



# PRINCE EDWARD ISLAND HOME AND SCHOOL FEDERATION

## Parent Leadership Grant Program Kit

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### Application Guidelines 2023-2024

Submission deadlines: November 30, 2023



# **P.E.I. Home and School Federation Home and School Parent Leadership Project Grant Application Guidelines 2023-2024**

## **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 will have definite purposes that cover 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 \$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.

## Reporting

- **Home and School ideas are worth spreading!** We ask that grant recipients send two or more delegates to the PEIHSF's 2024 Annual General Meeting to be held in April to share your project information with other delegates during nutrition breaks and luncheon conversations.
- Applicants who 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 copies of all receipts** attached. Photos that are included may be used in social media.
- **Final reports must be submitted to the PEIHSF office within 4 weeks after the project has been completed or by May 31, 2024.**
- 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 deadlines: **November 30, 2023**

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

Drop off: Royalty Centre, Rm. 121, 40 Enman Crescent, Charlottetown, PEI

Email: [peihsf@gov.pe.ca](mailto:peihsf@gov.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 / E-mail: [peihsf@gov.pe.ca](mailto:peihsf@gov.pe.ca)



**Parent Leadership Project: Estimate of Expenses**

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

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

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

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

**President's Name** (Print) \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Treasurer's Name** (Print): \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

<p><b>Office Only:</b> <b>Date received:</b> _____</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 original or electronic copies of all receipts, to the PEI Home and School Federation office by **May 31, 2024**.

**Please give as much detail as possible.**

Name of Home and School:

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Project Name:

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Name contact person / email / phone:

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Describe the project and what happened?

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

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

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**Project Participation**

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

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

**PEI Home and School Federation  
Parent Leadership Grant  
Final Financial Report Form**

1. Please list **all receipts and amounts separately**. While you can email or fax in your report, hard copies are to be mailed or dropped off to the Federation office. Only receipted costs can be reimbursed.

**NOTE:** Keep a copy of this report for your reference. The PEI Home and School Federation office may contact your project lead person for further clarification on project expenses.

ITEM	SUPPLIER	COST	OFFICE USE ONLY	
			Pre-tax total	GST
	<b>TOTALS</b>			

Home and School Association: \_\_\_\_\_

**President's** signature: \_\_\_\_\_

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

**Treasurer's** signature: \_\_\_\_\_

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

***Thank you for submitting your final report with receipts!***



## **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: [ssmedleyjay@gov.pe.ca](mailto:ssmedleyjay@gov.pe.ca) / Web site: [www.peihsf.ca](http://www.peihsf.ca)