Leadership Committee for English Education in Québec (LCEEQ)

Project Funding 2022-2023

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Introduction

The Leadership Committee for English Education in Québec (LCEEQ) is a collaborative professional learning community established to promote educational leadership in response to the needs of the English Educational Community.

One of the primary responsibilities of the LCEEQ is the coordination of various funding programs aimed at building capacity within English schools, centres, colleges and universities to better meet the challenge of improved student learning and success. The funding programs that are included in this document are the:

1. Professional Development and Innovation Grants (PDIG)

2. John Killingbeck Teacher/Administrator Scholarship Program

Each of these two funding programs has its own unique characteristics but together they all contribute to increasing the knowledge base, the resources and the services available to the English Educational Community.

Please review the separate document for the 2022-2023 Pilot Project Category B John Killingbeck Funding Program.

Professional Development and Innovation Grants (PDIG)

Guidelines

Background

Professional Development and Innovation Grants (PDIG) are available for teachers, Consultants, library personnel and administrators who are looking for ways to improve student achievement in Québec's English schools and centres. **Professional Development Grants** are intended to improve pedagogical practice. **Innovation Grants** are intended to support school teams to engage in systemic change within the school/centre in order to promote student success. Submissions should take into consideration the School Board's *Commitment to Success Plan* and the School's *Educational Project*.

Objectives

Both categories of grants strive to improve student achievement in the English Educational Community. Although there is a distinction in the purpose of the funds, the application process is common to both.

1- Professional Development Grants focus on improving pedagogical practice. Your project should focus on the development of the teachers' expertise resulting in improved pedagogical practices or improved curriculum tools.

Projects may be initiated by teachers, library personnel, school/centre administrators and/or Consultants. This category is intended to provide release time necessary for *a minimum of 2 teachers* to collaborate on and participate in professional development activities relating to the Québec Education Program (QEP).

2- Innovation Grants focus on collaborative team efforts to create systemic change within the school/centre. This category is intended to provide release time necessary to pilot an innovative project designed to bring changes to the organization of the school, or to the learning environment. Examples of this type of project could include changes to the school timetable that would free up time for teacher PD, or the creation of new learning spaces for students with special needs, or parent outreach programs. The results should be sustainable after the initial year.

This category is intended to provide release time necessary for *a minimum of 2 school team members, including at least 1 teacher* to pilot an innovative project relating to school/centre success. Other team members may include school administrators and other non-teaching personnel.

Target Audience

The Professional Development and Innovation Grants are available to public and private English schools in the youth, adult and vocational training sectors. Applicants are welcome to propose inter-Board/cross organizational projects.

Funding

The funding for the grants is made possible by the Canada-Québec Entente and comes from Heritage Canada. The **DSRÉA** (Direction du soutien au réseau éducatif Anglophone), of the Ministry of Education manages the actual distribution of approved funds. The Leadership Committee for English Education in Québec **(LCEEQ)** administers the application, approval and reporting process for these grants.

PDIG funds are not available for the production of assessment instruments (e.g. formative or summative examinations, Evaluation Situations, etc.).

Any product that results from an approved PDIG grant must be accessible through the LCEEQ website for use by the entire English-speaking Educational Community.

Eligible PDIG Expenses :

- Teacher substitution costs equal to time spent in meeting the requirements of the project.
- Transportation, lodging or meal expenses for team members who are working on a collaborative project and whose home school/centre is more than 50 km apart.
- Honoraria, transportation, lodging and meal expenses for a consultant from outside the School Board/Institution. **Only consultants who are NOT in the employ of public or non-profit private education will be permitted to claim a fee**.

Reimbursement Rates :

Substitution subsidy	$ 262.00/day $131.00/half day
Maximum per diem (12-18 hours with overnight)	$157.00 (hotel, meals, taxes)
Maximum (no overnight) Breakfast	$10.40
Lunch	$14.30
Dinner	$21.55
Travel	$0.55 / km
Consultant honoraria (not employed in the public or private education sector)	$325 / day

Ineligible PDIG Expenses:

Computer hardware and/or software, software licensing fees, Internet access fees, printing and/or photocopying, rental and/or purchase of equipment (including instruments), resource materials, art materials, registration fees for conferences and/or on-line courses, salary for additional personnel, travel expenses outside of Québec, and any other unlisted eligible expenses.

