

**Parents Reaching Out (PRO) Grants
Regional/Provincial Projects
Proposal Kit**

Proposal Kit

Parents play a vital role in the development and education of their children and in the success of schools. Parent involvement include a variety of activities ranging from good parenting, helping with homework, serving on school councils and school board or provincial committees, communicating and meeting with teachers, and volunteering in the classroom or on school trips (*Ontario Parent Involvement Policy*, December 1, 2005).

The Ministry of Education makes grants available for regional and provincial projects aimed at enhancing parent involvement. Projects must fall in at least one of the following categories: 1) contributing to student success; 2) creating a culture in which parents are partners; 3) ensuring schools and school boards are welcoming for parents and/or; 4) providing parent training and skill- building.

The Ministry recognizes that strategies to enhance parent involvement may vary from region to region to meet the needs of specific groups of students, parents and/or communities. It is hoped that the funds provided by the Ministry will help meet these needs.

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Section A: General Information

1. Objective of grant program

The objective of this grant program is to support projects that will enhance parent involvement in specific regions or at the provincial level. Projects must be led by parents or carried out in partnership with a parent group. Recipients of the grant are expected to share lessons learned so that their project may be beneficial to other parents in other regions.

2. Who can apply for funding?

Priority will be given to parent-led projects. The following types of organizations are eligible for funding as long as they partner with parents if they are not parent-run themselves:

- Non-profit organizations operating in the province of Ontario
- Volunteer sector organizations such as parent associations operating in the province of Ontario
- School boards and school authorities operating in Ontario
- Ontario post-secondary institutions

3. What types of projects are eligible for funding?

The project's primary objective should be to enhance parent involvement in a particular region of Ontario or in the province as a whole. Regional projects must present potential for use in another region.

Applicants are encouraged to be creative and collaborative in developing their projects. Activities must fall under at least one of the following areas to be eligible:

1) Student Success

Projects that provide information, ideas and activities to families about how to help students learn and succeed at school. Examples of projects might include but are not limited to:

- Activities that will assist parents in helping their children with homework or other curriculum-related activities;
- Providing information and tools for parents who want to support their children in making decisions and planning for the future (for

example, transitions from kindergarten to grade 1 or from elementary school to secondary school, career choices, etc.).

2) Parents as Partners

Projects that contribute to building a culture in which everyone knows and understands that parents are important partners in education. Examples might include but are not limited to:

- School council training
- Training of teachers, principals and school staff on benefits of and strategies for parent engagement
- Action research projects that offer parents and other stakeholders (e.g., teachers or high-school students) an opportunity to work together with academic researchers to find solutions to an education-related issue

3) Welcoming School Board and School Environment for Parents

Projects that contribute to creating school boards and school environments where diverse parents feel welcomed and included. Projects might consist of but are not limited to:

- Development or translation of materials in multiple languages to keep newcomers informed about what happens at school
- Workshops for board and school staff on how to remove barriers for parents
- Tools for school staff to assist them with volunteer recruitment and recognition

4) Parent Training and Skill-Building

Projects that strengthen parents' ability to participate fully in the education of their children. Projects might include but are not limited to:

- Parenting workshops (as workshop series or as part of a conference)
- Training workshops for school volunteers
- Training for developing parent leaders (e.g., in specific ethno-cultural communities)

4. What project costs or activities are NOT eligible?

- Activities that have already taken place
- Permanent staff salaries

- Purchase of goods and services for which the Ministry of Education currently provides funding
- On-going operational costs
- Capital costs
- Travel outside Ontario
- Debts or financial losses that result from a project

5. What is the maximum grant available?

The maximum grant is \$50,000. There is no minimum grant.

6. What should be the duration of the project?

Projects should be completed by June 30, 2007. Please note that this does not stop applicants from developing projects that would run over longer periods of time but the Ministry of Education will only commit to funding a project over a specific time period leading to specific results.

Section B: How to Apply for Funding

- a. Please contact the Parent Engagement Office if you need information or if you are in doubt as to whether your project idea is eligible.

Email: parent.participation@ontario.ca

Tel.: 416-314-0426

Toll free: 1-800-361-6483

FAX: 416.326.6938

- b. Complete the five proposal components included in section E: Application Form, Project Summary, detailed Project Description, Budget Information and Terms and Conditions.
- c. Ensure the Terms and Conditions are signed by someone with signing authority in your organization.
- d. Submit a hard copy of the proposal, budget, and the Terms and Conditions as early as possible but **no later than December 15, 2006** to:

Parent Engagement Office

Field Services Branch

Ministry of Education

15th floor, Mowat Block

900 Bay Street

Toronto ON M7A 1L2

Section C: How Will Grants Be Awarded?

