

reach every student
appuyer chaque élève

PARENTS REACHING OUT (PRO) GRANTS

Parent Engagement Office

2011

ACCESSING THE APPLICATION

- Announcement of the Grants – Usually in early Spring
- 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>

Two Types of PRO Grants

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

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

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

PROJECT GUIDELINES –

- 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

TERMS & CONDITIONS

- 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

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

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

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)

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**

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

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**

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 *

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

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

FUNDING AND FINAL REPORTING

- Please note when the project funds are to be spent for School Councils...the date is usually June 30 of school year
- 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 31st
- Print three copies of the Report Back form for the:
 - School council file
 - Principal's file
 - School board

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

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

Projects Supporting Ministry Initiatives

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

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,

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

BUDGET

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

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**

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