Awarding of Funds:

The awarding of funds for expenses to the School Board/Private Institution is done in two instalments:

1. **The first instalment (50%)** is payable upon project acceptance. The process to make the claim will be included in the letter of acceptance.
2. **The second instalment** is payable upon the approval of the project report, by both the school administrator(s) involved and the LCEEQ. Payment will be based on actual costs, not the total originally approved. The process to make the final claim will be provided once the final report is approved.

Eligibility Criteria

To qualify for a grant, a project proposal must:

1. Address the professional learning of the school/center personnel or organizational issues facing the school/centre.
2. Describe the goals of the project and provide a description and a daily plan of anticipated activities.
3. Provide a detailed "start" and "finish" date. The last meeting (i.e. the "finish date") must take into consideration time to prepare the final report for approval. The "finish" date and the deadline for Final Reports should not be the same.

   Note that the monitoring of the journaling requirement will be guided by the stated "start" and " finish" dates.
4. Describe how the outcomes of the project will be recognized and shared so as to benefit the community at large. **This is a critical element in the approval process as PDIG funds are intended to benefit the entire community and not a particular school or School Board.**
5. Relate to the mandate and strategic plan of the LCEEQ.

A **Project Evaluation Rubric** will be used to evaluate all project submissions. (Appendix B)

Application Procedure

1. Review this project funding document carefully paying particular attention to **deadline dates**.

   Read the **PDIG Application Overview (Appendix A)** and share it with your team members before you begin the online application.

   If you do not have an LCEEQ account, you must create one. Follow the simple steps at https://lceeq.ca/

2. The project applicant, henceforth the **Project Manager,** may request a **maximum of six (6) release days per teacher** for any one given project. However, an individual teacher may be funded up to a maximum of eight (8) release days per academic year, thus allowing her/him to participate on more than one project.

3. The Project Manager must complete the **online grant application** found at LCEEQ.ca. Click on the Professional Development tab, and then select PDIG. The form may be edited. When complete it must be submitted. The school/centre administrator for each school/center included in the proposal also receives the application for online approval upon submission.

   IMPORTANT NOTE: *Applications must be approved online by the school/centre administrator(s) by the stipulated deadline in order to be considered and evaluated.*

   Applications, approved by the school/centre administrator must be received on or before April 19, 2022

4. Following the evaluation process, the Project Manager may verify the status of the application on the LCEEQ website, to determine if the project is either **accepted** with a full grant amount or **refused**. The Project Manager will receive an electronic notice of the decision. It is expected that all proposals will be evaluated by **May 27, 2022**.

   IMPORTANT NOTE: The evaluation team will not modify a proposal nor recommend changes. A proposal will either be accepted as presented or rejected.

5. **If funds remain after all accepted projects are accounted for**, a second round of applications may be launched. Applicants whose projects were refused in the first round may adjust them based on feedback provided and re-submit them for consideration. New submissions will also be entertained. The deadline for second applications, if such is available, will be **advertised at the launch of a second round.**

6. On the application form, the Project Manager will be required to indicate the date on which the proposed project will begin and end. It is not acceptable to provide a vague timeline (e.g. October to April) – more specific detail is expected. The team will be expected to complete the project in the approved timeframe. If unable to meet this commitment, the Project Manager will be expected to ask for special consideration. Each case will be determined on its own merit.

   If the project cannot be completed due to unforeseen circumstances, it must be cancelled by the Project Manager. In exceptional cases, a timeline may be revised with the approval of the LCEEQ. Special considerations have been made in response to covid-19.

7. Since there may be changes in personnel between the time the grant is approved and the beginning of the new academic year, the Project Manager will be required to confirm the team members that will carry out the project as the school year begins.

8. Throughout the process the team will be expected to make a journal entry after each meeting. These may be prepared by any member of the team but must be confirmed by the Project Manager for the funds to be released.

