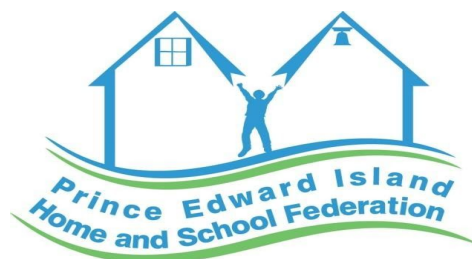


PRINCE EDWARD ISLAND HOME AND SCHOOL FEDERATION

Parent Leadership Grant Program Kit

Application Guidelines 2020-2021

Submission deadlines: December 11, 2020 / February 28, 2021



PEI Home and School Federation

Home and School Parent Leadership Project

Grant Application Guidelines 2020-2021

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

- **Project Description: Applicants will be required to complete the enclosed project description.**
- **Estimate of Expenses: Applicants will be required to attach the enclosed estimate of expenses signed by the President and Treasurer.**
- **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.

Reporting

- We ask that grants recipients send two or more delegates to the PEIHSF's 2021 Annual General Meeting to be held in April to share your project information with other delegates during nutrition breaks and luncheon conversations. **Home and School ideas are 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 electronic copies of all receipts** attached. Photos that are included may be used in social media.
- **Final reports must be submitted to the PEIHSF office after the project has been completed or by May 14, 2021.**
- 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.

NEW! Two application deadlines: Dec. 11, 2020 / Feb. 28, 2021

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

Drop off: Royalty Centre, Room 121, 40 Enman Crescent, Charlottetown

Email: peihsf@edu.pe.ca

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 _____

<u>Project Activities:</u>	<u>Estimated Costs:</u>	<u>\$ Amount:</u>
<small>(i.e. presenters, resources, materials, refreshments, thanks you gifts, photocopying, advertising, mileage, etc. Please be as specific as possible)</small>		
1. Speaker Fee (where applicable):	_____	_____
2. Materials/Resources Cost (where applicable):	_____	_____
3. Food/Refreshments Cost (where applicable):	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
TOTAL REQUESTED = \$		_____

Name of Local Home and School Association: _____

President's Name (Print) _____

Signature: _____

Tel: _____

Treasurer's Name (Print): _____

Signature: _____

Tel: _____

<p>Office Only: Date received: _____</p>
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PEI Home and School Federation

Parent Leadership Project Final Report

Once you have completed your project, please fill out and return a **FINAL REPORT**, along with **electronic copies of all receipts**, to the PEI Home and School Federation office prior by **May 14, 2021**.

Please give as much detail as possible.

Name of Home and School:

Project Name:

Name contact person / email / phone:

Describe the project and what happened?

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

Were the project's objectives achieved? Who benefitted and how? Explain.

TERMS AND CONDITIONS:

1. Funding provided must be used only 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

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

Ph: 902-620-3186 Toll Free: 1-800-916-0664 Fax: 902-620-3187

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