



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

SYSTEM MEMO

2007/08: #103

DATE: May 1, 2008
TO: All principals and vice-principals
FROM: Directors Office
RE: **Project Enhancement Fund – Hastings and Prince Edward Learning Foundation**

Background

As the charitable organization of the Hastings and Prince Edward District School Board, The Learning Foundation is committed to providing enhanced opportunities that will enable all students to achieve academic success.

During the 2006/07 school year, The Learning Foundation managed the Kirk Businesses: Catering, the Café, Sewing and Lam/Print. At the end of the fiscal year, and after reinvestment in the businesses, there was a net profit of \$23,466.75.

Current situation

The Directors of The Learning Foundation approved at their December 19th meeting, the creation of a **Student Emergency Fund** and a **Project Enhancement Fund** as the means by which the Kirk Business profits would be reinvested to directly support H.P.E.D.S.B students.

The objective of the **Student Emergency Fund** is to provide immediate assistance to students and perhaps their families by providing financial aid and/or gift in kind support. Please refer to System Memo #73.

The purpose of the **Project Enhancement Fund** is to encourage schools to submit an application for funding of projects that provide innovative, unique and exciting enhancements to curriculum requirements. Projects must:

- 1) Enhance educational opportunities for students
- 2) Support an initiative in Healthy Active Living, the Arts or Innovative Practices
- 3) Have a signature indicating review by a Principal and Superintendent
- 4) Indicate a specific purpose and period of time for the project
- 5) Lend itself to the completion of a project summary and to being publicly promoted.

For the 2007/08 school year, \$5,866.75 will be available through the Project Enhancement Fund.



Hastings and Prince Edward District School Board

A Great Place to Learn and A Great Place to Work!

Chair of the Board: Carl Pitman

Director of Education: Kathy Soule

Action required

Applications, can be found on the main page of The Learning Foundation website, www.learningfoundation.hpedsb.on.ca, and will be accepted for initial disbursements through the Project Enhancement Fund.

The procedure to access Project Enhancement Funds in subsequent years will be as follows:

1. The Hastings and Prince Edward Learning Foundation will have two granting periods annually - deadlines for application submission will be late September and late January. Dates will be announced approximately 4 weeks prior to the deadline. Applications are to be forwarded to The Hastings and Prince Edward Learning Foundation Office at the Education Centre by the deadline.
2. All applications will be reviewed and rated by the Grant Review Team based on benefit to students, clarity and completeness of the application, creativity and innovation of the project. Guidance in this area can be found in the "Criteria for Support" Checklist. Applicants may be contacted with a recommendation for a simple adjustment and re-submission. Recommendations will be presented to the full Hastings and Prince Edward Learning Foundation Board for final determination.
3. Successful applicants will be notified immediately and invited to the HPELF Grants Presentation Event to be held shortly after the approvals.

It is the intention of the Directors of The Learning Foundation to raise additional money in subsequent years for both the Student Emergency Fund and the Project Enhancement Fund.

Contacts

- **Maribeth deSnoo**, Executive Director, extension 2205, mdesnoo@hpedsb.on.ca
- **Kim Hutchinson**, Fundraising Assistant, extension 2120, khutchinson@hpedsb.on.ca



THE HASTINGS AND PRINCE EDWARD LEARNING FOUNDATION

156 Ann Street
Belleville ON K8N 1N6
(613) 966-1170, ext. 2205

PROJECT ENHANCEMENT FUND GENERAL INFORMATION & HELPFUL HINTS

**This page is for your information in completing your application.
Do not include it with your Application Form.**

The Hastings and Prince Edward Learning Foundation will have two granting periods annually - deadlines for application submission will usually be late September and late January. Actual dates will be broadcast approximately 4 weeks prior to the deadline. Applications should be forwarded to The Hastings and Prince Edward Learning Foundation Office at the Education Centre by the deadline.

All Applications are then scrutinized by our Grant Review Team and, based on the merit of the project, benefit to students, clarity and completeness of the Application, creativity and innovation of the project, etc., the projects are then rated as "Recommended for Funding", "Recommended for Consideration", or "Not Recommended at this Time". These recommendations are then presented to the full Hastings and Prince Edward Learning Foundation Board which makes the final determination as to which projects are funded.

Successful applicants will be notified immediately and invited to the HPELF Grants Presentation Event to be held shortly after the approvals. Applicants whose projects were not successful will receive a synopsis of the reviewers' comments. In some cases, a simple adjustment and re-submission may be all that is necessary for a successful outcome. In other cases, the request may be for something the HPELF does not fund. Some guidance in this area can be found in the "Criteria for Support" Checklist in this package. If you still have questions, please contact: Maribeth deSnoo, Executive Director, The Hastings and Prince Edward Learning Foundation, 613-966-1170 ext. 2205 or e-mail mdesnoo@hpedsb.on.ca

Hints:

