

ALBERTA SCHOOL COUNCIL ENGAGEMENT GRANT

PROCESS

1

CONTACT FORM

Elk Island Public Schools (EIPS) collects contact information from school councils by **October 25**. School councils complete a **contact form** with their school name, school council chair, email address and permission to share this information with Alberta Education. Most importantly, this form allows EIPS to make an application to the province for the grant funds.



2

GRANT APPLICATION

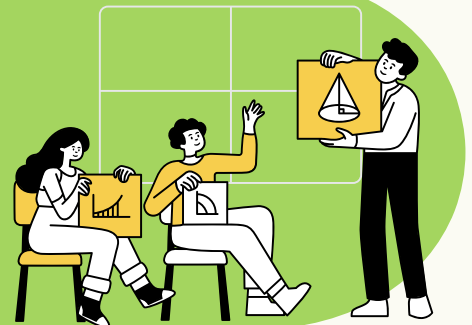
After the November COSC meeting, school councils receive an application directly to the email address provided in the contact form. The application asks for general school council information and how school councils plan to use the grant. School councils are encouraged to complete the application form by **December 31**.

The Alberta School Councils' Association's (ASCA) **learning opportunities** and **support services** are acceptable options for grant money. For 2024-25, councils receive a 25 per cent discount for these learning opportunities.

3

GRANT APPROVAL

After school councils apply, they must wait to receive approval from the Committee of School Councils Chair. School councils receive an email when they have approval. Once approved, councils can go ahead with their plans for the grant.



4

GRANT ACTIVITIES AND PAYMENT REQUEST FORM

School councils use their grant funds. They then complete a payment request form to have invoices paid or receipts reimbursed from these activities. Multiple payment request forms can be completed. Councils will contact COSC Liaison **Emma Small** for a link to the payment request form. Payment should be completed by **June 30**.





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FAQS

WHAT ACTIVITIES ARE GRANT ELIGIBLE?

- Workshops for parents to increase capacity for school council members;
- Information sessions on how parents can support student learning at home and at school;
- Parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.;
- Programs to support multi-cultural and Indigenous families including, English language learners and First Nations, Métis and Inuit learners;
- Parent resources and tools in multiple languages;
- Events to engage parents on important local issues;
- Conference fees;
- Parent engagement in promoting the value of arts; and
- Trainer/facilitator costs for the professional development, workshops or sessions associated with the above.

WHAT ARE NON-ALLOWABLE GRANT EXPENSES?

- Entertainment costs, meals, snacks, other food;
- No capital asset purchases;
- Activities that took place in a prior school year;
- Organization memberships;
- Fundraising events;
- Prizes or incentives to parents and/or students;
- Payment to school board staff including honoraria, gifts; and
- Entertainment activities such as barbecues, volunteer teas, movie nights, dances, concerts or performances, etc.

WHAT HAVE COUNCILS USED THE GRANT FOR IN THE PAST?

- ASCA workshops
- ASCA Conference and AGM
- ASCA support services for creating or editing bylaws
- Books for a parent resource library
- Family nights surrounding literacy, numeracy, or First Nations, Métis and Inuit education
- Parent information sessions with subject matter experts on artificial intelligence, mental health, wellness and more
- Saffron Centre workshops
- Website development

HOW CAN MY COUNCIL PAY FOR A GRANT ACTIVITY?

- Get an invoice from the organization that we'll pay on your behalf.
- Pay out of pocket and we'll reimburse you.
- Have the school pay and we'll reimburse them.

WHEN WILL AN INVOICE BE PAID OR A RECEIPT REIMBURSED?

- We'll pay an invoice within 30 business days of processing it.
- You'll be reimbursed within 10 business days of us receiving the payment form.