



Food for Learning Special Project Request

Food for Learning primarily provides funding for student nutrition programs (breakfast, lunch, snack), however, we recognize that there are many other food related activities that occur during the school year, each benefiting students by providing nutrition. Food for Learning will now accept applications for funding to support projects/events hosted by local schools. The focus of this funding is to explore innovative projects/events/activities that promote the mission of Food for Learning and will provide nutrition to students in an effort to enhance learning. Principals are encouraged to share this information with their School Councils.

Please note the following:

- These funds are to be used only towards the cost providing healthy food to students.
- Food provided must meet MCYS nutrition guidelines (same criteria as student nutrition programs)
- Food is provided only to students
- Food is not being sold
- Receipts for all purchases must be returned to Food for Learning upon completion of the project/event, attached to the 'Food for Learning Special Project Expense Form'
- Preference will be given to applications that will benefit students who would otherwise not be able to participate/benefit in the project/event
- \$500 maximum per application
- Schools can apply once per academic year

Events that do not qualify for this funding includes, but is not limited to*:

- School fundraisers
- Regularly scheduled sporting events
- EQAO testing
- Events normally considered to be part of the Board and/or school budgets
- Class assignments
- Class/school field trips

(* unless certain families cannot afford to participate and the student would be excluded without funding)

Schools may apply for these funds at any time during the year.

Applications will be reviewed by the Food for Learning Finance Committee. Responses will be provided by email within five days of receipt of application.

Questions regarding this funding may be directed to:

Kellie Brace, Food for Learning Coordinator

Phone: 613-966-1170, ext. 2232

Email: kbrace@hpedsb.on.ca



FOOD FOR LEARNING SPECIAL PROJECT FUNDING REQUEST

FAX (613) 968-1038

Email: kbrace@hpedsb.on.ca

School:		
Project/Event Title:		
Date of Project/Event:		
Total projected food costs:		
Amount Requested (maximum \$500): \$		
Project/event description:		
Project Contact Information:		
Name:		
Phone number:		
Email address:		
Principal's Signature:		Date:
This form is to be forwarded by e-mail, fax or courier to the attention of Kellie Brace. A reply will be sent to you by email.		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Request #:
Food for Learning Coordinator:		Date:



FOOD FOR LEARNING **SPECIAL PROJECT EXPENSE FORM**

Attention: Kellie Brace, Food for Learning Coordinator
The Education Centre
156 Ann Street, Belleville, ON K8N 1N9
Phone: 613-966-1170, ext.2232
Email: kbrace@hpedsb.on.ca

School:		
Funds Granted: \$		Special Project Request #:
Expenses <i>(please number, list and attach original receipts):</i>		
Description		Amount
Receipt #	Location of purchase	Amount on receipt
1		
2		
3		
4		
5		
6		
7		
8		
Total Funds Requested		\$
<p>This form is to be forwarded to Food for Learning. A reimbursement cheque will be delivered via Board courier.</p>		
Project Contact /Office Staff Information (i.e. person responsible for submitting receipts): Name: Phone number: Email address:		
Principal's Signature:		Date:
FOR OFFICE USE		
Reconciled with Request Form		
To Accounting for Cheque Processing		