



AVON MAITLAND DISTRICT SCHOOL BOARD
Parents Reaching Out (PRO) Grants for School Councils
Grant Year 2019-2020 Application Package

Applications due no later than Friday November 22, 2019

Project Guidelines

A school can only submit **one** application for the 2019-2020 PRO Grant Cycle.

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

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

School councils may develop applications:

- Individually, or
- With another school council(s) in the same district school board.

When working in partnership with other school councils, each school council is eligible for the maximum amount of \$1,000. Each school council is responsible for submitting its own application. If approved, the school council is also responsible for the successful completion of the project and the submission of a Final Report to the school board.

Project Focus

Projects must focus on informing or engaging parents in support of improved student achievement, human rights and equity, and well-being. The grants are intended to support projects that help identify and remove individual and systemic barriers to parent engagement that may prevent some parents from fully participating in their children's learning.

Projects may address the following barriers:

- Communication – may include translation of documents into multiple/other languages, providing parents with information related to curriculum or other school-based initiatives.
- Geography – reaching parents living in a larger or remote geographic area.
- Parents New to the System – parents who have a child in school for the first time, have recently moved into the area, or have recently arrived as newcomers to Ontario.
- Overcoming Local Barriers – identifying local barriers to parent engagement and finding local solutions to support more parents to get involved (e.g., socio-economic, childcare, transportation, language, etc.).
- Other types of barriers to parent engagement.

Program Guidelines

The funds provided will be used for projects that increase parent engagement.

- Funding must be spent within the 2019-20 school year by June 30, 2020
- Projects must be completed within the 2019-20 school year by May 31, 2020

The Parent Reaching Out Grant Committee will work with the Parent Involvement Committee to evaluate the projects that are submitted for approval, and the corresponding funding amounts for each project. Projects must demonstrate a commitment to respecting the role of parents in students' educational experiences by working with parents or seeking parent input on how schools can:

- Provide a safe and welcoming school environment;
- Maintain open communication with teachers;
- Respect parents as valued partners within the education system in relation to decisions about their child's education; and,
- Ensure parents are informed about the content of the Ontario Curriculum Guidelines.

Projects may focus on engaging parents in a wide range of topics such as Science Technology Engineering Math (STEM), online safety or mental wellness.

Special Considerations

Special consideration will be given to eligible projects from school councils that:

- Support and engage parents who have not been previously active in the school community, parents from racially or ethnically diverse communities, or hard-to-reach Parents; and/or
- Support the engagement of parents from Indigenous communities; and/or
- Promote increased access to and awareness of math strategies and resources for parents to support their children's learning at home and at school; and/or
- Promote the value of postsecondary education (apprenticeship, college, or university) by providing parents with information on postsecondary education pathways, possibilities, and supports for their children.

Outputs

Project outputs must align with the project guidelines. Outputs may include, but are not limited to:

- Parent workshops
- Parent information sessions with guest speakers
- Parent resources

Outcomes

- Parents have increased awareness of school activities and initiatives
- Parents are more involved in their local school environment and child's education
- Parents feel like valued partners in the education system
- Parents have increased confidence in public education

Ineligible Project Costs or Activities include but are not limited to the following:

- Activities that have already taken place, or are scheduled to take place prior to November 30, 2019
- Payment to school board staff or volunteers, including salaries, honoraria, gifts
- Purchase of goods and services for which the ministry currently provides funding (e.g., textbooks, library books, school furniture, computers, cameras, projectors, student transportation)
- Activities, resources, or speakers for students
- Capital items such as televisions, sports equipment, shelving

- Portable/handheld devices such as tablets or laptops, unless devices are to be used as part of a parent lending library and the cost **does not exceed 50%** of the approved funding
- Computer software or applications, online subscriptions, voice messaging systems, website maintenance
- Entertainment activities such as barbecues, fun fairs, volunteer teas, dinners, movies nights, dances, concerts, and performances
- Field trips
- School signs, announcement boards/screens
- Landscaping or creation/equipping of outdoor classrooms
- Refreshments **exceeding 10%** of the approved funding
- Advertising and promotion costs **exceeding 10%** of the approved funding
- Prizes or incentives to parents and/or students
- Lessons for parents (e.g., French, English as a Second Language, computer, CPR)
- Fundraising events

Central administration expenses of transfer payment recipients, such as those listed below, must not exceed 10% of the “Maximum Project Funds” amount or \$25,000, whichever is the lesser amount:

- Office supplies
- Copying and Printing
- Postage
- Local telephone costs
- Internet and wireless communication
- Dues, Fees and Licences (e.g. professional membership dues, membership fees, permit and licence fees)
- Legal Fees
- Accounting Fee
- Audit Fee
- Insurance
- Bank charges and interest

Application

The application is to be submitted no later than **Friday November 22, 2019** to:

Lindsey Martchenko

Administrative Assistant to the Director’s Office

lindsey.martchenko@ed.amdsb.ca

Please ensure that your application is consistent with all of the Avon Maitland District School Board’s strategies and policies. The submission of an application is a legal declaration that both the school council chair and the school principal have authorized the submission of the application.