- Reviewers are looking for the project to be an "ENHANCEMENT" to the learning experience... something above and beyond the everyday - something that an outside observer would not expect to see.
- BE CLEAR and CONCISE - Review Teams have noted that applications that are brief, to the point, and CLEAR generally make the most compelling case and are easiest to recommend for funding.
- BE CREATIVE - Projects that are unique, creative, innovative, exciting, fun, or interesting are the ones that capture the reviewers' imagination.
- DETAILED BUDGETS are important - it must be clear as to how much your total project will cost, how a maximum grant of \$1000 from The Hastings and Prince Edward Learning Foundation will assist and where additional funds will be obtained. An itemized listing of where the money will be spent is also required. Ensure that it is absolutely clear as to where the HPELF portion will be spent.
- All requests for equipment must be "PROJECT-LINKED". Example-a simple request to fund a DVD recorder would not be approved. But, if the DVD recorder purchase was part of a creative project involving video-editing, computer animation, or digital music production, it would be more seriously considered.
- HPELF does not normally fund computers.
- HPELF encourages applications for Healthy Active Living, the Arts, and innovative practice projects.



**THE HASTINGS AND PRINCE EDWARD
LEARNING FOUNDATION**

156 Ann Street
Belleville ON K8N 1N6
(613) 966-1170, ext. 2205

**PROJECT ENHANCEMENT APPLICATION
CRITERIA FOR FOUNDATION SUPPORT**

Please ***check*** the following information carefully against your Grant Application. ***This checklist must accompany your application as the cover page.***

Does your project:

- enhance existing educational opportunities for HPEDSB students?
- support initiatives in Healthy Active Living, the Arts, or Innovative Practices?
- have a signature indicating review/support by a HPEDSB Principal/Superintendent?
- indicate a specific purpose and a specific period of time?
- clearly identify how HPELF Grants and other sources of funding will be used?
- lend itself to the completion of a Project Summary Report, to be submitted following completion of the project?
- lend itself to being publicly promoted and/or showcased by The Hastings and Prince Edward Learning Foundation? We want to celebrate your success!

The Hastings and Prince Edward Learning Foundation funds enhancements to existing learning, it does not fund core curriculum activities, resources or programs that would normally be considered to be part of the Board and/or school budgets. It is not the intent of The Hastings and Prince Edward Learning Foundation to replace or supplement traditional government funding for public education.

****Please review your budget carefully to ensure that your project will not be used for the following:**

- to cover deficits or to retire debts
- for fundraising activities or campaigns
- for general endowments or individual bursaries or scholarships
- for resources normally considered to be part of the Board and/or school budgets e.g.:
- capital projects (i.e. renovations, construction, major equipment)
- indirect funding (i.e. transportation, refreshments, supply teacher coverage)
- regular school beautification projects
- regular in-class supplies/materials, texts, library resources and the like

All applications are welcome and appreciated. However, due to limited funds available for each granting session, some projects will not receive funding and others will receive partial funding. We thank all participants for their interest and effort.

If you have questions, or for more information, contact:

Maribeth deSnoo, Executive Director
The Hastings and Prince Edward Learning Foundation
The Education Centre
613-966-1170 ext. 2205
mdesnoo@hpedsb.on.ca



THE HASTINGS AND PRINCE EDWARD LEARNING FOUNDATION

156 Ann Street
Belleville ON K8N 1N6
(613) 966-1170, ext. 2205

GRANT APPLICATION FORM

Please submit a copy in typed format

A) APPLICATION SUMMARY:

i) **School:**

Principal's Signature:

ii) **Type of Project**

Learning Area of Focus: Healthy Active Living Innovative Practice
 The Arts

Student Focus: Elementary Secondary Spec. Educ.

iii) **Project Title:**

iv) **Project Description (Clearly summarize what you want to do – less than 100 words):**

v) **Project Dates:**

vi) **Total Cost of your Project: \$**

vii) **Amount Requested from The Hastings and Prince Edward Learning Foundation (Maximum \$1,000): \$**

B) BENEFITS / OUTCOMES:

What do you hope to achieve? List specific expectations, how students will benefit, how many students will benefit, new learning enhancement that will occur.

C) CURRICULUM CONNECTION:

Identify how your project is connected to, an extension or enhancement of, curriculum.

D) EVALUATION:

Clearly describe how the success of the project will be measured, for example through statistical analysis, surveys, parental/community remarks, test results.

E) COMMUNITY PARTNERS/SPONSORS:

If additional funding support of your project is required, identify who (school council, corporate, service organization) and what type of involvement community partners will have with the project whether financial, gifts in kind.

F) BUDGET:

The total cost of your project may be more than your HPELF request. Provide a list of all expenses/purchases, as well as funding sources other than HPELF. Identify specifically how the HPELF Grant portion will be spent.

**G) RECOGNITION OF THE HASTINGS AND PRINCE EDWARD
LEARNING FOUNDATION:**

How will the project recognize receipt of funding from HPELF? - for example labels on materials, plaques, local media, newsletters.

H) CONTACT INFORMATION:

Name:

Telephone Number & extension:

E-mail address: