

**SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

Maximum Funds	\$40,521.03
Expiry Date	August 31, 2020
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$0
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Name: Crawford Dedman Position: Manager</p> <p>Address: Ministry of Education, Indigenous Education and Well-being Division 315 Front Street West, 9th floor, Toronto, ON M7A 0B8</p> <p>Email: Crawford.Dedman@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Position: Camille Williams-Taylor</p> <p>Address: 133 Greenbank Road Nepean, ON K2H 6L3</p> <p>Email: director@ocdsb.ca</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Position: Michael Carson</p> <p>Address: 133 Greenbank Road Nepean, ON K2H 6L3</p> <p>Email: michael.carson@ocdsb.ca</p>

Additional Provisions:

B1.0 PUBLIC ANNOUNCEMENT

B1.1 Prior consent. The Recipient will not, without the prior written consent of the Province, make any public announcement regarding the Project or the Funds prior to the Province making a public announcement.

B1.2 Breach. The breach of section B1.1 constitutes an Event of Default pursuant to section A13.1.

B2.0 TRAVEL, MEAL AND HOSPITALITY EXPENSES

B2.1 Use of Funds for travel, meal and hospitality. The Recipient will do all of the following:

- a. ensure that any travel, meal or hospitality expenses are incurred prudently and responsibly;
- b. ensure that any travel, meal or hospitality expenses incurred are necessary, practical and economical;
- c. upon the Province's request, show that other options for meetings such as audio or video conferencing were considered; and
- d. keep receipts for all travel, meal or hospitality expenses incurred.

SCHEDULE “C” PROJECT

Objective

The Parent Reaching Out (PRO) Grants program provides funding to the Recipient to work with parent stakeholder groups, school councils and/or Parent Involvement Committees to lead projects with a focus on the identification and removal of barriers that prevent parents and families from participating and engaging fully in their children's learning.

Program Guidelines

The Recipient will use funds provided by the Province to lead projects that increase parent engagement.

The Recipient will work with their Parent Involvement Committee to determine the project(s) and corresponding funding amounts for each project. In addition, the Recipient is encouraged to work with parent stakeholder groups, school councils, Special Education Advisory Committees, and Indigenous Education Advisory Councils.

Projects must demonstrate a commitment to respecting the role of parents in students' educational experiences by working with parents or seeking parent input on how schools can:

- Provide a safe and welcoming school environment;
- Maintain open communication with teachers;
- Respect parents as valued partners within the education system in relation to decisions about their child's education; and,
- Ensure parents are informed about the content of the Ontario Curriculum Guidelines.

The Recipient must also adhere to the following guidelines:

- Create an outreach plan to inform parents of the program and its outcomes.
- Funding must be spent within the 2019-20 school year.
- Projects must be completed within the 2019-20 school year.

Outputs

Project outputs must align with the project guidelines and terms and conditions. Outputs may include, but are not limited to:

- Parent workshops
- Parent information sessions with guest speakers
- Parent resources

Outcomes

- Parents have increased awareness of school activities and initiatives
- Parents are more involved in their local school environment and child's education

- Parents feel like valued partners in the education system
- Parents have increased confidence in public education

Performance Measures

Performance measures, as outlined in the Final Report, include:

- Number of projects/events
- Number of School Councils, Parent Involvement Committees, Special Education Advisory Committees, Indigenous Education Advisory Councils, or other parent groups involved
- Amount of funds spent on each event/project
- Number of parents that attended each event
- Data on parent satisfaction:
 - Number and or percentage of parents who have increased awareness of school activities
 - Number and or percentage of parents who felt more comfortable in the school environment
 - Number and or percentage of parents who learned new skills that will be beneficial for their child's achievement as a result of the project/event

