

# School Community Council Update

## Applying for Grants: Tips and Guidance

During the January 15th PAC meeting, participants were given some tips and guidance to help School Community Councils apply for funds from governments, foundations, businesses and non-government agencies.

The following information is adapted from Basic Proposal Writing Tips published by the Canada Business Network, a business information service of the Government of Canada. Information has been added from other sources as well as items specific to this school division.

Put yourself in the position of the person who will be reading your proposal. Try to hear your words from his or her point of view. Be concise.

### 1. First Step

The first step before writing your proposal/grant would be to:

- Define your project;
- Identify the right funding sources;
- Contact the funders;
- Acquire proposal guidelines;
- Know the submission deadline;
- Determine personnel needs; and,
- Update your timeline (this is a good point at which to factor in your schedule time to write multiple drafts, gather materials etc.).

### 2. Writing the Proposal

Five to seven pages or less is recommended excluding attachments. When explicit application guidelines are published by the foundation, carefully follow the instructions. If outlines or a series of questions are provided, follow the indicated order, answer each section, and avoid evasive language. Be sure to include a cover letter which introduces your organization and proposal and makes a strategic link between your proposal and the mission and grant making interest of each funder to whom you apply.

### Parent Advisory Council (PAC)

#### Upcoming Meetings

- March 19, 2009 at Riverside Community School
- May 14, 2009 at W. J. Berezowsky School
- October 15, 2009 at the Education Centre

PAC meetings run from 7:00 p.m. to 8:30 p.m. Each meeting features a roundtable for participants to share information about their School Community Council. As well, there is usually a featured information item or two.

Proof read your proposal! Check for spelling, grammar and continuity. Check the addition of your budget figures.



**Obtain approval from the school division before sending your application to the funder.**

Please complete a Special Project Grant Application Form which is available from school principals. You will need a description of your project, approval of the school principal and the superintendent responsible for your school. As well, the following individuals may also become involved: the Secretary-Treasurer if there is a contract, the Human Resources Department if employees will be hired and the Accounting Department if the grant amount is \$2,500.00 or more.

### 3. Organizational Information

- Brief summary of your organization's history;
- Brief summary of your organization's mission and goals;
- Description of current programs, activities, service statistics, and strengths/accomplishments;
- List other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies; and,
- Number of board members, full time paid staff, part-time paid staff and volunteers.

### 4. Purpose of Grant/Proposal

- The situation, opportunity, problem, issue, need and the community that your proposal addresses;
- How that focus was determined?
- Who was involved in that decision-making process?

### 5. Specific Activities

Specific activities for which you seek funding:

- Who will carry out those activities? (If individuals are known, describe qualifications);
- Your overall goal(s);
- Specific objectives or ways in which you will meet the goal(s);
- Actions that will accomplish your objectives;
- Time frame in which all this will take place.

### 6. Impact of Activities

- How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have;
- Long term strategies (if applicable) for sustaining this effort.

### 7. Evaluation

- How will you measure the effectiveness of your activities?
- Describe your criteria (measurable, if possible) for a successful program and the results you expect to have achieved by the end of the funding period.
- Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
- How will the evaluations be used?

## 8. Budget

The budget must outline your anticipated revenue and expenses. (Not all of these categories will be applicable for every project.)

### Revenue Sources

- The grant for which you are making application;
- Grants from other organizations;
- User fees;
- Donations; and,
- In-kind contributions.



### Expenses

- Personnel;
- Administration (3% to 5% of cash revenue if the project requires staff and/or a contract);
- Office supplies and printing;
- Program materials;
- Purchase of equipment;
- Travel;
- Insurance; and,
- Facility costs (rent or capital costs).

## 9. Attachments

Be sure to check each funder's guidelines. Generally the following is required:

- Financial statements from your most recent completed fiscal year, whether audited or unaudited;
- Organization and/or Projected Budget: List names of corporations and foundations that you are soliciting for funding, with dollar amount, indicating which sources are committed, pending, or anticipated.
- Letters of support. Ensure that the signatures from supporting agencies are from those who have the authority to sign for that agency.

## Sources of Grants

A free and comprehensive list of grants available to Saskatchewan schools is not available. Your school principal receives information about grants from time to time. As well, the Prince Albert Regional Intersectorial Committee (RIC) has information about local and provincial grants. Please contact Fay Stupnikoff, the RIC Coordinator, at 765-6620.



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# Have Questions? Want Training? Want to Share Your Successes?

Toni Cooke is available to answer your questions, provide training opportunities or just hear about your successes. She is available at 764-5952.

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## Prevention and Education Services for Problem Gambling

The Canadian Mental Health Association's, Problem Gambling Community Program works in consultation with Saskatchewan Health to deliver the public education and community development components of the provincial Problem Gambling Program. We offer FREE presentations to school, youth and parent groups, church and community organizations, and service clubs, to name a few. The program aims to raise awareness of the impacts of gambling and problem gambling in our communities.

Please contact Elizabeth Tunstall, Problem Gambling Community Development Coordinator at 764-7795 or email [elizabetht@cmhask.com](mailto:elizabetht@cmhask.com). Also check out our website at [www.cmhask.com](http://www.cmhask.com).

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## The Continuous Improvement Framework

The latest School Division Improvement Plan and our schools' Learning Improvement Plans were released in December. They are available on the school division web site; click on Continuous Improvement. You will be especially interested in reviewing your school's Learning Improvement Plan.

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