

# Parent Reaching Out Grants

Thames Valley Parent Involvement Committee

Parents play a vital role in publicly funded education. Ontario's Parents Reaching Out grants encourage parent engagement at the local, regional and provincial levels. They are designed to support parents in identifying barriers to parent engagement in their own community and to find local solutions to involve more parents in support of student achievement and well being.

## Checklist:

- Meet with committee, to develop ideas, gather information, financial requirements, and draft PRO Grant proposal early to mid April
- Submit application online by Grant deadline date
- Print 3 copies of application:
  - One for your group
  - One for the principal
  - Send one to Bonnie Cumming, TVDSB
- Record your login information in a safe place and *share with your principal*
- Approval will come by email in August
- Complete your project
- Use required documentation
- Funds must be expended by June 30
- Report Back forms (online) completed by August 31
- Print 3 copies
  - One for your group
  - One for the principal
  - Send one to Bonnie Cumming, TVDSB

## How Do We Get Reimbursed?

The PRO Grant funds are placed in an account managed by the school board. There are specific requirements that need to be met for reimbursement.

Please ensure you submit:

1. Your application
2. Original receipts only
3. TVDSB Cheque Requisition Form, completed and signed by your principal
4. Any supporting documentation (agendas, meeting minutes, event notices, etc.)
5. Important note for multi-school submissions: please see #2 in FAQs.

Submit to:

Thames Valley District School Board, Financial Services

[http://education.factorial.ca/s\\_Login.jsp](http://education.factorial.ca/s_Login.jsp)

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

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## Frequently Asked Questions

1. Where are the Funds?

The PRO Grant Funds are deposited into a central account, and administered through the Thames Valley District School Board. All transactions are processed at the board level.

2. My school is working with other schools in our area. How do we submit expenses?

Please use the PRO Grant Financial Direction form, found on the TVPIC website, under forms. One school and its principal will take the lead on submitting expenses to the board office. The lead principal will sign the cheque request using the lead school's PRO Grant account number and attach the PRO Grant Financial Direction form with the signatures of the remaining principals. Financial Services will create a journal entry to reimburse the lead school's account.

3. Is there a deadline?

Funds must be spent and submitted by June 30th. It is good practice to submit reimbursement forms and receipts before the deadline in order to complete the financial reports required.

4. Are there things we cannot use the funds for?

There are projects or activities that are considered not appropriate use of funds:

- Capital Projects, school furniture, landscaping, playground equipment
- Items provided through Ministry of Education or TVDSB funding (textbooks, salaries), Student focused activities (agendas, planners, speakers for students)
- School anniversaries/reunions, fun Fairs or Fundraising events
- All purchases were part of your grant submission and should stay within those guidelines.

5. Are we able to make purchases through the Webstore?

With the assistance of the Principal, purchases on the Webstore and payments can occur directly from the Grant funds, through the Purchasing Department at TVDSB.

## Who do we contact if we have questions?

Your School Principal  
Your School Secretary  
[b.cumming@tvdsb.on.ca](mailto:b.cumming@tvdsb.on.ca)  
[chair@tvpic.ca](mailto:chair@tvpic.ca)