



Prince Edward Island Home and School Federation Parent Leadership Grants

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

Parent Leadership grants support parent engagement by funding a wide range of initiatives that help parents to become more involved in their child's education.

Projects *must* focus on enhancing parent involvement in education. There are several successful project ideas listed on our web site: www.peihsf.ca or call the PEIHSF office for assistance.

These grants support projects that help:

- **Enrich parent skills and knowledge of resources.**
 - Examples are professional development sessions for parents and students with a focus on literacy and numeracy.
- **Parents address difficult issues.**
 - Examples are sessions for parents on substance abuse, mental health, cyber safety and bullying.
- **Create connections between parents, schools and community services.**
 - Examples are information sessions with education, health and law enforcement professionals.
- **Provide parents with skills and resources to support their children's learning at home.**
 - Examples are events where parents and students are provided with information on programs, clubs, educational activities, post secondary education preparation and study habits tips.

PART I Project Guidelines

1. **Objective:** To focus on initiatives that are designed to inform or engage parents in support of improved student achievement and well-being.
2. **Who can apply for funding?** Home and Schools 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. **Steps to follow when applying for funding:**
 - A. The Home and School meets, discusses, and decides on a project (new or the continuation of an existing project). The PEIHSF website has many examples, templates and resources from past successful projects that you may model.
 - B. The Home and School collaborates with the school administration and obtains support to proceed with the project;
 - C. Funding applications (PART 2 and PART 3 of this kit) are submitted to the PEIHSF.
 - D. Applications are reviewed by committee and grant amounts are awarded.
5. **How will grants be awarded?**

The total fund available for the 2016/17 academic year is \$15,000. There are two competition deadlines: **October 21, 2016** and **January 27, 2017**.

Applications are awarded by committee within 4 weeks of deadline.

If unsuccessful in October, the application may be resubmitted for inclusion in the January competition.
Projects are to be completed by June 2, 2017.

What project costs or activities are NOT eligible?

- Payment to government employees including salaries, honouraria, gifts
- Fundraising events
- Entertainment activities such as barbecues, fun fairs, volunteer teas, dinners, movies nights, dances, concerts, and performances
- Capital items such as televisions, sports equipment, shelving
- School signs, announcement boards/screens
- Landscaping
- Refreshments (healthy snacks) – **exceeding the maximum of 15%** of the approved funding
- Promotion – **exceeding the maximum of 10%** of the approved funding
- Lessons for parents – e.g. French, English as a Second Language, computer, CPR
- Purchase of goods & services for which the Department of Education provides funding, such as textbooks, library books, school furniture, laptop computers, cameras, projectors, student transportation, etc.

If you require assistance to develop your idea, or to complete your application, please contact the PEIHSF office. We are here to help your idea become a successful event!

Part 2: The Project Proposal

Name of Home and School: _____

Name of President/Chair _____

Address _____

Telephone _____ E-mail _____

Name of Principal _____

PROJECT INFORMATION (Please give as much detail as possible.)

Briefly describe the project proposal including objectives, program duration, outcomes, and who will deliver the program. (Attach another page if necessary)

A. Name of project _____

B. What is (are) the objective(s) of your project?

PART 3: Proposed Budget Details

Please **list separately all the items** you require funding for and estimate each cost below. Submit this form with your application.

Your Home and School Association is required to pay for each project expense and provide original receipts to the PEIHSF in the final report. If your committee members uses cash for project purchases, they are to submit a receipt to your treasurer for the final report.

NOTE: *Keep a copy of this report for reference for the Federation office to contact your project lead person for further clarification on project expenses.*

List items:	Estimated Costs:	\$ Amount:
<small>(i.e. presenters, resources, materials, refreshments, rentals, thanks you gifts, photocopying, advertising, mileage, etc. Please be as specific as possible)</small>		
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
TOTAL REQUESTED = \$ _____		

Name of Home and School Association: _____

President's Signature: _____

Tel : _____ Date: _____

Treasurer's Signature: _____

Tel : _____ Date: _____

Part 4: Evaluation

Once you have completed your project, please fill out and **return PART 4 and PART 5**, along with all **ORIGINAL** receipts and invoices, to the PEIHSF office prior to **June 2, 2017**.

Please give as much detail as possible.

A. Name of Home and School project. Name and telephone number of contact person.

B. Describe the project and what happened?

(What took place? When did the event happen? Who was involved?)

Project Participation

Please fill in the chart below to indicate (approximately) how many people participated in this project and what roles they played:

Participants	Yes/No	# of participants	Role (e.g. planning, organizing, participating, leading, other)
Parents			
Students			
Teachers			
Community Groups			
Other			

C. Were the project's objectives achieved? Explain.

D. Who did this project benefit and how? Please describe.

E. What challenges are the Home and School still facing with parent engagement?
(Please include suggestions for improving the application process.)

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

Prince Edward Island Home and School Federation

P.O. Box 1012 Charlottetown PEI C1A 7M4

(Office location: Room 121, Royalty Centre, 40 Enman Crescent Charlottetown)

Ph: 620-3186 Toll Free: 1-800-916-0664 Fax: 620-3187

E-mail: peihsfcoordinator@edu.pe.ca / Web site: www.peihsf.ca