   Failure to keep an updated, confirmed journal may result in project funds being rescinded and the School Board/Institution being responsible for outstanding expenses.
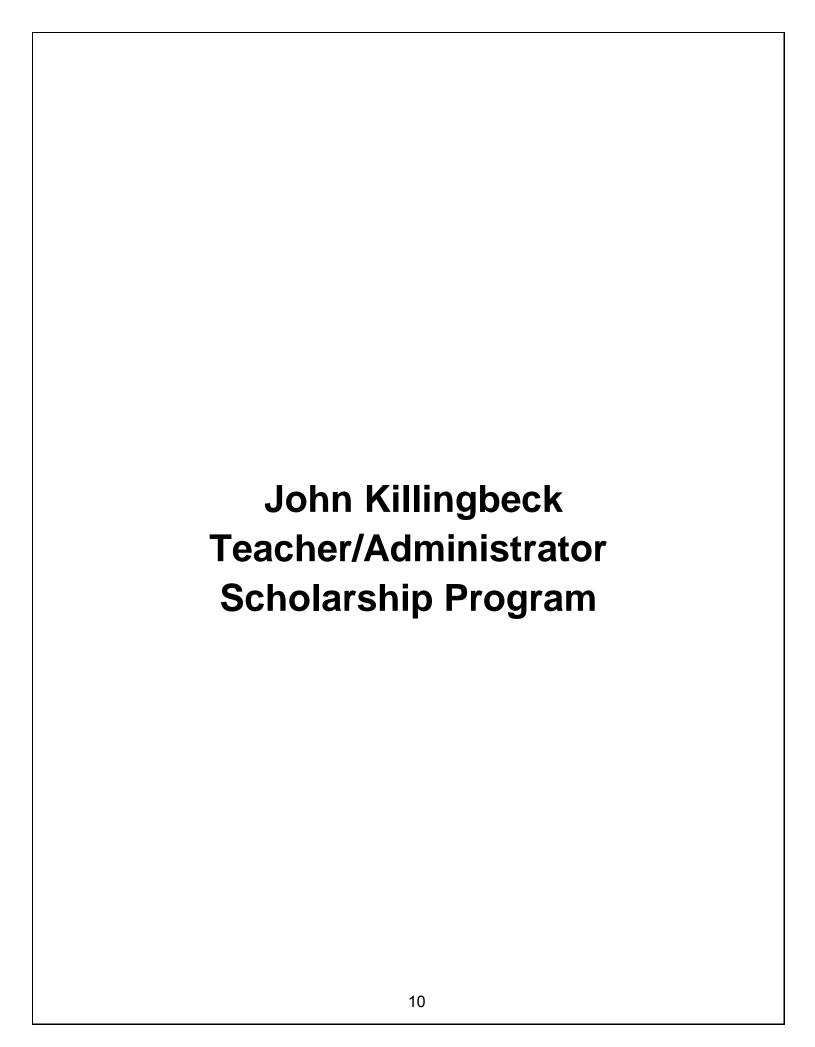
Report Procedure

1 Upon completion of the project, the Project Manager must complete the online Project Report. The school/centre administrator(s) also receives a copy of the report for online approval and must respect the established dates for approval.

   The final report must be received **within sixty days (60) of the completion of the project or by April 30, 2023**, whichever date comes first.

2 The Project Manager will be notified that the school/centre administrator has accepted the project report by the stipulated deadline and that the LCEEQ has also accepted the project report.

   IMPORTANT NOTE: The Project Report must be approved by the school/centre administrator(s) and by the LCEEQ to receive reimbursement for eligible costs incurred. If the approved report is not received **within sixty days (60) of the completion of the project or by April 30, 2023**, whichever date comes first, *the second instalment payment for the balance of payment will be forfeited.*

Evaluation Committee

To ensure that all projects adhere to the objectives and eligibility criteria established for the Professional Development and Innovation Grants, and that they are aligned with the Strategic Plan of the LCEEQ**,** a Committee will be established each year to evaluate project submissions.

The Evaluation Committee will consider each proposal on its own merit, using the targeted criteria described in the **Project Evaluation Rubric.** (Appendix B)

John Killingbeck
Teacher/Administrator
Scholarship Program

Guidelines

Background

High-quality professional development (PD) available to teachers and administrators on an ongoing basis is a key component in curriculum implementation and successful student learning. One of the most effective forms of professional development for school personnel involves opportunities to reflect on practice, to share successful strategies and to learn from and with colleagues.

The **John Killingbeck Teacher/Administrator Scholarship Program** provides teachers, in-school administrators, and centre directors, with opportunities for short-term study visits to exemplary schools or centres to experience good practice, carry out research and share information with a network of other participants.
There is a Pilot Project for 2022-2023: details for "Category B" can be found on the website.

Objectives

- To expand the knowledge base of teachers and administrators in order to improve student learning.

- To create a network within the English Educational Community for the sharing of successful practices.

Target Audience

The *John Killingbeck Teacher/Administrator Scholarship Program* is open to teachers and administrators in the English sector, working in the youth, the adult, and the technical and vocational sectors.

