



INSTRUCTIONS: APPLICATION FOR PROJECT – SERVICE TO OTHERS 2020 PROJECTS

*Please read instructions thoroughly before completing your application.
The Application Form is appended as a separate document.*

The Program

Through Project – Service to Others (PSTO), RTOERO sponsors District community projects. **Applications for new projects are due August 14, 2020.**

Program Aims and Objectives

- To provide a means, via financial assistance, by which RTOERO members can participate in education, social and community projects (to a maximum of **\$4,000.00 per District applying**).
- To promote District participation in local, provincial, national and international projects which provide a service and give back to the community, and society at large. (For a list of examples of types of projects, see Appendix B on page 6).
- To demonstrate, through these projects, that RTOERO and its members care about their communities and about public education, and are willing to help others who need assistance.
- To raise the profile of RTOERO and its members, including retired teachers, other educators, and educational support staff.
- To demonstrate to active education employees and to the general public that RTOERO members continue to serve after they retire.
- To demonstrate to potential RTOERO members that RTOERO is a dynamic organization they should consider joining before or after retirement.

Criteria

The Committee's funding recommendations are based on the following criteria:

- The application was received at the RTOERO Office on or before the deadline date.
- The project is new for the District and has not received funding from RTOERO in the past.
- The project meets the Program's Aims and Objectives (see above).
- RTOERO District members prepared the project.
- There is evidence of involvement of multiple District members. If it is a multi-District project, there must be members involved from each District.
- The Expense Report is detailed, complete and **expenses are supported by quote(s) from suppliers**.
- Other Expenses (if applicable) are listed.
- Other participants and amounts pledged (if applicable) are listed.

Application Process

1. All project applications must be written by District members.
2. Once an application has been filled out in entirety, it must be submitted to the local RTOERO District for consideration.
3. The District Executive reviews all submitted applications and approves one to be forwarded to the PSTO Committee
 - a. If the project is a collaboration between two or more Districts, all Districts involved must receive approval from their District Executive.
4. The President of the District must sign the District's Declaration section of the application (see page 2 of the application).
 - a. If the President is not available to sign the declaration, he/she must send an email to jmartin@rtoero.ca, confirming that the project being submitted was approved by the District Executive and on which date.
 - b. When the project is submitted by multiple Districts, a signature from each District President is required. The Districts will have to coordinate amongst themselves to determine who will submit the final application to the PSTO Committee.
5. Once District Executives approve a project for submission, they forward the application to the RTOERO Office by **4:30 p.m. on August 14, 2020**. See page 4 for how to submit the application.
6. The PSTO Committee will review all applications received from RTOERO Districts at their September Meeting.
 - a. The Committee will verify that all the criteria have been met, the aims and objectives have been addressed and all questions in the application have been answered.
 - b. For a detailed breakdown of how applications are scored by the Committee, refer to the sample Score Sheet provided in Appendix A on page 5.
7. The Committee will make recommendations for funding to the RTOERO Board of Directors.
8. Once the Board of Directors has reviewed and approved the recommendations of the PSTO Committee, the Chair of the Committee will inform District Presidents of the results in writing.

After a project is funded:

1. Once a project is approved and carried out a Final Report is required. For 2020 projects this report must be submitted to the RTOERO Office by **June 1, 2021**.
 - a. Districts may not apply for funding for a new project until a Final Report has been received for their last funded project.
 - b. **For Districts who received funding for 2019 projects**, a final report is required in order to be eligible for funding for a new project in 2020.
 - i. The process for submitting 2019 reports follows that outlined above.
 - ii. Deadline for 2019 Final Reports is **June 15, 2020**.

