



York Catholic District School Board

Director's Office M E M O

Memo To: Principals – Elementary & Secondary
Superintendents of Education – Elementary & Secondary

From: Patricia Preston, Director of Education

Date: February 28, 2017

Subject: Parents Reaching Out (PRO) Grants 2017 - 2018

The Ministry has announced the allocation of a grant (maximum \$1,000 per school) to support Catholic School Council **Parent Reaching Out** initiatives. Please refer to the attached for further information.

Please encourage your Catholic School Councils (one proposal per School Council) to apply for the **Parents Reaching Out (PRO) Grant**.

To learn more about PRO Grants for school councils, please visit the ministry website at: <http://www.edu.gov.on.ca/eng/parents/reaching.html>.

APPLY ONLINE

2017-2018 applications must be completed and submitted online by Thursday, May 25, 2017.

Information can be saved to allow work on the application at different times.

Please make a copy of the completed application for the Catholic School Council file and your Principal file, **and send one copy to the Director of Education, c/o Anna Lima (CEC).**

Please keep your registration email address active for one year for future notifications.

FUNDING AND FINAL REPORTING

Project funds must be spent by June 30, 2018.

The PRO Grant final report is to be completed online by July 15, 2018. When the final report has been completed, **three copies are to be printed and to be distributed** as follows:

- One for the Catholic School Council file;
- Second copy for the Principal's file;
- **third copy to be submitted to the attention of Anna Lima, CEC;**
- Original detailed receipts are kept at the school level (attached to the applicable school cheque issued along with all school bank account records).

Please refer to the attached for detailed information. Information can also be found on our website under **Parents and Students/Parents Reaching Out Grants**.

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