

## **2012 Project – Service To Others Background Information**

### **WHAT IS PROJECT – SERVICE TO OTHERS?**

Project – Service to Others is a Provincial RTO/ERO program that provides grants to Districts for initiatives that support the concept of “Service to Others”. The intent is to contribute to a variety of community projects and thereby raise the profile of the RTO/ERO by demonstrating to active teachers and to the public that retired teachers care about their communities and about public education, and are willing to help others who need assistance. These assistance projects could be in any form that supports the goals of Project – Service to Others as outlined below.

### **WHAT ARE THE GOALS OF PROJECT – SERVICE TO OTHERS?**

- To provide financial assistance to education-related and other community projects.
- To facilitate member participation in education and/or community projects.
- To promote District/Unit participation in local, provincial and overseas educational/community projects.
- To raise the profile of retired teachers and of RTO/ERO.
- To demonstrate to the general public that retired teachers continue to serve after retirement.
- To demonstrate to potential RTO/ERO members that RTO/ERO is a dynamic organization to which they should consider belonging when they retire from active teaching.

## HOW DOES IT WORK?

- Through their Districts, individuals or groups apply to the Provincial Project – Service to Others Committee for funding. Such applications shall be limited to a maximum of 5 double-sided pages, in addition to the application itself.
- A project will only be funded once. Projects that are extended or are ongoing must find other sources of funding to continue.
- The funds may **NOT** be used for honoraria, wages or mileage. If transportation is necessary for students and cannot be funded by any other group or organization then the Committee will consider it.
- A District that has received funding must submit an **interim report by November 1st of this year** to be eligible to apply for the funding of future projects **and a final report at the conclusion of the project.**
- A District may submit no more than one proposal for submission to the Provincial Committee in any year.
- The maximum grant for a project is \$4000. A project may be supplemented by contributions from other sources. We promote any fund-raising a District can do to help the project.
- In addition to the written report, a display at an RTO/ERO Senate may be arranged to allow other RTO/ERO members to view complete projects.
- The completed application document must be received at the Provincial Office by the close of business (4:30 p.m., Eastern Standard Time) on March 1 to be considered by the Project – Service to Others Committee at its meeting in early Spring. **Applications received after the deadline date will not be considered.**

## WHAT KINDS OF PROJECTS MIGHT BE CONSIDERED?

- Local Heritage and culture projects.
- Support for initiatives from First Nations' communities.
- School day care for the children of single teenage mothers.
- Special arts and education programs for children.
- Support for the disadvantaged.
- Visitation/support programs for shut-ins.
- Support for group homes.
- Support for initiatives in developing countries.
- Crisis centres.
- Medical and social programs for the needy.
- ESL, literacy and numeracy programs.
- School dropout programs.

The above is a list of examples only and does not preclude other types of projects.

## WHAT IS THE APPLICATION PROCESS?

- Members submit their proposed project to their **District Executive** using the **current year's application form**. The Application requires approval and support of the District Executive.
- 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.**
- At a meeting of the District Executive, the Executive will select one project for recommendation. In lieu of the District President and Treasurer signing the District Declaration, the District President or the District Treasurer will email [gknox@rto-ero.org](mailto:gknox@rto-ero.org) at Provincial Office and confirm the District's project choice. The completed application document must be received at the Provincial Office by the close of business (4:30 p.m., Eastern Standard Time) on March 1 to be considered by the Project – Service to Others Committee at its meeting in early Spring.
- After verifying that the report of the last approved project has been submitted to Provincial Office by the District, the completed application must be forwarded to Provincial Office in one of the following ways:

1. Email: [gknox@rto-ero.org](mailto:gknox@rto-ero.org)
2. Regular mail
3. Hand delivered
4. Fax: 416-962-1061

- The deadline date is the close of business (4:30 p.m., Eastern Standard Time) on March 1.
- The completed application document must be received at the Provincial Office by the deadline date in order to be considered by the Project – Service to Others Committee at its meeting in early Spring.
- **Applications received after the deadline date will not be considered.**
- **The decision of the Project - STO Committee is final and not subject to appeal.**

The Project – Service to Others Committee will meet in early Spring (March/April) to consider applications for funding. Once the recommendations of the Committee are reviewed by the Provincial Executive, the Chair of the Project – Service to Others Committee will inform the President of the District.



**DISTRICT DECLARATION  
( MUST BE COMPLETED IN FULL AND INCLUDED WITH APPLICATION)**

<b>District Name and Number:</b>	<b>ABC District #</b>
<b>Date of District Executive Meeting at which Application was approved:</b>	<b>January 16, 2012,</b>

**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. A report to the Project – Service to Others Committee will be submitted immediately upon completion of the project. If the project is not completed by the 31<sup>st</sup> day of January, 2012, we agree to forward an interim report to Provincial Office by that date.

**In the event funding is approved for this project, we agree to submit an interim or final progress report for this project prior to submitting an application for project funding in the next funding year.**

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, 18 Spadina Road, Ste 300, Toronto, Ontario M5R 2S7.
5. Verification
  - a) We have signed below, verifying that this project is the project our District approved for consideration for the current project year, **or**,
  - b) At the time we were forwarding this application to you, we were unable to obtain signatures from either the District President and/or the District Treasurer. We are therefore advising you that our District President will send an email to [gknox@rto-ero.org](mailto: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 Standard Time) on March 1.

