

April 23, 2019

RE: 2019 Funding Proposals

Dear Northlea teachers, staff, students, parents and caregivers,

Each year the Northlea Home and School Association (HSA) funds a variety of initiatives that enrich our children's experience at Northlea. Funds raised by the School community last school year went to many projects that directly benefit the students of our School.

At this time, we are seeking proposals from teachers, staff, students, parents, and all members of the Northlea school community for funding from the monies raised during the **2018-2019** school year. As in past years, the Proposal procedure has evolved to have a direct link with the people and projects we fund, as well as to create a maximum degree of transparency with respect to how our monies-raised are spent.

Anyone connected with Northlea is eligible to apply for funding from the Northlea HSA. However, applications must meet policy and practices of the Toronto District School Board, which states fundraising money is not to be used "to provide resources necessary for the delivery of curriculum or a safe learning environment". More about this can be found on the TDSB website, at; <http://www.tdsb.on.ca/Community/How-to-Get-Involved/Fundraising/Policies-and-Procedures> (P.021 BUS, noting section 3.9).

Proposals cannot be accepted for community-based initiatives as these do not directly benefit or enrich the learning environment of the students at our School. Northlea HSA traditionally passes a motion allocating a percentage of all funds raised for the year to community-based initiatives, once a year, at the Spring Funding Allocation meeting.

Please note that there is no minimum or maximum limit on individual grants. Any project that falls within the above-mentioned guidelines will be considered, no matter how big or small, so put your thinking caps on and start thinking of ways to set Northlea up for success!

Applicants who are awarded a grant are required to report back, in writing, to Northlea HSA within 30 days of receiving the funds detailing exactly how the funds were spent.

To apply, simply fill out the form following this letter and submit it via email to the addresses provided.

Please note: Proposals submitted in hard copy may NOT be considered. Proposals must be complete and fully researched: incomplete proposals may NOT be considered.

Proposals are due no later than **May 20th, 2019**.

Proposals meeting the eligibility criteria will be available for review prior to the meeting on the [School website](#). Proposals will be presented at the June 4th, 2019 Home and School Association meeting where each applicant will be allocated **3** minutes to present their proposal and 2 minutes for questions.

Following the proposal presentations, only parents or caregivers will be invited to cast a vote to determine if funding for each proposal is denied, allocated in part, or allocated in full. All other community members will be asked to leave.

Following the voting, applicants not in attendance will be notified shortly thereafter regarding the status of their proposal.

Should you have any questions regarding the application process, please do not hesitate to contact the Co-Treasurers of the Northlea Home and School Association:

Jennifer Meyerhoffer
jlmeyerhoffer@gmail.com

Angie Kalentzis
angie.novachis@gmail.com

We look forward to receiving your proposals, and, good luck!

Northlea Home & School Executive

Timeline of Funding Proposals

May 14th- Initial Review of proposals submitted to date, by home and school executive

May 20th- Proposals are due **no later** than this date.

May 21st- Review of remaining proposals, by home and school executive

May 27th - Posting of submitted proposals to the Northlea website

June 4th- Home and School Meeting- Voting

Proposal for H&S Funds 2019

Please provide the following information and submit it via e-mail, no later than **May 20th, 2019**, to **ALL of the following individuals**. You will receive an email confirming that your proposal has been received.

Jennifer Meyerhoffer, H&S Co-Treasurer, jlmeyerhoffer@gmail.com

Angie Kalentzis, H&S Co-Treasurer, angie.novachis@gmail.com

Northlea Treasurer Mailbox, northlea.treasurer@gmail.com

Name of applicant(s) and contact information:

Item(s) being requested and why they are being requested:

Funds being requested – Provide detailed break-down of item(s) and cost(s), as some proposals may not be funded fully:

Has this initiative received funding from a proposal in the past AND/OR funding from the School Budget for 2018/2019? If yes, please provide years and amounts received.

If ongoing maintenance or upgrades will be necessary, please indicate anticipated yearly expenses:

Please detail use – classes, subjects, grades etc., and the number of students involved:

Anticipated date of purchase/expenditure:

Other – Please include any further information you feel might be helpful to the H&S Executive, and parents when reviewing the proposal.

Date Proposal Reviewed by Home and School Association:

Approved _____ Denied _____

Approved Amount \$ _____

Comments: