

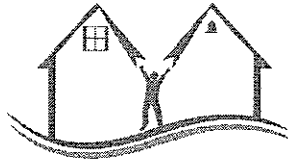
**Prince Edward Island
Home and School Federation**

Parent Leadership Grants

Proposal Kit

December 1, 2011

Submission deadline: February 29, 2012



Prince Edward Island Home and School Federation Parent Leadership Grants

“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 including.....

-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. The maximum amount that can be requested is \$1000 and there is a limit of one successful grant per school per academic year.

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. Projects must focus on enhancing parent involvement in education. 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 to the PEIHSF office.

5. How will grants be awarded?

The total fund available for the 2011/12 academic year is \$15,000. There are two competition deadlines: **November 30, 2011** and **February 29, 2012**. Each competition will award approximately 10 grants depending on the amounts requested. If unsuccessful in November, you can request that your application be included in the February competition. Projects are to be completed by August 31, 2012. **NOTE: Electronic submissions are preferred.**

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

PART 3: Proposed Budget Details / Final Financial Report Form

Amount being requested (up to maximum of \$1000) \$ _____

This form serves two purposes.

1. Please list all the items you expect to pay for and estimate each cost below and submit this form with your application.
2. 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. **NOTE: It is important for you to keep a copy of this report for reference if contacted for further clarification on your expenses.**

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

School Name: _____

President's Signature: _____ Ph# _____

Treasurer's Signature: _____ Ph# _____

Date: _____

Part 4: Evaluation

(To be submitted at the end of the project with Financial Report.)

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 Association(s) receiving the grant.
3. The Home and School Association(s) shall provide, upon request, information related to the project so that it can be shared with other Home and School Associations.

CONTACT INFORMATION:

The Home and School Association can obtain advice and information from the P.E.I. Home and School Federation to assist in the implementation of their project:

Shirley S. Jay, Executive Director

P.E.I. Home and School Federation

Ph: 620-3186 / 1-800-916-0664 / Fax: 620-3187

E-mail: peihsf@edu.pe.ca / Website: www.edu.pe.ca/peihsf/