



2019

Project – Service to Others Program

The Program

Each year in August the Provincial Project – Service to Others Committee reviews Project Applications submitted by some or all of its 48 Districts (Ontario and B.C.).

How the Program Works – At the District Level

1. Project – Service to Others Applications must be submitted to local RTO/ERO Districts for consideration.
2. Local RTO/ERO Districts hold District Executive meetings, review all requests and select one for approval. A District RTO/ERO member prepares and submits only **one** application to the Provincial Office of RTO/ERO by **the close of business on June 20, 2019 (4:30 p.m., Eastern Daylight Time)** for consideration by the Provincial Project – Service to Others Committee when it meets in August.
3. In completing the District Declaration, if the District President is not available to sign, he/she must send an email to Gail Knox: gknox@rto-ero.org confirming that the project being submitted was approved by the District Executive.

Program Aims and Objectives

- To provide financial assistance (to a maximum of **(\$4,000.00)** to education, social and/or community-related projects.
- To contribute to a variety of projects and thereby raise the profile of RTO/ERO by demonstrating to active teachers, other educators, and to the public that RTO/ERO and its members care about their communities and about public education, and are willing to help others who need assistance.
- To provide a means by which RTO/ERO members can participate in education, social and/or community projects.
- To promote District/Unit participation in local, provincial and overseas educational/community projects.
- To raise the profile of RTO/ERO and its members, including retired teachers, other educators, and educational support staff.

- To demonstrate to the general public that RTO/ERO members continue to serve after they retire.
- To demonstrate to potential RTO/ERO members that RTO/ERO is a dynamic organization to which they should consider joining when they retire from active teaching.

Types of Projects

The following is a list of examples only and does not preclude other types of projects. Please review the Program Aims and Objectives before completing your application:

- Crisis centres.
- ESL, literacy and numeracy programs.
- Local Heritage and cultural projects.
- Medical and social programs for the needy.
- Physical activity/sport.
- School day care for the children of single teenage mothers.
- School dropout programs.
- Social Isolation Awareness programs.
- Special arts and education programs for children.
- Support for group homes.
- Support for initiatives from indigenous communities.
- Support for initiatives in developing countries.
- Support for the disadvantaged.
- Visitation/support programs for shut-ins.

Role of the Provincial Project – Service to Others Committee

- The Project – Service to Others Committee at its meeting will review all applications received from RTO/ERO Districts and make recommendations for funding to RTO/ERO's Board of Directors.
- The Committee's funding recommendations are based on the following:
 - The application was received at Provincial Office on or before the deadline date.
 - The project is new for the District and has not received funding from RTO/ERO in the past.
 - The project meets the Program's Aims and Objectives.
 - **A District RTO/ERO member(s) prepared the project.**
 - **There is evidence of involvement of a good number of members.**
 - The Expense Report is detailed, complete and expenses are supported by **quotation(s)**.
 - Other Expenses (if applicable) are listed.
 - Other participants and amounts pledged (if applicable) are listed.

- Application content:
 - All questions have been answered and there is sufficient information about the project for the Committee to make an informed funding recommendation.

RTO/ERO District Information

1. Please note: The Project – STO Application Form is updated yearly and projects that are submitted on any application form other than that for the current year, **will be returned and will not be considered.**
2. The Application requires approval and support of the District Executive at its meeting first.
3. At a meeting of the District Executive, the Executive will select one project for recommendation. In lieu of the District President signing the District Declaration, the District President will email gknox@rto-ero.org at Provincial Office and confirm the District’s project choice.
4. A project will **be funded only once**. Projects that are extended or are ongoing must find other sources of funding to continue.
5. Applications from **individual** RTO/ERO members or organizations will not be considered.
6. Attachments shall be limited to a maximum of five double-sided pages, in addition to the application itself. Items such as **books, pamphlets, cd’s, dvd’s, that are in addition to the five double-sided pages will be returned or destroyed.**
7. The funds may **NOT** be used for honoraria, wages or mileage. If transportation is necessary and cannot be funded by any other group or organization then the Committee will consider it. Also if labour requires a specific technical expertise then it will be considered, for example, furniture building or video production.
8. **Eligibility (Funding is approved on a one-year basis)**
 If a District received 2018 funding and wishes to be eligible to apply for funding for 2019 or future years, the District must submit a 2018 Project Progress Form to Provincial Office by **June 1, 2019**. If the 2018 project has been completed and all funds utilized, the District should mark the report as a Final Report. If the project is not complete and all funds have not been utilized the District should mark the report as an interim report and then must submit a final report on the project on or before **October 2, 2019** to Provincial Office.

