



NLSD 2011-2012 SCC Program Innovation Initiative Application Guidelines and Form

1. Program Objectives

Initiatives must support the priorities outlined in the Provincial and Northern Lights School Division # 113 Continuous Improvement Framework and the local Learning Improvement Plan.

Our SCC Program Innovation Initiative provides opportunities for SCC's to enhance student success and community engagement by focusing on:

- a. cognitive, social/emotional, physical and spiritual opportunities that engage students in increasing their repertoire of skills;
- b. increased positive activities for students at the local level that are culturally affirming, including physical activity, fine arts, outdoor activities and school to work activities that are an extension of the school classroom;
- c. increased student leadership capacity; and
- d. projects that are sustainable and easily replicated when demonstrated successful at improving student outcomes.

2. Eligible Initiatives

Initiatives supported must begin after the application deadline and will not be funded retroactively.

Initiatives must not duplicate existing programs and services delivered by the province, division or community.

Initiatives must align to the priorities outlined in the Provincial Continuous Improvement Framework and the Northern Lights School Division #113 Three Year Plan to maintain focus to actualize the will of the board and province.

3. Eligible and Ineligible Expenses

All income and expenses must be included in the Budget Form provided in the application. The following restrictions apply on the use of the SCC Program Innovation Initiative funds:

(eligible)

- Expenses claimed must be direct initiative related costs such as initiative materials, minor equipment and/or salaries for initiatives personnel specifically related to

initiative delivery.

- Reasonable expenses for individuals such as volunteer honouraria and participant allowances may be considered provided the expense is justified and directly related to initiative delivery.

(ineligible)

- Funds may not be used for capital projects, such as the purchase, construction, or renovation of facilities (i.e. buildings, land, housing, playgrounds, etc.) or the purchase or repair of major equipment.
- Donations of in-kind contributions and volunteer time may not be claimed as a cash expense.
- Salaries and expenses for federal, provincial, municipal or school board employees are not eligible costs.
- Other expenses that the SCC Program Innovation Initiatives Committee deem inappropriate may be excluded.

4. Initiative Funding Levels

Each SCC is allowed to apply for funds as follows:

- Small Schools (one teacher) – up to \$5,000/school/year
- Small Schools (4 teachers or less) – up to \$10,000/school/year
- Large Schools – up to \$50,000/school/year

*Applicants may receive funding for more than one annual initiative as long as the total does not exceed the maximum limit.

5. Accounting Requirements

All successful applicants must submit a financial accounting to the NLSD #113 Assistant Secretary Treasurer within 30 days after the school year completion. The financial accounting will be shared with the SCC Program Innovation Initiative Committee.

The financial accounting must provide actual or a photocopy of the actual receipts and payroll records of specific expenses related to the initiative. Original documents and receipts must be kept by the initiative recipient for seven years as per recognized accounting principles.

Unused initiative funds must be returned to the Assistant Secretary Treasurer.

Access of initiative funds must be done through the Board approved requisition and accountable advance processes and procedures.

Failure to meet the above funding obligations is grounds to retract access to future funding.

Note: Schools who did not expend their allocated grants in the 2010-2011 school year must re-apply under this year's funding for funds to complete that project. The total amount which will be allocated to any SCC for the 2011-2012 school year is as per section 4.



SCC Program Innovation Initiative Application

1. Applicant Information – Please complete the following information		
SCC/School:		
Mailing Address:		Postal Code:
Contact Person:		Position:
Phone:	Fax:	Email:
2. Project Overview		
Project Title:		
Start Date: (m/d/y)		End Date: (m/d/y)
How often is the project offered?		Total Project Expense: (from budget form)
3. Initiative Description:		
.		
4. Expected Outcomes:		
5. Reporting: How will you measure and report the results of your initiative?		
6. Budget:		

Budget Form	
Income	\$
Expenditures	Amount
Project materials (please list)	\$
Minor equipment (please list)	\$
Project staff salaries	\$
Project staff benefits	\$
Other direct project related expenditures (please list)	\$
Total project expenditures	_____

All expenses should be supported by original or photo-copied receipts.

Please mail the completed application form with attachments to your area superintendent of education.

School Principal

Date

SCC Member

Date

SCC Member

Date

School Superintendent

Date