

**Parents Reaching Out (PRO) Grants
School Grant Proposal Kit**

Parents Reaching Out (PRO) Grant - School Grant Proposal Kit

Parent involvement in the support of student learning and success includes a range of activities 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 to school councils, through school boards, to support school-based initiatives which enhance the participation of parents who face barriers to involvement for reasons such as language, recent immigration, financial hardship, physical challenges, newness to the system, geography, and school size.

School councils are encouraged to seek opportunities to develop proposals in partnership with other groups active in the school and in the community. School councils are responsible for project budgets, and successful completion of projects, and they are accountable to school boards for disbursement of the funds received.

The Ministry recognizes that schools within and across Ontario have diverse needs. Strategies to enhance parent involvement will vary from school to school and sometimes even within a single school. It is hoped that the funds provided by the Ministry will help meet these needs.

Section A: Project Guidelines

1. Objective
2. Who can apply for funding?
3. What types of projects may be funded?
4. Steps to follow when applying for funding
5. What project costs may be ineligible?
6. How will grants be awarded?

Section B: Your Project Proposal

1. Applicant Information
2. Project Information
3. Budget Information

Section C: Terms and Conditions

Section D: Reporting Template

Section A: Project Guidelines

1. Objective:

- To enhance the participation of all parents who face barriers to involvement in their children's education for reasons such as settlement to Canada, level of language proficiency in English/French, socio-economic issues, physical challenges, transportation, geography or school size.

This list is not meant to be exhaustive; there may be other barriers. You may describe these barriers in your application.

2. Who can apply for funding?

- School councils may apply alone or in partnership with parents and community groups.
- School councils may also apply jointly with other school councils in the same school board.

Keep in mind:

- When working in partnership with other groups, school councils are responsible for project budgets and successful completion of projects.
- All proposals must be approved by the school council. A text of the approval motion must be attached to the proposal.
- School councils must verify and abide by their by-laws, guidelines and policies and those of their school board to determine appropriate partnerships.

3. What types of projects may be funded?

- School councils and their partners are encouraged to be creative and inclusive in their projects. Some project ideas are listed in Appendix A.

4. Steps to follow when applying for funding:

1. Consider inviting community and parent groups to a meeting to discuss the funding opportunity and develop project ideas.
2. Choose and design project(s). Ensure each project complies with the regulations, by-laws, policies, and guidelines of your school board and school council (Note: the school principal can provide information in this area).

3. At a school council meeting, pass a motion approving each proposal.
4. Attach the approval motion to your proposal.
5. List proposals in order of priority if submitting more than one (that is, if not all proposals can be funded, which one would be the one you would choose to be funded first? Second? Third?).

For each proposal:

1. Fill out the proposal and proposed budget form (5 pages).
2. Ensure the Terms and Conditions are signed by someone with signing authority (such as a school council chair or co-applicant organization's chair).
3. Submit the proposal, budget, approval motion and the Terms and Conditions no later than **November 21, 2006** to:

Parent Engagement Office
c/o PRO Grants for Schools Project
Ministry of Education
900 Bay Street
Mowat Block, 15th Floor
Toronto, Ontario M7A 1L2

4. Provide a copy of the proposal and signed Terms and Conditions to your school board, care of the Director of Education. The purpose of this copy is to inform the school board and its parent involvement committee of your proposal, and to confirm that submissions are in line with board policies and strategies related to parent involvement.

5. Contact us if you need help:

Jerry Sundercock, School Council Grant Coordinator
1-800-387-5514, extension 804
jerry.sundercock@ontario.ca

5. What project costs may be ineligible?

- Funds cannot be used for staff salaries or to purchase goods for which the Ministry of Education currently provides funding (for example, textbooks). School councils are encouraged to consult their by-laws, guidelines and policies and those of their school board to determine appropriate expenses.

6. How will grants be awarded?

- The grants will be awarded through a provincial review process. There is no maximum amount that may be allocated to individual proposals. Grant

amounts will be determined based on funds available, number of grant application and equity of distribution.

If your school council submits more than one project proposal, please number the proposals in order of priority. The proposal you choose as your first choice will be considered before your second choice, etc.

Section B: Your Project Proposal

Deadline for submission is November 21, 2006

APPLICANT INFORMATION

NAME OF SCHOOL	
NAME OF SCHOOL BOARD	
NAME OF SCHOOL COUNCIL CHAIR	
NAME OF SCHOOL PRINCIPAL	
ADDRESS	
POSTAL CODE	TELEPHONE
E-MAIL	

PARTNERS (OPTIONAL)

Please provide the following information for each of your partner groups if you have any.

ORGANIZATION	
CONTACT PERSON	
ADDRESS	
POSTAL CODE	TELEPHONE

ORGANIZATION	
CONTACT PERSON	
ADDRESS	
POSTAL CODE	TELEPHONE

PROJECT INFORMATION

Please fill-in the information below. You may attach a separate piece of paper if you need it.

A. NAME OF PROJECT _____

B. WHAT IS THE GOAL OF YOUR PROJECT? _____

C. WHY IS THIS PROJECT IMPORTANT?

Please describe who this project will benefit and how they will benefit.

D. THIS PROJECT WILL ENABLE THE SCHOOL TO:

(Check as many as apply and write a sentence to explain your choice)

Help parents support their childrens' learning.

Contribute to creating a welcoming and inclusive environment for parents.

Bring in more parents from diverse communities.

Improve communication with parents.

Other

E. HOW ARE YOU GOING TO MEET YOUR GOAL?

Please describe **what** you will do, **when** you will do it, and **who** will do it.

