and policies and those of the school board when applying in a partnership.

Project focus

Each grant application should contain information from the following two parts:

Part 1

The grants are intended to support school-based initiatives to reach parents who face barriers to becoming involved in their child's education or school under the following categories:

- a) Communication – could include translation of documents into ethnic languages, providing parents with information related to curriculum or other school-based initiatives
- b) Geography – reaching parents living in a larger geographic area
- c) Parents New to the System – parents who have a child in school for the first time or have moved into the area
- d) Other types of barriers

Part 2

The grants should focus on initiatives that are designed to inform or engage parents on improving student achievement.

What project costs or activities are NOT eligible?

- Activities that have already taken place
- Payment to staff including salaries, honourariums, gifts

- Purchase of goods & services for which the Ministry provides funding, such as textbooks, library books, manipulatives, school furniture, laptop computers, cameras, projectors, student transportation, etc.
- Student focused activities/purchases including speakers, books, dual-language books, welcome to kindergarten bags, student materials or supplies for home use—e.g. markers, paper, glue, scissors, software, prizes, student agendas, calendars, arts and crafts supplies
- Computer software, voice messaging systems or website maintenance
- Celebrations such as barbecues, fun fairs, volunteer teas, dinners
- Entertainment costs
- School signs
- Refreshments – **exceeding the maximum of 15%** of the total grant application
- Promotion – **exceeding the maximum of 5%** of the approved funding
- Prizes or incentives to parents
- Lessons for parents—French, English as a Second Language, Computer, CPR
- Fridge magnets, recipe books,

Applying for a Grant

The application is to be completed and submitted on-line. It is available at the Ministry website:

http://education.factorial.ca/s_signup.jsp?token=XVtQC1oGZ1pQRhJaXxVRRIZTYq%3D%3D or education@factorial.ca

Information can be saved to allow work on the application at different times.

Make a copy of the completed application for the school council file and provide a copy to the

- Director of Education
- Principal of the school

Please keep your registration email address active for one year for future notifications.

**SUBMIT THE PROPOSAL AND BUDGET NO LATER THAN
June 11, 2010**

Declaration

The Declaration must be signed by both the School Council Chair and the principal. The Declaration, with the appropriate signatures, must be completed and mailed to the Parent Engagement Office by **June 30, 2010**.

**Mailing Address: Ministry of Education
Parent Engagement Office
12th Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2**

Should your proposal be approved, this declaration will become the contract between the school council and the Ministry.

A copy of the proposal **must** be provided to the Director of Education of your district school board in order to ensure that the submission is consistent with board policies and strategies related to parent involvement.

Please be sure to keep a copy of the proposal for your records and provide a copy to the principal.

Final Decision

The grants will be awarded through a provincial review process. There is no appeal process.

Funding and Final Reporting

Project funds must be spent by **June 30, 2011**.

The Report Back form is to be completed online by accessing <http://education.factorial.ca> on or before **August 31, 2011**. When the Report Back Form has been completed, three copies are to be printed:

- one for the school council file
- second copy for the principal's file
- third copy to be submitted together with receipts to the school board.