**District President:** \_\_\_\_\_ **District Treasurer:** \_\_\_\_\_  
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Completed and signed application forms must be submitted to Provincial Office no later than the close of business (4:30 p.m., Eastern Standard Time) on March 1<sup>st</sup>, in one of the following four ways:

1. Email: [gknox@rto-ero.org](mailto:gknox@rto-ero.org)
2. Regular mail
3. Hand delivered
4. Fax: 416-962-1061

**Eligibility/ Selection Criteria for Project - Service to Others  
(Checklist Must Be Completed and Included With Application)**

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

## **Brief Overview of Project**

In **250** words or less, write a summary of the community or educational project, its geographic location, and projected timelines (beginning and completion of the project).

Many of the seniors in our city have no skills when it comes to computer literacy. This project will enable them to obtain computer skills and learn to feel comfortable working with a computer. The Senior centre has donated their space in order to give them a place to gather and learn. They have also donated a secured area to store the computers when not in use. A number of retired RTO members have volunteered to teach them the skills they will need. In fact our District believes there are enough volunteers to enable one-on-one learning if it is feasible. Otherwise they will group the seniors by their abilities.

The project will begin within three to four weeks of the project being accepted and the monies awarded are received. It will run until the last week of October or until all seniors have had an opportunity to receive enough instruction to enable them to feel comfortable using a computer. There is already a campaign to fund another series of lessons next year. The Seniors' Centre have agreed to store the computers for as long as we wish.

## Project Information

### 1. Describe how your project meets the goals of Project – Service to Others by answering the following:

- a) Describe how this project will provide financial assistance to meet the goals of RTO/ERO.

Many seniors have the will to learn computer skills but lack the money to buy a computer and pay for lessons. RTO/ERO has, as their mandate, to help seniors live and enjoy their retirement. This project will enable all seniors who wish to become computer literate to have that opportunity that would otherwise not be affordable.

- b) Detail how many members of RTO/ERO in the District/Unit will be involved in the completion of this project and their specific roles in bringing the project to fruition.

There are several RTO/ERO members who will be involved with the program. Some will be purchasing the computers. One of the members will do the scheduling so that every senior who wishes to attend the classes will be able to do so. Another member will be responsible for the advertising in the community. Several members have already volunteered to teach the computer skills. They plan to begin at the level that each person needs. Thus they will begin with a needs assessment.

- c) Describe how this project will demonstrate to the general public that RTO/ERO members continue to serve after retirement.

Through the general announcements that will be made, both in the media and through the Senior Centre, the public will be made aware of the contribution that RTO/ERO is making to the seniors in the community. Also flyers will go to the schools encouraging the teachers to become involved with the project, either by volunteering or signing up their parents who might have need of these classes.



## Project Information, cont'd

- d) List the educational, community and/or social benefits that will be met as a result of this project.

The educational aspect of this project gives our seniors an opportunity to help themselves to become computer literate and to keep their brain matter thriving. This project is indeed a valuable tool for our seniors to have. The benefits to the community will be seen as the project unfolds. As the seniors become more computer savvy they will be able to participate within the community in many ways. In today's world there is a great emphasis placed on communicating via the computer. This project will enable the seniors to take part by using their skills they will learn to become an active contributing member of our society. The social benefits that will come with this project will feature the ability of these seniors to meet and mingle with all the other seniors taking the classes. It will also give them the opportunity to gather at the Senior Centre and meet many new people.

- e) Show how this project will demonstrate to potential members that they should consider belonging to RTO/ERO when they retire.

As stated earlier, the news of this project will be broadcast through the school system. Hopefully some of these teachers will find the time to volunteer or at least bring their mother, father, grandparents, uncle, aunt, etc. to the centre. In this way teachers will see that retired teachers from RTO/ERO continue to serve their community after they retire.

- f) List the ways in which this project will be publicized in your community.

It will be advertised in the newspaper, through the school computer system and flyers to all the schools. These flyers will also be put up in the senior centre, at the local libraries and advertised through the senior centre's bulletins they publish. On each computer a sticker will be placed identifying the RTO/ERO donation to this project.

- 2. Community partnerships are strongly encouraged. If this project involves a local service agency or organization, please provide relevant contact information (name, address, telephone and e-mail address).**

SAMPLE

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

**Funding Request:**                    \$ \_\_\_\_\_

**1. List of Proposed Expenses for this Funding Request – be specific and support with quotations from suppliers, if appropriate.**

▪ 9 Laptop computers @ \$400.00 each	\$ 3600.00	
▪ Welcoming lunch for volunteers	\$ 200.00	
▪ Miscellaneous – Coffee, tea biscuits, etc for seniors' breaks	\$ 200.00	
▪ _____	\$ _____	
▪ _____	\$ _____	
		<b>Total</b> \$ 4000.00

**2. List of Other Expenses (if applicable)**

▪ Inkjet Printer	\$100.00	
▪ Internet Security, Office Home and Student 2010	\$210.00	
▪ _____	\$ _____	
▪ _____	\$ _____	
▪ _____	\$ _____	
		<b>Total</b> \$310.00

**Grand/ Project Total** \$4310.00

**3. List of other participants and/ or supporters**

City Senior Centre \_\_\_\_\_

Individual donations

RTO/ERO members donations