

Local District 28 RTO/ERO Support of Projects

District 28
Region of Durham



Project Funding Guidelines

The District 28 RTO/ERO Treasurer presents to the District 28 RTO/ERO Executive by the March Executive Meeting, a financial report with expected expenses and receipts for the coming year. From this report the District 28 RTO/ERO Executive will determine the amount of funds to be budgeted toward funded service projects.

Project requests will be submitted on or by April 1.

The executive will strike a Gifting Committee which will make recommendations on projects to be funded. The District 28 RTO/ERO Executive will act on this report.

A second round of additional funds may be available later in the year and project requests will be submitted by October 1.

Funded projects fall into four categories:

- Local Needs-projects and events within Durham Region will be considered.
- On-going support - e.g. support for school supplies, student support, including projects in developing countries

- Student-teacher support - e.g. support to post-secondary student(s), including supplementing existing bursary, support to teacher, etc.
- Special Occasions - e.g. merit awards, special recognition, and/or supplemental funding to Projects which were submitted to the Provincial RTO/ERO Service To Others Project and were not successful in obtaining full funding.

The District 28 RTO/ERO Executive may decide to contribute funds in times of disaster on behalf of RTO/ERO members. RTO/ERO dinners, events and activities, which are open to all RTO/ERO members, will be considered separately from the above project funding guidelines. Supplemental funding for dinners/luncheons, events and activities will be decided on by RTO/ERO District 28 Executive as they are planned. Additional funds for Goodwill will be acted on by the District 28 Executive.

Application Process

RTO/ERO District 28 - Durham Executive will inform RTO/ERO members of District 28, of the availability of funds for projects and the process to request funds, for projects, at luncheons and in the publication of the District's newsletter, DUSTOFF and on the District 28 website, www.rtod28.ca.

Written requests, using the accompanying application, will be received on or by **April 1**. A second round of requests may be available later in the year and requests will be received on or by **October 1**.

Maximum amount available for a project is \$500. Number of projects which can be supported and the amounts available are dependent on the proposed budget for each year. Written requests should highlight the reason

for the request and how the money will be used. At the conclusion of the project, written follow-up information should be sent to District 28 RTO/ERO about the project. This information may be included in the District 28 RTO/ERO newsletter, DUSTOFF.

Although all requests will be considered by the Gifting Committee, not all requests may be granted. The Gifting Committee will present to the District 28 Executive the prioritized list of projects which desire funding at the April RTO/ERO District 28 Executive Meeting. If a second round of funds is available, the Gifting Committee will present the prioritized list to the District Executive at the October District 28 Executive Meeting.

Selection Criteria

Priority will be given to projects which are actively supported by District 28 RTO/ERO members.

At least **ONE** of the following should be fulfilled:

- to improve the quality of life of others
- to provide financial and/or other support, to children, students or seniors. Examples of support are supplies, resources, and equipment, etc.

- to provide support to community based projects which promote cultural and/or athletic and/or public health or wellness activities or events.

Continued funding may be requested on a yearly basis if need is actively demonstrated and requested. However, most projects may only receive one-time support.

Written Requests

Using the related application form, requests for funding should be forwarded to District 28 by **one** of the following methods and received by the previously mentioned date.

Mailed to:
RTO/ERO District 28-Durham
Re: Gifting Committee
c/o ETFO-Durham,
603 Palace Street,
Whitby, ON L1N 6S5

Given to a member of the
RTO/ERO District 28 Execu-
tive to forward to the Gifting
Committee

Emailed to the current
President

Follow-Up

- RTO/ERO District 28 Executive will inform in writing all individuals/groups who submit requests of the decision to fund or not fund a project.
- All successful individuals/groups who obtain funds for projects are asked to provide a follow-up letter to the RTO/ERO District 28 Executive at the conclusion of the project. This

communication may be included in the RTO/ERO District 28 newsletter to inform District 28 RTO/ERO members how the funds were used and to demonstrate to RTO/ERO members how their involvement has been recognized in the community and beyond. Pictures or media clippings which advertised the project, are encouraged. **■**

Application for Project Funding

District 28
Region of Durham



◆ Date of Application _____

◆ Names of District 28 RTO/ERO Members who Support this Project:

◆ Name of Group/Individual Seeking Funds. Please include contact information.

Address: _____

Email: _____

Phone #: _____ Contact name: _____
(if different than above)

◆ Amount requested: \$ _____

◆ What purpose will the requested funds serve? Please be concise.

◆ How will the funds be disbursed?

◆ How will the group/individual communicate with District 28 RTO/ERO at the conclusion of the project?