9. At a meeting of the District Executive, the Executive will select one project for recommendation. In lieu of the District President signing the District Declaration, the District President will email gknox@rto-ero.org at Provincial Office and confirm the District's project choice.
10. After verifying that the Project Progress Form for the last approved project has been submitted to Provincial Office by the District, the completed application must be forwarded to and received by the *Provincial Office* **by the close of business (4:30 p.m., Eastern Daylight Time) on June 20, 2019 to be considered by the Project – Service to Others Committee at its meeting in August in one of the following ways:**

- | |
|---|
| <ol style="list-style-type: none">1. Email: gknox@rto-ero.org2. Regular mail3. Hand delivered4. Fax: 416-962-1061 |
|---|

- ◆ **Applications received after the deadline date will not be considered.**
- ◆ **The decision of the Project - STO Committee is final and not subject to appeal.**

<p>The Project – Service to Others Committee will meet in August to consider applications for funding. Once the Board of Directors reviews the recommendations of the Committee, the Chair of the Project – Service to Others Committee will inform the President of the District in writing.</p>



Project – Service to Others

2019 Application for Project Funding

(You can download a copy of this application form at:

<https://www.rto-ero.org/programs-services/current-application-project-feedback-form-and-previously-approved-projects>)

**RTO/ERO District
(Name and Number):**

Amount Applying for:

\$ _____
(To a maximum of \$4,000)

Title of Project:

Note:

- The points assigned to each section of this application for evaluation are indicated in brackets.
- The worthiness of the project in relation to the PSTO goals and the overall quality of the application are allocated up to **10 points**.

DISTRICT DECLARATION

(MUST BE COMPLETED IN FULL AND INCLUDED WITH APPLICATION)

District Name and Number: _____

Date of District Executive Meeting at which Application was approved: _____

RTO/ERO member who completed application:

We certify that:

1. All information provided to the Project - Service to Others Committee in support of this application is true and complete.

2. Approved funding will be spent solely for the proposed project and activities as described in this application.

3. If funding was awarded for our **2018** project, our District understands that in order to be eligible for future project funding, our District must submit the following:
 - a Final Project Feedback Report on or before **June 1, 2019** if all project funding has been utilized for this project.
 - an Interim Project Feedback Report on or before **June 1, 2019** if partial funds have been utilized for this project and our District will also submit a Final Project Feedback Report on or before **October 2, 2019**, indicating that all funds have been utilized.

4. Personal information collected on this form, or otherwise collected with our consent in connection with this application, is collected in accordance with the applicable legislation and will be used in conjunction with requests for funding under the Project - Service to Others Committee. Questions about this collection should be directed to: The Retired Teachers of Ontario/les enseignantes et enseignants retraités de l'Ontario, 300-18 Spadina Road, Toronto, Ontario M5R 2S7.

Verification

- Our District President has signed below, verifying that this project is the project our District approved for consideration for the current project year, **or,**
- At the time we were forwarding this application to you, we were unable to obtain our District President's signature. We are therefore advising you that our District President (or District Executive designate) **will send an email to gknox@rto-ero.org verifying that this project is the project our District approved for consideration for the current project year by the deadline date – the close of business (4:30 p.m., Eastern Daylight Time) on June 20, 2019.**

District President:

Checklist

Must be Completed and Included with Application

		Yes	No
1	The project is in compliance with Federal/Territorial, Provincial, Municipal and/or Out-of-Country laws.		
2	We confirm that our District has submitted an interim or final Project Progress Report for project funding received in the previous year.		
3	The project has the support and approval of the District Executive.		
4	The application is complete.		
5	This District has submitted only one application.		
6	The application has been submitted to Provincial Office on or before the required deadline of June 20, 2019		
7	A District RTO/ERO member prepared this application.		
8	The amount of the funding request is not more than \$4000.00.		
9	The funding commitment is for a one-year period only.		
10	The Funding/Expenses Report details funding sources and a list of expenses. Quotations for expenses are included.		
11	Funds for this project will only be used for project-oriented expenditures.		
12	The project details support for the Goals of Project – Service to Others.		
13	A detail of how members are involved in this project is included.		
14	This application outlines the geographic location of the project.		
15	This project details the timeline for initiation and completion.		
16	A list of educational, community and/or social benefits that will accrue as the result of this project is outlined.		
17	An explanation of how this project will enhance the image of RTO/ERO and its members is included.		
18	Pertinent information from any local community agency involved in the project is included as supportive documentation.		
19	A plan to publicize the project in a number of ways is included in the application.		
20	We understand that the decision of the Project – Service to Others Committee is final and not subject to appeal.		

Brief Overview of Project [5 Points]

Project Commencement Date:

Project Completion Date:

Location:

Overview of Project

In less than **250** words write a summary of the community or educational project.

Project Information

How will your project meet the goals of Project – Service to Others by answering the following:

#1 [5 Points]

How will this project provide financial assistance (to a maximum of \$4,000.00) to education-related and/or community-related projects?

