



## **PARTNERSHIPS, FUNDING GRANTS, AND EXTERNALLY FUNDED PROJECTS**

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#### **1.0 PRINCIPLES**

- 1.1. The South Shore Regional Centre for Education (SSRCE) believes that there are benefits in developing partnerships with other educational institutions and provincial/community agencies.
- 1.2. The SSRCE also believes that making application for grants and the external funding of joint projects can prove beneficial to educational programming offered to its students.
- 1.3. The SSRCE encourages its professional, support and administrative staff to develop educational partnerships and to seek external funding that would benefit the schools and students in our system.

#### **2.0 POLICY FRAMEWORK**

This policy complies with the Education Act and other related provincial acts and policies.

#### **3.0 AUTHORIZATION**

The Regional Executive Director is authorized to issue procedures in support of this policy.

## **PARTNERSHIPS, FUNDING GRANTS, AND EXTERNALLY FUNDED PROJECTS**

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#### **1.0 DEFINITIONS**

- 1.1. An educational partnership is defined as a written agreement between the SSRCE or a school within its jurisdiction and another educational institution or provincial/community organization. This agreement shall result in improved educational opportunities to students or professional development for staff.
- 1.2. The use of grants and external funding shall be defined within a written agreement between the SSRCE or a school within its jurisdiction and an external government agency or business. This agreement shall provide funds to the SSRCE for a specific educational program or opportunity for students or staff.

#### **2.0 PROCEDURES**

- 2.1. Proposals for both partnerships and grants/external funding shall be made in writing and shall include:
  - 2.1.1. The purpose of the partnership or grant/external funding application.
  - 2.1.2. The objectives of the partnership or grant/external funding application.
  - 2.1.3. The expected outcomes/benefits of the partnership or grant/external funding application.
  - 2.1.4. The timeframe for the partnership or grant/external funding application.
  - 2.1.5. The cost estimates to fund wages, benefits, materials, etc.
  - 2.1.6. The evaluation process to be used to measure the degree to which the objectives and outcomes/benefits were reached.
- 2.2. SSRCE proposals and Student Development Team proposals shall be reviewed by the Director of Programs and Student Services and if appropriate, approved.
- 2.3. Appropriate signing officers shall enter into a contract with the partner or funding source to commence the partnership/project.
- 2.4. A copy of the approved contract shall be forwarded to the Director of Finance.
- 2.5. The results of the evaluation of the partnership or grant/external funding project, as outlined in the proposal, shall be forwarded in writing to the Director of Programs and Student Services.

#### **3.0 RESPONSIBILITIES**

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.