

Provincial Advisory Committee for Safe and Caring Schools

SPECIAL PROJECT FUND 2011-2012

Guidelines and Procedures

Purpose:

This special project fund aims to promote awareness of the Safe and Caring Schools policy and to support Districts and schools with its implementation. Specifically, the goal is to:

- ✓ increase awareness of, and support for, effective approaches to establishing and maintaining safe and caring learning environments,
- ✓ strengthen partnerships and promote effective actions to create positive school climates, and
- ✓ to support and help sustain safe and caring communities.

Eligibility:

Districts or individual schools may apply. Teacher-sponsored student groups may also apply to complete projects associated with a particular course or curriculum area (i.e. community service project for Career Development 2201) or with their club/school-based organization (i.e. Student Council, Drama Club, etc.). Projects must take place during the 2011-12 school year.

Selection:

Applications within each District will be reviewed by that District's Safe and Caring Schools Team. Applications will then be forwarded to the Provincial Advisory Committee for Safe and Caring Schools for final approval. Funds will be disbursed to schools through each School District.

Projects could include a wide range of activities such as drama, musical or multi-media productions, visual art projects or any other innovative ideas. **Strong consideration will be given to innovative ideas.**

District and school level projects should be linked with the Safe and Caring Schools action plans for the year.

Funding Guidelines:

The following guidelines apply:

- Funding to a maximum of \$500 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 cost of purchase of materials or travel expenses. Funding cannot be used for salaries (i.e. project coordinator) or the purchase of non-consumables (i.e. computers). Also, funding does not apply to projects related to Safe Grad.
- Following project completion, a brief summary report must be submitted to the District Safe and Caring Schools Team. A list of expenditures as well as the original copies of any receipts should be attached to this report.

Reporting:

Participants in these Safe and Caring Schools projects will be expected to submit along with the brief summary report copies of any photos, videos or print materials that could be used to publish information regarding the project and its success. This can be done through District websites, the Department of Education website and/or the NLTA Bulletin.

Application Process:

The deadline for applications to be received by District-level Safe and Caring Schools Teams is **November 25, 2011**.

Applications must be made on the attached form and submitted to your District's Safe and Caring Schools Team for review and prioritization. Applications will then be forwarded to the Provincial Safe and Caring Schools Committee for final approval. Funds will be disbursed through each School District.

3) Project Purpose/Goals (What will change as a result of this project? What are the objectives of the project?)

4) How does this project connect with your District's or school's Safe and Caring Schools action plans?

5) Project Success (How will the success of this project be measured? How will you know if your objectives have been met?)

6) Is this project supported by funding from other sources? Yes No

If yes, what source(s)? _____

How much funding is being provided? \$ _____

Please attach projected budget costs.

If you have any questions concerning this process, please contact you district office.

Date: _____

Principal's Signature: _____
(For school and student group projects)

Senior Administrator's Signature: _____
(Director or Designate – For District projects)