



AVON MAITLAND DISTRICT SCHOOL BOARD
Parents Reaching Out (PRO) Grants for School Councils
Grant Year 2021-2022

Project Guidelines

A school can only submit **one** application for the 2021-2022 PRO Grant Cycle.

Deadline to apply is **Friday November 12, 2021**.

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.

If working with another school council in the district, only one application is required to be submitted with the lead council listed and both principal's signatures.

Project Eligibility Criteria:

- Project is initiated by parents through communication with the PIC, a school council or other parent groups in the community
- Project demonstrates parent input on how schools can improve in at least one of the following areas:
 - Addressing social inclusion and racism specifically anti-Asian, anti-Black, and anti-Indigenous racism and other prejudices toward racialized and marginalized groups
 - Creating a safe and welcoming environment
 - Demonstrating respect for parents as valued partners within the education system regarding decisions about their child's education
 - Enhancing communication with teachers
 - Informing parents about the expectations of the Ontario Curriculum and supporting resources.

Project Guidelines:

- School boards/school authorities are required to work with their respective PICs and school council to identify, approve and deliver the projects.
- Boards, through their PICs, are encouraged to work with their Indigenous Advisory Council (IAC), Special Education Advisory Committee (SEAC), board's Equity and Access body, school councils, and community organizations.
- Projects support the diversity of parent needs and parent communities at the local level through an equity and inclusion lens.

Project Activities:

- Activities will support school council initiatives or initiatives in partnership with community organizations.
- Activities will identify and address local barriers to parent engagement and may include but are not limited to:
 - Development of parent resources (e.g. leadership resource for parents, resources addressing well-being, mental health, and anti-racism for students and families, etc.)

- Delivery of parent information sessions (e.g. how to support children and families at home, how to understand curriculum, etc.)
- Delivery of parent engagement sessions (e.g. parent networking sessions)
- Innovative activities that enable enhanced and diversified parent engagement.

Outcomes:

- Parents have increased awareness of school activities and initiatives
- Parents have improved experiences of a welcoming school where parents’ perspectives are encouraged, valued and heard
- Parents are more involved in their local school environment and child’s education
- Parents experience fewer barriers to participation in their child’s learning
- Parents feel like valued partners in the education system
- Parents have increased confidence in public education
- Parents understand how to address local needs and systemic barriers in the school community
- Parents are connected with each other and with members of their community
- Parents are provided with the knowledge, skills and tools they need to support their child’s learning at home and at school
- Racialized parents are aware of and supported to take on leadership opportunities in their school and board community

Performance Measures:

Performance measures, as outlined in the Final Report, include:

- Improved relationship between school board, PIC and school councils in making project funding decisions
- Increased consultation with PIC and additional parent groups such as SEAC, IEC, school councils, community groups, board’s equity body)
- Increase parent participation in initiatives and projects
- Increased promotion of diversity, equity and inclusion at local level
- Evidence of parent involvement in leadership roles, reporting and decision making

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

- Activities that took place prior to September 2021
- Payment to school board staff or volunteers, including salaries, honoraria, gifts
- Refreshments exceeding 10% of the approved funding
- 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 completed **by Friday November 12, 2021** and submitted to:

Ashley Underhill
Executive Assistant – Director's Office
ashley.underhill@ed.amdsb.ca

Please ensure that your application is consistent with all your 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 and Final Reporting

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 June 30, 2021. Any funds not spent by June 30, 2021 must be returned to the board.

A final report is to be submitted to the board on or before June 30, 2021. School councils are encouraged to submit their final report as soon as their project is complete. The template for the final report will be forwarded when received from the Ministry.



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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 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 board.
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 returned to the board by the school.
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.



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Application Form
Deadline: Friday November 12, 2021

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:

- Addressing social inclusion and racism specifically anti-Asian, anti-Black, and anti-Indigenous racism and other prejudices toward racialized and marginalized groups
- Creating a safe and welcoming environment
- Demonstrating respect for parents as valued partners within the education system regarding decisions about their child's education
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- Informing parents about the expectations of the Ontario Curriculum and supporting resources.

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		

By submitting this application form, it is declared that both the school council chair and the school principal have read this proposal and will comply with the 2021-2022 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 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:

Signature:

**Please submit your completed application
to: Ashley Underhill
Executive Assistant, Director's Office
ashley.underhill@ed.amdsb.ca**