Important Information

1. **A project will be funded only once.** Districts cannot submit the same project over multiple years. Projects that are extended or are ongoing must find other sources of funding to continue.
2. Applications received after the August 14, 2020 deadline will not be considered.
3. Applications submitted to the PSTO Committee must be approved and supported by the District Executive. See item 4 in Application Process section for more details.
4. Multiple districts may submit a joint application for a shared project.
 - a. Multi-district projects are eligible for funding up to \$4000 **per District involved**. In other words, if three Districts are involved in a project, they are eligible for funding up to a total of \$12,000.
 - b. Applications must be first submitted for approval to the Executives of all Districts involved.
 - c. The same application can be submitted to each District Executive.
 - d. In the case where a multi-District project is submitted to District Executives and approved by some of the Districts involved but not all, the District who did not receive approval will have to be removed from the application sent on to the PSTO Committee and will not be able to proceed as a part of the project.
 - e. The PSTO Committee requires a single joint application for multi-District projects.
5. Applications from **individual** RTOERO members or organizations will not be considered.
6. Several District members must be involved in the project.
7. Attachments shall be limited to a maximum of five double-sided pages, in addition to the application itself. Items such as books, pamphlets, cds, dvds, provided in addition to the five double-sided pages will be returned or destroyed.
8. 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, the Committee may consider it. It can also be considered if labour requires a specific technical expertise (e.g. furniture building or video production). Both must be clearly explained in the application.
9. All funded projects require a Final Report submitted to the RTOERO Office. See “After the project is funded” in the above Application Process section.
 - a. The final date at which a final report can be submitted in order for a District to be eligible for funding in 2020 is **June 15, 2020**.
 - b. If the 2019 project is not complete and all funds have not been utilized, the District cannot apply for a new project in 2020.
10. The decisions of the PSTO Committee are final and not subject to appeal.

11. Please note: The PSTO Application Form is updated yearly. Projects that are submitted on any application form other than that for the current year, **will be returned and will not be considered.**
12. Completed applications must be forwarded to and received by the RTOERO Office ***by the close of business (4:30 p.m., Eastern Daylight Time) on August 14, 2020 in one of the following ways:***

Email: jmartin@rtoero.ca

Postal Mail: PSTO – Projects
300-18 Spadina Rd
Toronto ON M5R 2S7

Hand Delivered: To above address

Fax: 416-962-1061

Appendix A

Sample Score Sheet for 2020 Project – PSTO Application

PROVIDED FOR INFORMATION ONLY – DO NOT COMPLETE

District(s): District XX – Name of District
 District XX – Name of District
 District XX – Name of District

Project Title: Name of Project

Amount requested: \$ X,XXX.XX

Possible Marks	Section	Marks Awarded
10	Brief overview of Project: In less than 250 words write a summary of the community or educational merits of the project.	
Project Information - Describe how your project meets the goals of Project – Service to Others by answering the following:		
10	Question 1: How many RTOERO members are directly involved in the completion of this project? _____ List RTOERO members involved and outline their specific roles/or involvement in bringing the project to fruition.	
10	Question 2: Describe how this project will show the general public that RTOERO members continue to serve after retirement. Show how this project will attract future members.	
10	Question 3: Explain the educational, and/or social benefits that will be met as a result of the project. Be specific.	
10	Question 4: List the ways in which this project will be publicized in your Community and in your District.	
★	Question 5: If you work with a local service agency or organization, we require the following contact information:	
10	Question 6: How will the funds provided aid the education/community project?	
10	Project Funding - List of Proposed Expenses for this Funding Request – be specific and support with quotes from suppliers.	
10	The worthiness of the project in relation to the PSTO goals and the overall quality of the application.	
	TOTAL	
80		

★ if question 5 is completed, a bonus of up to 5 points may be awarded

Appendix B

Types of Projects

Please note this list gives examples of suitable projects, but is not exhaustive

- 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 of initiatives for/from indigenous communities
- Support for initiatives in developing countries
- Support for the disadvantaged
- Visitation/support programs for shut-ins

Appendix C

Examples

Examples for consideration when completing questions 2-4 of the PROJECT INFORMATION section of the Application for Project Service to Others 2020

- 2. How will this project demonstrate to the general public how RTOERO members continue to serve after retirement? Give examples of how this project will attract future members.**

Example: The project might be District members and seniors at a retirement home are working on some art activities. Family and friends of the seniors are invited to join in by working on an activity with the seniors or on one of their own. There may be students from a local secondary school who would help and get community hours as well (partner with an art teacher). Information about what is happening with the project through residence and/or school newsletters, Facebook, conversation with RTOERO members involved. The focus is on the membership involvement.

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

Some Benefits to Consider

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

- 4. List ways in which your District will publicize this project both in your district and your communities.**

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

Donor recognition

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

Media relations

- Recipient organization issues news release to local media highlighting RTOERO 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

- Recipient organization posts information on its website and/or social media accounts, recognizing the 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
- Guest speaker from recipient organization at district event
- Write a story for the district newsletter about the results/impact of the funded project

For other communication support, contact Stefanie Martin, Marketing and Communications Coordinator - 1-800-361-9888 or smartin@rtoero.ca