



**Prince Edward Island
Home and School Federation
Parent Engagement Opportunity Fund
Proposal Kit**

October 2009



Prince Edward Island Home and School Federation Parent Engagement Opportunity Fund

“Parents are their children’s first and most influential teachers!”

Parent involvement in the support of student learning and success includes a range of activities.

- good parenting
- helping with homework
- serving on home and school committees
- communicating and working with their child’s teacher to reinforce learning
- volunteering in the classroom or on school trips
- taking parent programs that teach strategies to help their child learn
- providing leadership in learning activities in and out of school
- being an advocate for their children’s success as a learner
- bringing resources to the school that enrich students’ learning

PART I Project Guidelines

1. Objective:

To enhance the participation of all parents in their children’s learning

2. Who can apply for funding?

Home and Schools/School Councils may apply alone or in partnership with community groups.

3. What types of projects may be funded?

Home and Schools/School Councils and their partners are encouraged to be creative and inclusive in their projects. See ideas listed on our web site: www.edu.pe.ca/peihsf

4. Steps to follow when applying for funding:

- A. The Home and School/School Council meets, discusses, and decides on a project (new or the continuation of an existing project)
- B. The Home and School/School Council collaborates with the school administration and obtains support to proceed with the project
- C. Funding applications are submitted as soon as possible to the PEIHSF office.

5. How will grants be awarded?

Proposals may be submitted at anytime beginning October 28, 2009 and will be reviewed on a bi-weekly basis until June 16, 2010. You will be notified within a few days of this review. Projects are to be completed by August 31, 2010. **NOTE: Electronic submissions are preferred using word, wordperfect or copy and paste your proposal in an e-mail message.**

Part 2: Your Project Proposal

Please fill in the information below. You may attach a separate sheet of paper, if needed.

Name of Home and School/School Council

Name of President/Chair _____

Address _____

Telephone _____ E Mail _____

Name of Principal _____

PROJECT INFORMATION

A. NAME OF PROJECT _____

B. WHAT IS THE GOAL(S) OF YOUR PROJECT? _____

C. HOW ARE YOU GOING TO MEET YOUR GOAL(S)?

(Describe your project--what you will do, when you will do it, and who will do it.)

D. HOW WILL THIS PROJECT HELP PARENTS BECOME MORE INVOLVED WITH THEIR CHILDREN'S LEARNING?

E. HOW WILL THIS PROJECT CREATE BETTER PARENT AND SCHOOL CONNECTIONS?

F. PARTNERS (OPTIONAL)

G. ADDITIONAL INFORMATION

Photos would be appreciated with your evaluation to celebrate your success!

PART 3: Proposed Budget Details / Final Financial Report Form

Amount being requested (up to maximum of \$350) \$ _____

Please list all the items you expect to pay for and estimate each cost below.

At the end of your project, a copy of this page with final costs is to be submitted with all receipts and invoices along with the evaluation form. It is important for you to keep a copy of this report for reference if contacted for further clarification on your expenses.

<u>ITEM</u> (i.e. speakers, resources, materials, refreshments, etc.)	<u>√RECEIPT</u>	<u>AMOUNT</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
		TOTAL = _____

School Name: _____

President's Signature: _____

Treasurer's Signature: _____

Date: _____ Treasurer's phone #: _____

Part 4: Evaluation

(to be completed at the end of the project)

Office Use Only: Project # _____

A. NAME OF SCHOOL / PROJECT / CONTACT PERSON

B. DESCRIBE YOUR PROJECT AND WHAT HAPPENED? (What did you do? When did you do it? Who was involved?)

C. DID YOU ACHIEVE YOUR GOAL (EXPLAIN)? _____

D. WHO DID THIS PROJECT BENEFIT? HOW? (Please describe who benefitted from this project and how)

E. WHAT CHALLENGES ARE YOU STILL FACING WITH PARENT ENGAGEMENT?

TERMS AND CONDITIONS:

1. Funding provided must only be used for the approved project.
2. The implementation of the project is the responsibility of the Home and School/School Council receiving the grant.
3. If the grant does not cover the entire cost of the project, the Home and School/School Council is responsible for raising the balance of funding from other sources.
4. The Home and School/School Council shall provide, upon request, information related to the project so that it can be shared with other Home and Schools/School Councils.

CONTACT INFORMATION:

The Home and School/School Council can obtain advice and information from the Partners in Learning consultants to assist in the implementation of their project.

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