

# PEI Home and School Federation

## Home and School Parent Leadership Project

### Grant Application Guidelines 2018-2019

#### Eligibility

To be eligible for funding an organization must be a Home and School Association with membership in the PEI Home and School Federation (PEIHSF). The federation will award grants based on the following:

- Project(s) that primarily benefit the Home and School communities of Prince Edward Island
- Home and Schools are encouraged to be creative and inclusive in their projects. Projects must focus on enhancing parent involvement in education.
- Projects with definite purposes and that will be covering a specific period of time
- Grants will be awarded to Home and School Associations and not to individuals
- The PEI Home and School Federation encourages the participation of other community groups in funding projects

#### Limitations

The Federation will NOT consider requests for the following:

- Grants directly to individuals
- Endowment establishment or addition to endowed funds
- Annual campaigns
- Fundraisers
- Sectarian or religious activities
- Party political activities or organizations
- Medical or scientific research projects
- Operating or renovation expenses
- Operating or capital deficits

#### Application and Process

- **Application: Applicants will be required to complete a one page description of the project**
- **Applicants will be required to attach an estimate of expenses (i.e. mileage, food, materials) to the project application.**
- Applicant Home and School Associations can receive up to a maximum of **\$500**
- Applicants that receive grants will be required to complete a one page final report upon completion of the project. The PEIHSF reserves the right to review the project at any time

**Please note: Only successful recipients will be notified**

## **Reporting**

- We ask that Grants recipients send two delegates to the PEIHSF's Annual General Meeting held in April at The Rodd Charlottetown Hotel to report in a Round Table small group conversation format to fellow delegates on the success of your project
- We ask that you pose for photos. Images will be posted on PEIHSF's website, social media and other media outlets
- Applicants that receive grants will be required to complete a 1-2 page final report on the success of the project and include a financial report with original receipts attached
- Final reports must be submitted to the PEIHSF office by May 15, 2019
- The PEIHSF reserves the right to review the project at any time

## **Grant award recipients are asked to do the following:**

- Acknowledge the financial support of the grant by listing the PEIHSF logo in any presentation, publication, signage and promotion, and publicity of the project
- Recognize the support of the PEIHSF through your website, and in your annual reports
- Upon completion of your project forward to us one good-quality photograph related to your project along with signed photo release forms so we can include them in our publications and on our website

**Application deadline: November 2, 2018**

## **Find Parent Leadership Program Resources at:**

Project Ideas: <http://peihsf.ca/content/parent-leadership-program-resources>

Speaker Resources: <http://peihsf.ca/sites/default/files/Speakers%20Listing%202017%20.pdf>

## **For further information, contact:**

Shirley Smedley Jay

Executive Director

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## Estimate of expenses

Project title: \_\_\_\_\_

Project Period: From \_\_\_\_\_ To \_\_\_\_\_

<b>Activity:</b>	<b>Estimated Cost (\$):</b>
(i.e. mileage, food, materials)	
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	<b>TOTAL = \$</b> _____

Name of Home and School Association: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Tel : \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Tel : \_\_\_\_\_ Date: \_\_\_\_\_