Terms and Conditions

1. Funding must only be used for the approved project in accordance with the project guidelines in Schedule C and D. Changes that impact on the nature and/or objectives of the project(s) must be reported to the Province. Funding may not be used for ineligible expenses as defined in Schedule D.
2. If the grant does not cover the entire cost of the project, the Recipient is responsible for funding the balance from other sources. The Province will not be responsible for any cost overruns for the project.
3. The implementation and completion of the project is the responsibility of the Recipient.
4. The Recipient will acknowledge the Province's contribution on press releases, printed materials, conference/workshop and other materials.
5. The Recipient shall provide, upon request by an official of the Province or Provincial auditor, all documents and information related to the Recipient's participation in this program, and access to the premises where projects are being carried out, in accordance with district school board or school authority policy.
6. If actual project costs are less than anticipated or, for any other reason, the full amount of the Province funding is not used for approved eligible expenditures, any unused balance of funding will be a debt due and owing to the Province, and the Recipient shall pay or return the amount to the Province immediately, unless the Province directs otherwise.
7. Upon default of any of these Terms and Conditions by the Recipient, the Province, at its sole discretion, may recover or redirect the funds advanced.
8. Subject to the Freedom of Information and Protection of Privacy Act, and the Municipal Freedom of Information and Privacy Act, all information pertaining to this grant is public information and may be released to third parties upon

request.

9. The Recipient and its partners shall comply with all applicable federal, provincial, municipal laws, statutes, regulations, rules, ordinances and orders in respect of the performance of these Terms and Conditions.
10. The recipient must abide by the Provincial Code of Conduct and uphold respect, civility and responsible citizenship as it collaborates with all individuals involved in the publicly funded education system.

SCHEDULE “D” BUDGET

Ineligible Project Costs or Activities include but are not limited to the following:

- Activities that have already taken place
- Payment to school board staff or volunteers, including salaries, honoraria, gifts
- Purchase of goods and services for which the ministry currently provides funding (e.g., textbooks, library books, school furniture, computers, cameras, projectors, student transportation)
- Activities, resources, or speakers for students
- Capital items such as televisions, sports equipment, shelving
- Portable/handheld devices such as tablets or laptops, unless devices are to be used as part of a parent lending library and the cost does not exceed 50% of the approved funding
- Computer software or applications, online subscriptions, voice messaging systems, website maintenance
- Entertainment activities such as barbecues, fun fairs, volunteer teas, dinners, movies nights, dances, concerts, and performances
- Field trips
- School signs, announcement boards/screens
- Landscaping or creation/equipping of outdoor classrooms
- Refreshments exceeding 10% of the approved funding
- Advertising and promotion costs exceeding 10% of the approved funding
- Prizes or incentives to parents and/or students
- Lessons for parents (e.g., French, English as a Second Language, computer, CPR)
- Fundraising events

Central administration expenses of transfer payment recipients, such as those listed below, must not exceed 10% of the “Maximum Project Funds” amount or \$25,000, whichever is the lesser amount:

- Office supplies
- Copying and Printing
- Postage
- Local telephone costs
- Internet and wireless communication
- Dues, Fees and Licences (e.g. professional membership dues, membership fees, permit and licence fees)
- Legal Fees
- Accounting Fee
- Audit Fee
- Insurance
- Bank charges and interest

SCHEDULE "E"
PAYMENT PLAN

PAYMENT DATE OR MILESTONE	AMOUNT
70% upon signature of the transfer payment agreement.	\$28,364.72
30% upon completion of the project(s) to the satisfaction of the Province	\$12,156.31

SCHEDULE "F" REPORTS

Final reporting must include a financial expense summary and an evaluation of outcomes based on project objectives, the number of parents, school councils and community partners that participated in the project, and the impact on parent confidence as well as direct feedback on the merits of the program from parents (in the form of a survey, or video recordings, for example).

Report	Due Date
1. The Recipient will complete a final report and submit to PRO@ontario.ca	July 15, 2020

Projects must be completed by June 30, 2020. Any funds not spent by June 30, 2020 must be returned to the ministry.

A final report is to be completed using the provided final report template and submitted to PRO@ontario.ca on or before July 15, 2020. The Recipient are encouraged to submit their final report as soon as their projects are complete.

As government-funded projects are subject to audit, these records must be retained for seven (7) years by the Recipient, in accordance with district school board or school authority policy.