#2 [8 points]

How many RTO/ERO members are directly involved in the completion of this project? _____

Some Examples of Specific Roles

1. Design/Coordinate/Oversee: material, equipment, labour, etc.
2. Participate: provide expertise; provide labour.
3. Volunteer: volunteer for the life of the project; encourage others in the community to participate on a one-time or on-going basis.
4. Fund Raise: organize events, collect individual donations.
5. Public Relations: organize and co-ordinate cheque presentation event(s), photographs and articles in local newspapers, District Newsletter, District Website.
6. Report: provide interim and final reports on project.

List who is involved and outline their specific roles (or involvement) in bringing the project to fruition (extend the chart if appropriate)

Name	RTO/ERO Member (Y/N)	Role/Project Involvement

#3 [5 points]

How will this project demonstrate to the general public that RTO/ERO members continue to serve after retirement? Show how this project will attract future members.

Some Examples

Demonstrates that RTO/ERO:

- ➡ continue to serve in a volunteer or leadership capacity after retirement;
- ➡ are visible in the community;
- ➡ is committed to important issues/causes;
- ➡ supports children and their development;
- ➡ cares about public education;
- ➡ is a vibrant community-oriented organization that affects world and community change.

#4 [5 points]

What are the educational, community and/or social benefits that will be met as a result of this project? Be specific.

Some Categories to Consider

- | | |
|---|------------------------------------|
| ↻ Literacy | ↻ Health, Safety |
| ↻ Arts Enrichment | ↻ Community Outreach |
| ↻ Partnership Building | ↻ Appreciation for the environment |
| ↻ Early Years intervention | ↻ Community Impact |
| ↻ Sustainability | |
| ↻ Senior Awareness | |
| ↻ Promotion of Culture | |
| ↻ Assistance for the Disadvantaged or those in need | |

#5 [8 points]

List ways in which you will publicize this project in your district and community

Examples/ideas

Community relations

- Cheque presentation at district or partner organization event
- Guest speaker from your district at recipient organization event
- Unveiling of funded initiative
- Letters of recognition/appreciation

Donor recognition

- Co-branded materials
- Donor recognition wall
- Recognition of the donation in recipient newsletter
- Recognition in recipient organization annual report

Media relations

- Recipient organization issues news release to local media highlighting RTO/ERO donation
- Marketing and Communications will provide a template/sample news release for districts to send to local media
- Send pictures and follow-up stories about the project to local media

Digital and social media

- Video (1-2 minutes) for use in events and on social media
- Information posted on recipient organization website, recognizing the donation
- Recipient organization posts information on its social media accounts recognizing donation

Member communication

- Marketing & Communications will provide a sample newsletter article you can adapt for your district newsletter
- Feature the donation on your district social media accounts – Facebook and Twitter – if applicable
- Present the cheque to recipient organization at a district event
- Presentation or workshop featuring guest speaker from recipient organization at district event
- Write a story for the district newsletter about the results/impact of the funded project/initiative

To share the story with wider RTO/ERO community or for other communication support, contact:

- Stefanie Martin, Marketing and Communications Coordinator
1-800-361-9888 or smartin@rto-ero.org

District – Please list

How will the District publicize this project to their members and their community?

Community – Please list

How will the District and the partner agency/organization, if appropriate, publicize the project to the community?

#6 [6 points]

Community partnerships are strongly encouraged.

For approval of your project, it is mandatory that the relevant contact information for the local service agency or organization is provided below. Failure to provide this information could result in a reduced grant allocation.

Name of local service agency or organization	
Email (ESSENTIAL)	
Telephone	
Website	
Address	

Did your District initiate this project or is the District supporting the project from a community partner? Explain. Also provide information on the role of RTO/ERO members in the partnership.

Project - STO Funding and Expenses Report
(Must be completed and included with Application)

List of Proposed Expenses for this Funding Request – **be specific and support with quotations from suppliers. [8 points]**

Please ensure that the total of the expense(s) listed below equals the total amount of the Funding Request.

1. Project Funding Request (\$4,000.00 maximum) _____

Be specific and attach quotations, where applicable, to support these expenses.

Expenses: List Individual Expenses (to a maximum of \$4,000.00).		Supplier Quotation (attach copies)
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenses:	\$	\$

2. List of Other Expenses (if applicable)

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	\$
Total Other Expenses:	\$	\$

3. Total Project Expenses

Individual expenses (total from #1)	\$	
Other expenses, if applicable (total from #2)	\$	
Total Project Expenses	\$	

4. Where the project cost exceeds the requested amount, please identify the source(s) to cover the remaining balance.

Amount of Expense	Source(s) to cover this expense

5. Identify the minimum amount that will allow the project to go forward. _____