- The proposals will be evaluated based on the following criteria:
 - Projects are aimed at enhancing parent involvement;
 - Projects are led by parents or carried out in partnership with a parent group;
 - Projects support parent involvement at the provincial level or in a specific region with the potential to be adapted to other regions;
 - Applicants have demonstrated how their project will contribute to student success, school culture change, a welcoming school environment for parents and/or parent training and skill-building;
 - Projects have potential to reach a significant number of parents;
 - Projects address a demonstrated need;
 - Projects include clear expected results;
 - A plan is in place for evaluating the project and its results.

- Proposals will be reviewed on an on-going basis, and in the order in which they are received, up until December 15, 2006. Grants will be awarded based on the above criteria and the availability of funds. Applicants are encouraged to apply as early as possible.

Section D: What Happens Next?

1. When a proposal is approved
 - Successful applicants will be asked to sign a contract before receiving the funding. The recipients will be subject to the terms and conditions outlined in the application package.

2. Reporting requirements
 - Successful applicants will receive funding in two payments: a first payment after signature of the contract and a second after completion of a short progress report due no later than March 1st, 2007. The progress report template will be included in the contract. Modifications to reporting dates and payment schedule may be negotiated with the successful applicants based on milestone dates for the individual projects.
 - Final reports are due to the Ministry of Education by June 30, 2007.
 - A template for the final report is provided in Section F.

Section E: Your Project Proposal

APPLICATION FORM

APPLICANT INFORMATION	
Name of applicant:	
Name of organization:	
Position of applicant in organization	
Address:	
Postal code:	Telephone:
E-mail:	
PARTNERS (OPTIONAL)	
Organization:	
Contact person:	
Address:	
Postal code:	Telephone
Organization:	
Contact person:	
Address:	
Postal code:	Telephone:
GRANT DETAILS	
Project Name:	
Amount Requested	\$ Duration: <input type="checkbox"/> months
Stream (Check all that applies): <input type="checkbox"/> School success <input type="checkbox"/> Parents as partners <input type="checkbox"/> Welcoming school board and school inclusive environment for parents. <input type="checkbox"/> Parent training and/or skill-building	
Geographic Location of Project:	

PROJECT SUMMARY
(Maximum 150 words)

Project Title:

Goals and Objectives:

Approach:

Expected Results:

PROJECT DESCRIPTION

In four pages or less, please provide a concise description of your project, making sure to answer the following questions:

- 1) What are the goal(s) and objectives of your project?
- 2) Why is this project important? Who will benefit from this project and how? What are the regional and/or provincial implications of your project?
- 3) How does your project relate to one of the four project areas?
- 4) How are you going to meet your goal(s) and objectives? Please describe **what** you will do, **when** you will do it, and **who** will do it. If you are planning an event, please provide a draft agenda as an appendix.
- 5) How will you know if you meet your goal? Please describe how you will evaluate the success of your project.
- 6) Who has worked with you to identify the need for this project and write the proposal?

BUDGET INFORMATION

Total Project Cost: \$

Funding Requested from Parent Involvement Regional/Provincial Grant: \$

Itemized Project Budget (attach separate sheet if necessary)

Item	Amount
Total:	

List other sources and amounts of funding for this project (confirmed/potential).

Source	Amount
1.	
2.	
3.	
Total:	

Will this project proceed if Parent Involvement Regional/Provincial funding is not available? Please explain below.

Yes

No

Other comments:

