



- Since 2006, the government has awarded almost 5,500 grants to school councils and over 200 regional grants... A total investment of \$10. million to date.
- In 2009-2010 over 1,600 projects totaling nearly \$2.3 million were approved.
- 2,026 school council applications were received and over 1,579 projects were approved, totaling \$1.29million.
- Approximately 133 regional/provincial applications were received and over 59 of them were approved for a total of almost \$1 million.
- **For project ideas, refer to the Ministry website <http://www.edu.gov.on.ca/eng/parents/reaching.html> and go to the bottom of the page to click on the links for school council and regional/provincial**

ACCESSING THE APPLICATION

- Announcement of the Grants – May 6, 2010
- Information is available on
<http://www.edu.gov.on.ca/eng/parents/schools.html>
<http://www.edu.gov.on.ca/eng/parents/regional.html>
- Link from the ministry website
<http://www.news.ontario.ca/edu/en/2009/05/engaging-parents-in-their-childrens-education.html>

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Application due date is June 11, 2010 at 12:00 midnight. All applications, submitted by school councils, must be approved by a motion by the school council. Please note that applicants should obtain the login and password several days prior to the due date as there will be insufficient time on the due date to obtain and complete the application.

Two Types of PRO Grants

- School Councils – maximum \$1,000
- Regional/Provincial – maximum \$30,000

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The accompanying slides will explain in greater detail, information about each of the grants and provide information to assist with the completion and submission of the grant application.

SCHOOL COUNCILS GETTING READY!!

- Review the Project Guidelines
- Review the Terms & Conditions
- Download the application, using as a working copy

School councils may submit

- individually
- with another school council(s) in the board

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Information is available on the Ministry website.

Web address is on a previous slide.

<http://www.edu.gov.on.ca/eng/parents/schools.html>

<http://www.edu.gov.on.ca/eng/parents/regional.html>

PARTNERSHIP

School Councils working in partnership

- **The applications can be identical, and the budget will reflect each school council's portion.**
- Each school council is eligible for the maximum amount of \$1,000
- Each school council is responsible for its own application.
- Each school council is responsible for its own project budget, which would be an equitable share of the overall budget for the project

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There may be situations when a family of schools is working on a goal— e.g. improving literacy and numeracy or addressing cyber net safety, and the schools may want to collectively plan a group event to organize a series of workshops, schedule a speaker. If there is a partnership, each school council is required to submit its own application.

PROJECT GUIDELINES – 2010/11

- 1 proposal per school council
- Maximum of \$1,000
- Carefully review non-eligible items
- All proposals must be approved by the school council through a motion
- Special consideration will be given to eligible projects that have not received funding the previous year
- Projects must comply with the regulations, by-laws, policies and guidelines of the school board and school council

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The school council will discuss and determine, with the involvement of the principal, the project. We will discuss the project guidelines in a few moments

TERMS & CONDITIONS 2010/11

- Funding is for the approved project—any changes to project must be reported to the ministry
- Funds must be spent by June 30, 2011
- Implementation of the PRO is the responsibility of the school council

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School council will comply with applicable federal, provincial, municipal laws, statutes or regulations

Information related to the grant is public information

School council will acknowledge the ministry contribution on printed materials or press releases

PROJECT FOCUS

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:

Part 1

- a) Communication – information related to child's curriculum or translation of documents
- b) Geography – reaching parents in a larger geographic area
- c) Parents New to the System – 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 will inform or engage parents on strategies for improving student learning and achievement

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The principle of equity and inclusive education is a key component to remove barriers that some parents may experience and prevent them from fully participating in their child's school. The underlying focus of the grant application is to design a project that will ultimately inform or engage parents in their child's achievement.

Project Goal(s)

Select up to 3 statements that describe the goal of your project:

- Creates a welcoming environment for parents
- Enhances communication between school and parents
- Enhances parent involvement with their child
- Enhances attendance at parent events at the school
- Highlights the school as an important resource for parents in the community
- Provides skill-building opportunities for parents
- Supports student learning at home

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Focussing on the criteria for the engagement of parents, the PRO school council application provides seven statements to possibly describe the goal(s) of the project. Applicants may select up to 3 of the statements.

Projects Supporting Ministry Initiatives

- Aboriginal Education Strategy / First Nation, Métis, and Inuit Education Policy Framework
- Character Development
- English Language Learners
- Environmental Education
- Equity and Inclusive Education
- Healthy Schools
- Safe Schools
- Special Education
- Student Success / Learning to 18
- Other (please specify)

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To assist with the focus of the PRO grant, a list of Ministry initiatives has been included in the application for school councils, and applicants may select all that apply.