F. HOW WILL YOU KNOW IF YOU MEET YOUR GOAL?

Please describe how you will measure the success of your project.

G. WITH WHOM DID YOU CONSULT ABOUT THE GRANT PROGRAM?

H. HOW MANY PROJECTS IS YOUR SCHOOL COUNCIL 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.)

BUDGET INFORMATION

Please list all the items you expect to pay for and what you estimate each one will cost.

<u>ITEM</u>	<u>AMOUNT</u>
For example: 100 photocopies	\$10.00
	TOTAL:

OTHER COMMENTS ABOUT THE BUDGET (OPTIONAL):

Section C: 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 and the school board. 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 and the school board will not be responsible for any cost overruns for the project.
- 3) The implementation 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 program is being carried out, in accordance with school board policy.
- 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 project must be completed and the funds expended by June 30, 2007. The school council is to complete and submit the project report with its Grant and Expense Report to its School Board by July 31, 2007, 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 school board, in accordance with school board policy. The school board will sign off and submit the project report with its Grant and Expense Report to the Ministry by August 31, 2007
- 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 within the board.
- 9) 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.
- 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 school council 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) By signing the 2006/07 Proposal Form, the organization agrees to abide by the 2006-07 Program Guidelines and 2006/07 Terms and Conditions.

FUNDING AND FINAL REPORT REQUIREMENTS

- Project funding must be spent by June 30, 2007.
- Final reports are due to the Ministry of Education by August 31, 2007.

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. I further declare that it adheres to the by-laws of the school council and to the requirements of the regulations, guidelines, and policies of the school board with respect to school councils.
School Council Chair's Printed Name & Signature
Organization (School Council)
Telephone Number
Date

DECLARATION I declare that I have seen this proposal and it adheres to the guidelines, policies, and by-laws of the school and school board.
School Principal's Printed Name & Signature
Telephone Number
Date
Comments: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Section D: Reporting Template

Deadline for the submission of the report to your school board is July 31, 2006

PARTICIPANT INFORMATION

NAME OF SCHOOL	
NAME OF SCHOOL BOARD	
NAME OF SCHOOL COUNCIL CHAIR	
NAME OF SCHOOL PRINCIPAL	
ADDRESS	
POSTAL CODE	TELEPHONE
E-MAIL	

PARTNERS (If applicable)

Please provide the following information for each of your partner groups if you have any.

ORGANIZATION	
CONTACT PERSON	
ADDRESS	
POSTAL CODE	TELEPHONE

ORGANIZATION	
CONTACT PERSON	
ADDRESS	
POSTAL CODE	TELEPHONE

PROJECT INFORMATION

A. NAME OF PROJECT _____

B. WHAT WAS THE GOAL OF YOUR PROJECT? _____

C. DID YOU ACHIEVE YOUR GOAL? EXPLAIN. _____

D. WHO DID THIS PROJECT BENEFIT? HOW?

Please describe **who** benefited from this project and **how** they benefited.

E. THIS PROJECT ENABLED THE SCHOOL TO:

(Check as many as apply and write a sentence to explain your choice)

Help parents support their childrens' learning.

Contribute to creating a welcoming and inclusive environment for parents.

Bring in more parents from diverse communities.

Improve communications with parents.

Other

F. HAS THIS PROJECT MADE PARENT INVOLVEMENT STRONGER? HOW DO YOU KNOW?

Please describe how you measured the success of your project.

G. WHAT CHALLENGES ARE YOU STILL FACING WITH PARENT INVOLVEMENT?

Section D: Reporting Template

GRANT & EXPENSE REPORT TEMPLATE

Please list all the items you paid for and what each one cost.

<u>ITEM</u>	<u>AMOUNT</u>
For example: 100 photocopies	\$10.00
	TOTAL:

DECLARATION I declare that above expenses are accurate and fairly stated.
School Council Chair's Printed Name & Signature
School Principal's Printed Name & Signature

Authorized School Board Officer's Printed Name & Signature
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Appendix A: **Project ideas and research-based strategies for engaging parents**

Some ideas for parent engagement projects are listed below along with research-based strategies for engaging families (Epstein, 1995). There are many other projects that can be developed, and school councils and their partners are encouraged to be original and innovative in their proposals.

Communicating

Design and enhance effective forms of school-to-home and home-to-school communications about school programs and children's progress.

- Publish newsletters in multiple languages (invite parents to contribute)
- Translate or adapt materials for parents

Learning at Home

Provide information, ideas and activities to families about how to help students at home with homework and other curriculum-related activities, decisions, and planning.

- Create activities that will assist parents in helping their children at home
- Develop workshops to help parents support students through new experiences (for example, kindergarten, grade 1, middle school, high school, after graduation)

Building Parenting Skills

Help all families build parenting skills and support children through their years as students.

- Set up parent resource rooms
- Host workshops (offer child care during events for parents of younger children)

Volunteering

Recruit and organize parent help and support.

- Hold training workshops for school volunteers
- Plan events to thank volunteers

Participating in Decision Making

Develop parent leaders and establish conditions for collaboration.

- Provide training for leaders in specific parent communities
- Create opportunities for parents, teachers and students to partner in a project (for example, learning together, community improvement)

Collaborating with Community

Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning and development.

- Work with recognized community groups to organize events that will appeal to families
- Hold meetings, events or workshops in cultural or community centres

For an additional selection of project ideas, please visit the Ministry of Education website at: <http://www.edu.gov.on.ca/eng/parents/getinvolved.html>