TERMS AND CONDITIONS

- 1) Funding provided must only be used for the approved project in accordance with the proposed budget. Changes that impact on the nature and/or objectives of the project must be reported to the Ministry. Funding may not be used for ineligible expenses as defined in the Program Guidelines.
- 2) If the grant does not cover the entire cost of the project, the organization is responsible for raising the balance of funding from other sources. The Ministry will not be responsible for any cost overruns for the project.
- 3) The implementation of the project is the responsibility of the grant recipient.
- 4) The recipient will acknowledge the Ministry's contribution on press releases, printed materials, conference/workshop and other materials.
- 5) The recipient shall provide, upon request by an official of the Ministry or Provincial Auditor, all documents and information related to the organization's participation in this program, and access to the premises where the program is being carried out.
- 6) Funding will be granted on a one-time basis only; applicants are required to apply annually. Applicants with outstanding project reports from previous year(s) will not be considered for funding.
- 7) The recipient is to complete and submit a final project report with its Grant and Expense Report to the Ministry, together with original invoices and expenditure records. As government-funded projects are subject to audit, these records must be retained for seven (7) years by the recipient.
- 8) 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 owing to the Ministry. The Ministry reserves the right to redirect the funds.
- 9) Upon default of any of these Terms and Conditions by the recipient, the Ministry, at its sole discretion, may recover or redirect the funds advanced.
- 10) 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.
- 11) The recipient 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.
- 12) The Recipient hereby agrees to put in effect and maintain for the duration of the contract, at its own cost and expense, with Insurers acceptable to the Ministry, all the necessary and appropriate insurance for a prudent operator of this type, and including at least the following: comprehensive general liability insurance to an inclusive limit of not less than \$2,000,000.00 per occurrence on property damage, bodily injury and personal injury and including the following policy

endorsements: Her Majesty the Queen in right of Ontario as additional insured; cross-liability; and 30 day written notice of cancellation.

- 13) The Recipient will provide the Ministry prior to commencement of this contract, with valid Certificates of Insurance (and a renewal or replacement as may be necessary), referencing this contract, confirming the above requirements and states any pertinent exclusions as applicable, contained by the policy(ies).
- 14) By signing the 2006/07 Proposal Form, the organization agrees to abide by the 2006-07 Program Guidelines and 2006/07 Terms and Conditions.

DECLARATION I declare that by signing this proposal that I have read the proposal and will comply with the 2006/07 Program Guidelines and 2006/07 Terms and Conditions.
Organization Executive-Director or President's Printed Name & Signature
Organization
Telephone Number
Date

HOW MANY PROJECTS IS YOUR ORGANIZATION PROPOSING? _____

IF YOU ARE SUBMITTING **MORE THAN ONE PROPOSAL**, PLEASE GIVE **THIS PROPOSAL** A NUMBER BASED ON PRIORITY OF FUNDING: _____

(Write 1 if it is your first choice, 2 if it is your second choice, etc.)

Section F: Reporting Template

PROJECT REPORT

RECIPIENT INFORMATION	
Name of person completing this report:	
Name of organization:	
Position of person completing this report:	
Address:	
Postal code:	Telephone:
E-mail:	
PARTNERS (OPTIONAL)	
Organization:	
Contact person:	
Address:	
Postal code:	Telephone:
Organization	
Contact person:	
Address:	
Postal code:	Telephone:
GRANT DETAILS	
Project Name:	
Amount Received	\$ _____
Duration:	<input type="checkbox"/> months
Stream (Check all that applies): <input type="checkbox"/> School success <input type="checkbox"/> Parents as partners <input type="checkbox"/> Welcoming school board and school inclusive environment for parents. <input type="checkbox"/> Parent training and/or skill-building	
Geographic Location of Project:	

PROJECT REPORT
(5 pages maximum)

By asking you to complete this report, part of our intention is to gain information on how parent involvement can be better supported. We recognize the challenges that can come up in this kind of work. Therefore, in addition to asking you to summarize your activities and outcomes, we are interested in what you have learned through the process.

1. Please describe the activities that the parent involvement funding enabled you to carry out.
2. Please describe a) how the project activities contributed to enhancing parent involvement in the province or region; b) who benefited from the project; and; c) the extent to which you have achieved your expected results.
3. Please check the outcomes to which this funding contributed:
 - School success
 - Creating a culture where parents are partners
 - Welcoming school board and school inclusive environment for parents.
 - Parent training and/or skill-building
4. Has this project made parent involvement stronger in your region or in the province? How do you know? Please describe how you evaluated the success of your project.
5. What challenges did you face as you carried out your activities and how did you approach them? What were the main lessons learned?

GRANT & EXPENSE REPORT TEMPLATE

Your revenue / other sources of funding

Indicate sources of revenue	Cash
Source #1: Parent Involvement Funding (Regional/Provincial Grant)	
Source #2:	
Source #3:	
Source #4:	
Total	

Expenses Item	Details	Total cost for each item	How much of this grant was allocated to this item?	How much of the grant was spent on each item?	How much of the grant remains unspent for each item?
Communication and publicity					
Travel costs					
Professional fees or contractors (e.g. workshop facilitator)					
Materials					
Other Project Costs (e.g. printing, facilities, etc.)					
Total					

DECLARATION

I declare that above expenses are accurate and fairly stated.

Organization's Executive Director or President's Printed Name & Position

Organization's Executive Director or President's Signature