

**Safe and Caring Schools  
SPECIAL PROJECT FUND  
2016-17**

**Guidelines and Procedures**

**Purpose:**

The Safe and Caring Schools Policy provides guidance to schools and the districts in the development and maintenance of safe, caring and inclusive learning environments.

**The Special Projects Fund** aims to support specific projects in schools that are student focused, and provide leadership in the development and maintenance of safe, caring and inclusive school environments.

**Specifically, the goal is to:**

- ✓ support the implementation of the safe and caring schools goal/action(s) identified in your school development plan,
- ✓ support the implementation of key components of the Safe and Caring Schools Policy such as school-wide positive behaviour supports, code of conduct, violence/bullying prevention, social-emotional learning, inclusive education and/or digital citizenship, and
- ✓ help sustain partnerships and actions that support a positive school climate.

**Eligibility:**

- ✓ Districts or individual schools may apply
- ✓ Projects must take place during the 2016-17 school year
- ✓ Projects must be linked with the School Development Plan under the Safe and Caring Schools goal/action plan
- ✓ Teacher-sponsored student groups can apply with a project linked to a particular action identified in the safe and caring schools action plan

**Selection:**

Please forward applications to the Safe and Caring Schools Itinerant assigned to your region. Funds will be disbursed to the selected schools through the School District.

**Funding Guidelines:**

The following guidelines apply:

- ✓ Funding to a maximum of \$700 will be provided depending upon the scope of the project. Projected budget costs must be included with the application.
- ✓ Funding may be used to cover the purchase of materials and/or travel expenses. Funding cannot be used for salaries (e.g., project coordinator) or the purchase of non-consumables (e.g., computers).
- ✓ Following project completion of selected projects, a brief summary report must be submitted to the Safe and Caring Schools Itinerant. A list of expenditures as well as copies of any receipts should be attached to this report.

**Reporting:**

Participants must submit a brief summary report. Copies of any photos, videos or print materials that could be used to publish information regarding the project and its success may be included. Selected projects may be shared through District websites, the Department of Education and Early Childhood Development website and/or the NLTA Bulletin.

**Application Process:**

The application deadline is *November 28, 2016*.

**Applications must be made on the attached form and submitted to the Safe and Caring Schools Itinerant for your region.**

**Safe and Caring Schools  
2016-17  
Special Project Application Form**

**SECTION 1: APPLICANT INFORMATION**

**Please check one:**

**Regional level project**  **School level project**  **Student group project**

Project title: \_\_\_\_\_

District/School/Group: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Teacher Sponsor: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION 2: Project Information**

Project Outcomes

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Project Design

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Target Population

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2) What outcome/action in your school development plan (safe and caring schools goal) is connected to this project? How does the project support this action?

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3) How does this project support the implementation of key components of the Safe and Caring Schools Policy such as school-wide positive behaviour supports, code of conduct, violence/bullying prevention, social-emotional learning, inclusive education and/or digital citizenship?

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4) Please describe the expected time frame during which your project will occur (It must take place during the 2016-17 school year.).

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5) Is this project supported by funding from other sources? \_\_\_\_ Yes/ No

If yes, what source(s)? \_\_\_\_\_

How much funding is being provided? \$\_\_\_\_\_

6) Please outline the estimated cost of individual item(s) involved in this project.

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**If you have any questions concerning the SCS Project please contact your SCS Itinerant.**

**Please note that by May 31, 2017 successful projects are expected to submit a brief report (see following template) to the Safe and Caring Itinerant, to be included in the itinerants year-end report.**

Date: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_  
(For school and student group projects)

Date: \_\_\_\_\_ Regional Signature: \_\_\_\_\_  
(For Regional projects)

**Safe and Caring Schools  
2016-17  
Special Project Report**

**To be submitted to SCS Itinerant by May 31, 2017**

**General Information**

Project Title: \_\_\_\_\_

School Name: \_\_\_\_\_

Region: \_\_\_\_\_

**Evaluation of Project**

How has the project supported the implementation of the school development plan? (**Schools may attach a copy of the SCS Action Plan Template from the School Development Plan to answer this question**).

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How may this project support future safe, caring and inclusive schools initiatives?

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**Budget**

<u>Item Purchased/Travel Expense/Other(provide detail)</u>	<u>Amount</u>
	<b><u>Total Cost:</u></b>