



PRINCE EDWARD ISLAND HOME AND SCHOOL FEDERATION

Parent Leadership Project Grant Program

Application Guidelines 2019-2020

NOVEMBER 8, 2019

PEI Home and School Federation

Home and School Parent Leadership Project

Grant Application Guidelines 2019-2020

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 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 the one page Project Description. See enclosed form.**
- **Applicants will be required to attach an Estimate of Expenses to the project application. See enclosed form.**
- **Documents are to be submitted in Word or PDF.**
- Applicant Home and School Associations can receive up to a maximum of **\$1,000**
- 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 or more delegates to the PEIHSF's 2020 Annual General Meeting held in April so they can share information about your project with other delegates during nutrition breaks and luncheon conversations. Home and School ideas worth spreading!
- 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. Photos that are included may be used in social media.
- **Final reports must be submitted to the PEIHSF office by May 31, 2020.**
- 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: Friday, November 8, 2019

Mail to: PEI Home and School Federation PO Box 1012 Charlottetown PE C1A 7M4

Street address: Royalty Centre, Room 121, 40 Enman Crescent, Charlottetown

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

Ph. 902-620-3186 / 1-800-916-0664 / Fax. 902-620-3187 / E-mail: peihsf@edu.pe.ca

Parent Leadership Project Estimate of Expenses

Project title: _____

Project Period: From _____ To _____

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

Name of Home and School Association: _____

Authorized Signature: _____

Tel: _____ Date: _____

Authorized Signature: _____

Tel: _____ Date: _____