



# 2011-2012 PARENTAL INVOLVEMENT



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<b>DESCRIPTION</b>	This program aims to promote and increase parental as well as community involvement at all levels of the educational system.
<b>ELIGIBILITY</b>	All FNEC member communities.
<b>OBJECTIVES</b>	<ul style="list-style-type: none"><li>• Support parents and caregivers in the role as their child's first and most influential teacher</li><li>• Encourage a home environment that supports children to succeed at school</li><li>• Support community involvement in education.</li><li>• Promote family literacy, Native language and culture.</li><li>• Establish home/school/community partnerships.</li><li>• Prepare youth for academic and social success in school.</li></ul>
<b>ACTIVITY SUGGESTIONS</b>	<ul style="list-style-type: none"><li>• Meetings, workshops and/or conferences for parents and community members on various aspects of school life for children (health, diet, etc.)</li><li>• Activities increasing parental involvement regarding school reports</li><li>• Awareness-building workshops for parents and the wider community</li><li>• Educational outings involving children and parents</li><li>• Setting up a parents' committee</li><li>• Home visits by a resource person to provide helpful tools for parents to contribute in their child's education</li><li>• Activities which favour the integration of traditional knowledge in school and extracurricular programs as well as in the family environment</li><li>• School Open Day for parents and community members</li><li>• Professional information activities for parents and children</li><li>• Production and distribution of material and communication tools (help guide for homework, information regarding the school's orientations and policies, etc.)</li></ul>
<b>IMPLEMENTATION PERIOD</b>	The 2011-2012 <b>Parental Involvement</b> program officially begins April 1, 2011 and ends March 31, 2012.

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## ADMINISTRATION

The FNEC has prepared a Contribution Agreement for the **Parental Involvement** program for administrative purposes.

The 2011-2012 procedures for funding transfer are as follows:

- A first instalment, corresponding to 22.50% of the eligible budget, will be payable upon receipt of both signed copies of the contribution agreement;
- A second instalment, corresponding to 22.50% of the eligible budget, will be payable in July 2011;
- A third instalment, corresponding to 22.50% of the eligible budget, will be payable upon receipt and approval of the project proposal in October 2011;
- A fourth instalment, corresponding to 22.50% of the eligible budget, will be payable in January 2012;
- A last instalment, corresponding to 10% of the eligible budget, will be payable upon reception and approval of the final report as well as the audited financial statements (when they become available).

**All amounts have to be fully spent by March 31, 2012.**

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## FNEC

### REQUIREMENTS

Henceforth, the FNEC must present a summary of all projects submitted as well as a final report to INAC with accurate quantitative and qualitative data. Therefore, it is important that you provide all the information requested in the forms. In order to avoid any delay in the transfer of funds to your community, it is crucial to answer all questions as precisely as possible.

Each community, thus, commits itself to respect the objectives and the basic criteria of the program defined by the FNEC General Assembly and to produce a project proposal and a final report **while respecting deadlines**.

Any community that does not follow these requirements may see their funding withheld the following year. All the forms are available on the FNEC Website in the “*Programs*” section.

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## DEADLINES

The deadline to submit your project proposals for the 2011-2012 financial year is **February 28, 2011, by 4 p.m.** (via postmarked mail)

The deadline to submit your final reports is **April 15, 2012, by 4 p.m.** (via postmarked mail)

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## ELIGIBLE EXPENDITURES

Below is the list of eligible expenditures:

- Salaries and benefits (*including insurances (employment, group), RRQ, CSST, QPIP, pension plans and relocating expenses*).
- Fees (*professional services, juridical, consultants, instructors, educators*).
- Trainings (*including registration fees, transport and accommodation fees, rentals and everything relating to the activity*).
- Transportation (*relating to activities and projects*).
- Child-care.
- Material (*including food, school and office supplies, instruction material, etc.*).
- Travel expenses (*meals, accommodation, car rental, plane, train, gas, parking, taxi, etc.*).
- Acquisition and adaptation of pedagogical and evaluation material.
- Acquisition of adapted material.
- Development, adaptation and acquisition of study programs.

***A maximum of 5% of the budget allocated to your community will be used for the administration of the program.***

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## NON ELIGIBLE EXPENDITURES

The following expenditures are not eligible:

- Expenditures for construction, operation and maintenance of federal and band-operated school facilities similar to those covered by INAC's Capital Facilities and Maintenance (CFM) program.
  - Salaries for teachers, education para-professionals and specialists that are already covered under the Terms and Conditions of the Education Program.
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## EVALUATION AND REPORT

The information below must be given in the submissions and final reports:

- **The project submission must include:**
  - A title
  - The objectives
  - A project description
  - The activities planned and the results expected
  - The target clientele and the number of participants
  - The partners involved
  - The implementation period of the project
  - A detailed budgetary forecast
  
- **The final report must include:**
  - A report of the activities realized and the results obtained.
  - The clientele and the number of participants in the project.
  - The partners involved.
  - The difficulties met.
  - The project duration.
  - The budgetary allocation.
  - Verified financial statements.

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## NOTE RELATING TO THE SUBMISSION PROCESS

- So as to facilitate the project submission process and reduce the amount of forms to fill out, we urge the communities to submit only one project or to group together activities or initiatives under the same theme in one single submission.
  
  - If a community wishes to submit more than one project in different sectors, we have added, to this effect, the tab “**Add a project**” at the end of the submission form. You will also find the tab “**Add a report**” at the end of the submission form of the final report.
  
  - Moreover, we have added a question allowing you to submit the same project for an additional year. This option aims to avoid submitting the same project every year, if the later is recurrent or permanent.
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