Final Decision

All decisions are final and there is no appeal process. Applicants will be notified directly by email about the result of their application.

Project Timeline

If an application is approved, the school council is responsible for carrying out the project as outlined in the application.

The project must be completed by May 31, 2020. Any funds not spent by June 30, 2020 must be returned to the district school board

Performance Measures

Performance measures, which will be outlined in your school's Final Report, include:

- Number of projects/events
- Number of School Councils, Parent Involvement Committees, Special Education Advisory Committees, Indigenous Education Advisory Councils, or other parent groups involved
- Amount of funds spent on each event/project
- Number of parents that attended each event
- Data on parent satisfaction:
 - Number and/or percentage of parents who have increased awareness of school activities
 - Number and/or percentage of parents who felt more comfortable in the school environment
 - Number and/or percentage of parents who learned new skills that will be beneficial for their child's achievement as a result of the project/event

Final Report

A Final Report is to be submitted to Erin Moore (Finance Manager) at erin.moore@ed.amdsb.ca on or before June 30, 2020. School councils are encouraged to submit their Final Report as soon as their project is complete. When the Final Report is completed, a copy will be sent to the school principal.

Terms and Conditions

1. Funding is only available to school councils of publicly funded schools and must only be used for the approved project in accordance with the Project Guidelines. Changes that impact on the nature and/or objectives of the project must be reported to the ministry and the school board. Funding may not be used for ineligible expenses as defined in the Project Guidelines.
2. If the grant does not cover the entire cost of the project, the school or school board is responsible for funding the balance from other sources. The ministry will not be responsible for any cost overruns for the project.
3. The implementation and completion of the project is the responsibility of the school council receiving the grant.
4. The school council will acknowledge the ministry's contribution on press releases, printed materials, conference/workshop and other materials.
5. The school council shall provide, upon request by an official of the ministry, school board or Provincial auditor, all documents and information related to the school council's participation in this program, and access to the premises where the project is being carried out, in accordance with school board policy.
6. If actual project costs are less than anticipated or, for any other reason, the full amount of the ministry funding is not used for approved eligible expenditures, any unused balance of funding will be a debt due and owing to the ministry, and the recipient shall pay or return the amount to the ministry immediately, unless the ministry directs otherwise.
7. Upon default of any of these Terms and Conditions by the school council, the ministry, at its sole discretion, may recover or redirect the funds advanced.
8. Subject to the *Freedom of Information and Protection of Privacy Act*, and the *Municipal Freedom of Information and Privacy Act*, all information pertaining to this grant is public information and may be released to third parties upon request.
9. The school board and its partners shall comply with all applicable federal, provincial, municipal laws, statutes, regulations, rules, ordinances and orders in respect of the performance of these Terms and Conditions.
10. The recipient must abide by the Provincial Code of Conduct and uphold respect, civility and responsible citizenship as it collaborates with all individuals involved in the publicly funded education system.

Application Form

By submitting this application package, it is declared that both the school council chair and the school principal have read this proposal and will comply with the 2019-2020 Project Guidelines and Terms and Conditions.

It is further declared that the proposal adheres to the by-laws of the school council and the requirements, regulations, guidelines and policies of the Avon Maitland District School Board with respect to school councils.

It is also understood that the Ministry may disclose details of the application either upon request or through information provided through the Ministry.

Upon submission, you will receive an email confirming that your application has been received.

I have read the above declaration statement, and I agree.

Submitted date:

Submitted by (School Council Chair or designate):

Signatures

School Council Chair:

Principal:

School:

Name of Project:

Principal:

Email:

School Council Chair:

Email:

Indicate the barriers to parent engagement being addressed by your project.

Select up to three statements that best describe how your project will engage parents.

Describe how your project will be aligned with one, or more, of the following:

- provide a safe and welcoming school environment;
- maintain open communication with teachers;
- respect parents as valued partners within the education system in relation to decisions about their child's education; and,
- parents are informed about the content of the Ontario Curriculum Guidelines

Project Details

What will be done?

Why do you want to organize this project?

How does this enhance parent engagement in support of improved student achievement, human rights and equity, and well-being?

Who will lead the project?

How will it be done?**When will it be done?****How will you evaluate your project?****Budget Details**

| Category | Description | Estimated Cost |
|--|--------------------|-----------------------|
| Facilitator/Speaker – travelling expenses and/or fees | | |
| Refreshments | | |
| Translation | | |
| Materials (printing, workshop resources, etc) | | |
| Promotion/advertising | | |
| Childcare | | |
| Parent lending library materials | | |
| Administrative costs | | |
| Other project costs (<i>please specify</i>) | | |
| Total Funds Requested | | |