NOT ELIGIBLE PROJECT COSTS OR ACTIVITIES

- Activities that have taken place
- Payment to staff
- Purchase of goods & services for which the Ministry provides funding
- Student focused activities/purchases computer software, voice messaging systems or website maintenance
- Celebrations such as BBQs, fun fairs, teas, dinners **or entertainment costs**
- School signs
- **Lessons for parents**

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- Payment to staff including salaries, honourariums, gifts
- Purchase of goods & services for which the Ministry provides funding, such as textbooks, library books, Other examples pertaining to students that are not funded include: textbooks, library books, manipulatives, school furniture, laptop computers, student transportation
- Student focused activities/purchases including speakers for students, books, dual-language books, welcome to kindergarten bags, student materials or supplies for home use—e.g. markers, paper, blue, 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 – not exceeding the maximum of 15% of the total grant application
- Promotion and advertising not exceeding the maximum of 5% of the approved funding
- Prizes or incentives to parents
- Fridge magnets, recipe books
- Lessons for parents—French, English as a Second Language, Computer, CPR, etc.

APPLYING FOR A GRANT

- Application is to be submitted and completed on line
- Obtain login information immediately if you do not have a login
- Share the login information with someone else, in the event that an emergency prevents you from completing the application
- Begin the application immediately, completing all of the compulsory fields and save. Information can be saved to allow work on the application at different times with changes made before the due date

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- Obtain login information immediately after the grant announcement to avoid leaving it to the last minute, prior to the deadline
- The login information will be sent within 30 minutes; however, during peak periods, when many individuals are acquiring a login, it may take longer; therefore, wait one hour before requesting another login. All of the requests are handled in the order in which they were requested and when individuals keep reapplying for a password, the most recent request will have over-ridden their earlier responses received from Factorial **(the on-line service provider)**.
- Increasingly with the sophistication of firewalls, emails from Factorial may go to the applicant's junk mail folder; therefore, please advise individuals applying for a grant to check their junk mail folder
- It is a very good idea to share the login information with another individual on the school council or the principal in case of an emergency; by sharing the information, the alternate can complete and submit the application on time

APPLYING FOR A GRANT

- Applicant is to keep registration email address active for one year for future notifications
- A copy of the application **must be forwarded to the Director of Education**
- A copy of the application **must be kept for the principal and school council's records**

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- If the applicant's email address changes, Factorial must be notified so that the applicant's contact information can be updated
- After the due date, the application will not be available on line.
- The declaration will be completed and mailed to the Parent Engagement Office by the end of the month in which the application was submitted.

COMPLETION OF SCHOOL COUNCIL APPLICATION

- School Name – click on the lookup button
- Select the Goal(s) of the Project
- Steps to be followed to Meet the Goal (what, who, how, when and why)—explanation rather than just one word
- Does the project support a ministry initiative?
- Indicate how the success of your project will be evaluated
- To SAVE—complete all fields with an *

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- Completion of the application should include sufficient detail for the evaluator to understand exactly how you are enhancing parent engagement—e.g. if the “What” is a Workshop, please provide details about the type of workshop. An explanation is required for the who, how, when and why areas, as well.
- With any initiative of this type, you will want to assess the success at the end of the project—i.e. did the project increase parent participation/understanding which may be determined through a survey or response sheet completed by parents. It is important, at the end of the project, to reflect on what worked and what might be changed for the future.
- Compulsory Fields that must be completed before saving include the Project title, name of school, principal email, one-sentence summary of the project, budget items, total budget requested. The one-sentence summary should provide a brief statement describing the project and should not merely repeat the title of the project.

BUDGET

- Enter all items, providing an estimated cost of each--e.g.
- Speaker
- Child Care
- Transportation
- Refreshments – up to 15% of total allocated
- Translation
- Photocopying
- Promotion – up to 5% of total allocated

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- Remember to include as much detail as possible—e.g. itemizing or providing a break down of the budget rather than requesting a sum of \$1,000
- Refreshments are intended for a snack at meetings and are not intended to fund dinners, luncheons, celebration “teas”, etc. and are limited to up to 15% of the total
- Promotion or advertising is limited to 5% of the total funded

DECLARATION

- Signed by the school council chair and the principal
- Following approval of application, it becomes the contract
- Mailed to the Parent Engagement Office

Parent Engagement Office
900 Bay Street,
12th Floor, Mowat Block
Toronto, ON M7A 1L2

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Ontario

- The declaration will be completed and mailed to the Parent Engagement Office by the end of the month in which the application was submitted.
- The declaration is to be signed by both the principal and chair of the school council

