



PRINCE EDWARD ISLAND HOME AND SCHOOL FEDERATION

Parent Engagement Grant Program Kit

Application Guidelines 2026-2027

Submission deadlines: November 30, 2026



P.E.I. Home and School Federation

Home and School Parent Leadership Project

Grant Application Guidelines 2026-2027

Eligibility

To be eligible for funding, an organization must be a **Home and School Association in good standing with the PEI Home and School Federation (PEIHSF)**.

Grants will be awarded based on the following criteria:

- Projects must primarily benefit Home and School communities in Prince Edward Island.
- Projects should be creative, inclusive, and responsive to the needs of the school community.
- Projects must focus on strengthening parent and family involvement in education and fostering collaboration with educators to support student success.
- Projects must have a clearly defined purpose, activities, and timeframe.
- Grants will be awarded to Member Home and School Associations, not individuals.
- Partnerships with other community groups and organizations are encouraged, including opportunities to collaborate on project planning, delivery, and funding.

Limitations

The Federation will not consider requests for the following:

- Grants directly to individuals
- Payments to Federal or Provincial government employees
- 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 must complete the enclosed Project Description form.
- ☐ **Estimate of Expenses:** Applicants must complete and attach the enclosed Estimate of Expenses, signed by both the Association President and Treasurer.
- ☐ **Submission Format:** Completed applications and supporting documents must be submitted in **Word or PDF format**.

- ☐ **Grant Amount:** Home and School Associations may receive a grant of **up to \$500**. As funding is limited, not all applications recommended for funding may receive a grant.
- ☐ **Final Report:** Grant recipients must submit a **one-page final report** upon completion of their project.

Reporting Requirements

Home and School ideas are worth sharing! Grant recipients are encouraged to celebrate their projects and help inspire other Home and School Associations.

Grant recipients are asked to:

- Send two or more delegates to the PEIHSF Annual General Meeting in April to share information about their project with other delegates during nutrition breaks and luncheon conversations.
- Submit a 1–2 page final report highlighting the project, its outcomes, and successes. The report must include a financial summary and copies of all receipts.
- Submit the final report to the PEIHSF office within four weeks of completing the project, or no later than May 31.
- Provide photos, where possible, to help showcase the project. Submitted photos may be used on PEIHSF social media.
- Acknowledge PEIHSF's financial support by including the PEIHSF logo on project-related presentations, publications, signage, promotional materials, and publicity.
- Recognize PEIHSF support on the Association's website and in annual reports, where applicable.

Note: PEIHSF reserves the right to review funded projects at any time.

Application Deadline: November 30

Mail to: PEI Home and School Federation P.O. Box 1012, Charlottetown, PEI C1A 7M4

Email to: peihsf@gov.pe.ca

In-person drop off at: Royalty Centre, Rm. 121, 40 Enman Crescent, Charlottetown, PEI

For further information, contact:

Shirley Smedley Jay, Executive Director

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

PROJECT DESCRIPTION:

Name of Home and School:

Name of President/Project Contact: _____

Contact email:

Phone: _____

Briefly describe the project proposal, including: Project Name, Objectives, Project Duration, Outcomes to engage families in your school community, Project partners, if any, and who will deliver the program.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Project Activities & Estimated Costs

Project title: _____

Project Period: From _____ To _____

Project Activities & Estimated Costs

Please list the activities or items you plan to fund and the estimated cost for each (e.g., refreshments, brochures, small-value gift cards). **Please be as specific as possible.**

Project Activities:	Estimated Costs:	\$ Amount:
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
TOTAL REQUESTED = \$		_____

Name of Local Home and School Association: _____

President's Name (Print) _____

Signature: _____

Tel: _____

Treasurer's Name (Print): _____

Signature: _____

Tel: _____

Office Only:

Date received: _____

Prince Edward Island Home and School Federation

Parent Leadership Project Final Report

Once your project is complete, please submit a **FINAL REPORT**, along with original or electronic copies of all receipts, to the PEI Home and School Federation office **by May 31**.

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?)

[illegible]

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			

Prince Edward Island Home and School Federation

Parent Leadership Grant

Final Financial Report Form

Organization Name: (Name) Home and School Association

Project Title: Parent Leadership Grant Claim Form

Signing Authority: Print (Name) President

Signature: _____

Signing Authority: Print (Name) Treasurer

Signature: _____

*This form is a tool to help record receipts and expenditures throughout the duration of your project. Please identify the date of the particular receipt, the amount of money used to purchase 'X' item, the name or an explanation of the item, and what project outcome the item is related to. Please also **ensure that receipts are attached** to this document.*

Receipt Date	Amount (\$)	Item/Explanation	Related Project Outcome	Office Use ONLY HST	Office Use ONLY GST
Example: (Date)	\$100	Healthy Food Refreshments - Sobeys	Healthy School Food Presentation		
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.		
Total					

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, P.E.I.)

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