FUNDING AND FINAL REPORTING

- Please note when the project funds are to be spent for School Councils—e.g. for 2010/11, the date is June 30, 2011
- Notification by e-mail will be sent to applicants when the Report Back form is available on line
- Report Back form is to be completed online by accessing <http://education.factorial.ca> on or before August 31, 2011
- Print three copies of the Report Back form for the:
 - School council file
 - Principal's file
 - School board

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- Receipts for the expenses are to be filed according to your board's policy
- The applicant will be notified electronically when the on-line version of the report back form is available

COMPLETION OF REGIONAL/PROVINCIAL APPLICATION

- Project Information
- Partner Information
- Grant Information – include word document of six pages or less providing the project details (e.g. what, why, how and who)
- Does the project support a ministry initiative
- Budget
- Save
- Incorporation and liability insurance

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- Applications may be approved for the full amount requested or for a portion of the amount.
- If the organization is not incorporated, it needs to partner with an incorporated organization.
- Applicant is to provide proof of liability insurance (\$2M) to the Ministry before funding is released.

Who Can Apply for a Regional/Provincial PRO Grant?

It is important that the applicants involve parents in the planning of the project.

The following may apply:

- Non-profit organizations operating in Ontario
- Parent groups operating in Ontario
- School boards operating in Ontario
- Post-secondary institutions in Ontario

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- It is important that the applicants involve parents in the planning of the project, submitted as a regional/provincial grant.

Projects Supporting Ministry Initiatives

- Aboriginal Education Strategy / First Nation, Métis, and Inuit Education Policy Framework
- Character Development
- English Language Learners
- Environmental Education
- Equity and Inclusive Education
- Healthy Schools
- Safe Schools
- Special Education
- Student Success / Learning to 18
- Other (please specify)

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To assist with the focus of the PRO grant, a list of Ministry initiatives has been included in the regional/provincial application, and applicants may select all that apply.

TYPES OF ELIGIBLE REGIONAL/PROVINCIAL PROJECTS

- Parents as Partners – training of school staff on strategies for involving parents
- Creating a Welcoming School Board and School Environment for Parents – translation of materials, workshops
- Skill-Building Opportunities for Parents – workshops, leadership development,

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- Frequently asked questions (FAQs) are posted in the PRO grants area of the Ministry website, including additional information outlining types of eligible projects.

NOT ELIGIBLE PROJECTS, COSTS OR ACTIVITIES

- Activities that have taken place
- Payment to staff
- Purchase of goods & services that the Ministry of Education already pays for (e.g. instructional materials for students)
- On-going operational costs (e.g. leasing of offices, long-term administrative costs, **maintenance of website**, financial commitments that last longer than the term of the project)
- Capital costs (e.g. equipment)
- Travel outside Ontario
- Debts or financial losses that result from a project

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- Because of the types of activities funded under the regional/provincial PRO grants and the scope of the projects, the list of not eligible projects, costs or activities differs from those of the school council. Applications may be approved for the full amount requested or for a portion of the amount.
- Payment to staff including co-ordinators, consultants, administrative staff
- Purchase of items that would be given to parents—e.g. books and resources
- Purchase of goods and services that the Ministry of Education already pays for (e.g. instructional materials for students)
- Honorariums for parents
- Cost of refreshment should not exceed 15% of the total approved funding
- Advertising and promotion costs should not exceed 5% of the total amount approved for funding

BUDGET

- Enter all costs, providing an estimated amount for each item
- Speaker
- Copying
- Translation
- Childcare
- Refreshments

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- The budget must include a listing of all items.

APPROVAL OF THE PROPOSAL

- Applicants funded for proposals will be asked to sign a contract before receiving the funding
 - Funding will be paid in two installments:
 - 1) A payment of 80% after the contract is signed
 - 2) A payment of 20% after the final report is completed and submitted
- Deadline for final reports is **August 31, 2011**

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- Applications may be approved for the full amount requested or for a portion of the amount.
- Evaluation will be conducted through a provincial review process.
- The remaining 20% will be forwarded following the September 30, 2011 deadline for final reports.

QUESTIONS

When completing the application:

- Technical – contact by e-mail – support@factorial.ca
- Application Content – **contact:**
 - Regional Office
 - Barrie (705) 725-7627 1-800-471-0713
 - London (519) 667-1440 1-800-265-4221
 - Ottawa (613) 225-9210 1-800-267-1067
 - North Bay/Sudbury (705) 564-7224 1-800-461-9570
 - Thunder Bay (807) 474-2980 1-800-465-5020
 - Toronto (416) 212-0954 1-800-268-5755
 - Parent Engagement Office – 416-325-7774

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The declaration will be completed and mailed to the Parent Engagement Office by the end of the month in which the application was submitted.