Scholarships

Scholarships will be awarded to qualifying schools and centres. The scholarship funds are provided to help defray expenses incurred, such as:

- Travel to and from the host school or centre, as well as local travel during the stay
- Accommodation and meals
- Teacher substitution costs
- Hospitality contribution to the host school or centre

The scholarship funds **cannot be used** for the purchase of materials or equipment, nor to attend conferences or training session.

Reimbursement Rates

Substitution	$ 262.00/day $131.00/half day
Maximum per diem (12-18 hours with overnight)	$157.00 (hotel, meals, taxes)
Maximum (no overnight) Breakfast	$10.40
Lunch	$14.30
Dinner	$21.55
Travel	$0.55 / km < 5000 km $0.49 / km > 5000 km

To ensure that schools and centres throughout Québec have an opportunity to benefit from the **John Killingbeck Teacher/Administrator Scholarship Program**, and that the size of the School Board/Association and the travel costs of distant schools, are taken into account, the distribution of available funding is based on the following breakdown:

Association of Jewish Day Schools =	$ 6,000
Central Quebec School Board =	$ 14,000
Eastern Shores School Board =	$ 9,000
Eastern Townships School Board =	$ 13,000
English Montreal School Board =	$ 18,000
Lester B. Pearson School Board =	$ 18,000
Littoral School Board =	$ 9,000
New Frontiers School Board =	$ 12,000
Quebec Association of Independent Schools =	$ 6,000
Riverside School Board =	$ 12,000
Sir Wilfrid Laurier School Board =	$12,000
Western Quebec School Board =	$14,000
Total Scholarships Amount =	**$ 143,000**

In the past, a specific number of scholarships with fixed amounts were established for each School Board/Association. To allow for more local decision-making, this practice has been changed, allowing each School Board/Association to decide how to disperse its total scholarship allotment. The amount granted may be used to support one deserving project or divided to support several projects.

Project Manager

In order to assure a coordination of the **John Killingbeck Teacher/Administrator Scholarship Program** and support for school and centre teams, the LCEEQ has appointed a Project Manager, Mr. Jim Sullivan, to assume the following responsibilities:

- Inform the English Educational Community of this offer (information document, information sessions, etc.)

- Assist scholarship schools in selecting a host school when asked

- Address issues and / or concerns raised by participants in the program

- Ensure the preparation of participants for their study visit (briefing, training, clear expectations, etc.)

- Assist schools and centres with the production of their video-clips following their completed study visits

- Evaluate the impact and success of the program and report to the LCEEQ

- Update scholarship program information on the LCEEQ website on a regular basis.

Eligibility Criteria

To qualify for the **John Killingbeck Teacher/Administrator Scholarship Program**, school and centre teams must submit a study visit proposal that addresses the following criteria:

1. The Mandate and PD Plan of the LCEEQ
2. Sustainability
3. Transferability
4. Reinvestment
5. Clarity of Presentation

A **rubric** has been developed based on the above criteria and will be used to evaluate all project submissions. A copy of the rubric may be found in **Appendix B** of this document.

In addition to the above five criteria, project submissions should focus on improving **teacher practice** and demonstrate a direct link with the **Quebec Education Program** (QEP) and the school or centre **Success Plan / Educational Project**.

Application Procedure

Application for the **John Killingbeck Teacher/Administrator Scholarship Program** must be made using the **on-line Application Form** found on the LCEEQ website (LCEEQ.ca). On-line applications must be received by the LCEEQ by **April 19, 2022**.

The application procedure begins with the School Board/Association, which establishes a process to identify applicants from within its organization. The school or centre completes the on-line Application Form (to be found at LCEEQ.ca). Once completed, the form is automatically received by the School Board/Association. The School Board/ Association selects the projects for consideration and negotiates the amount of funding that can be dedicated to each based on its total scholarship allotment. The School Board/Association may decide to support one deserving project or divide its total allotment to support several projects. The School Board/Association then submits the finalized on-line Application Form to the LCEEQ for consideration.

Once the completed Application Form has been received by the LCEEQ it will be reviewed by the Project Manager. If the project submission is in keeping with the overall intention of the programme, then the LCEEQ will communicate its approval to the applicant. If there is a need for clarification, the Project Manager will communicate directly with the applicant or approving School Board/Association. Applicants will be informed of the final decision by **May 27, 2022**

All approved study visits and reimbursement claims for the 2022-2023 school year are to be completed by **April 30, 2023**.
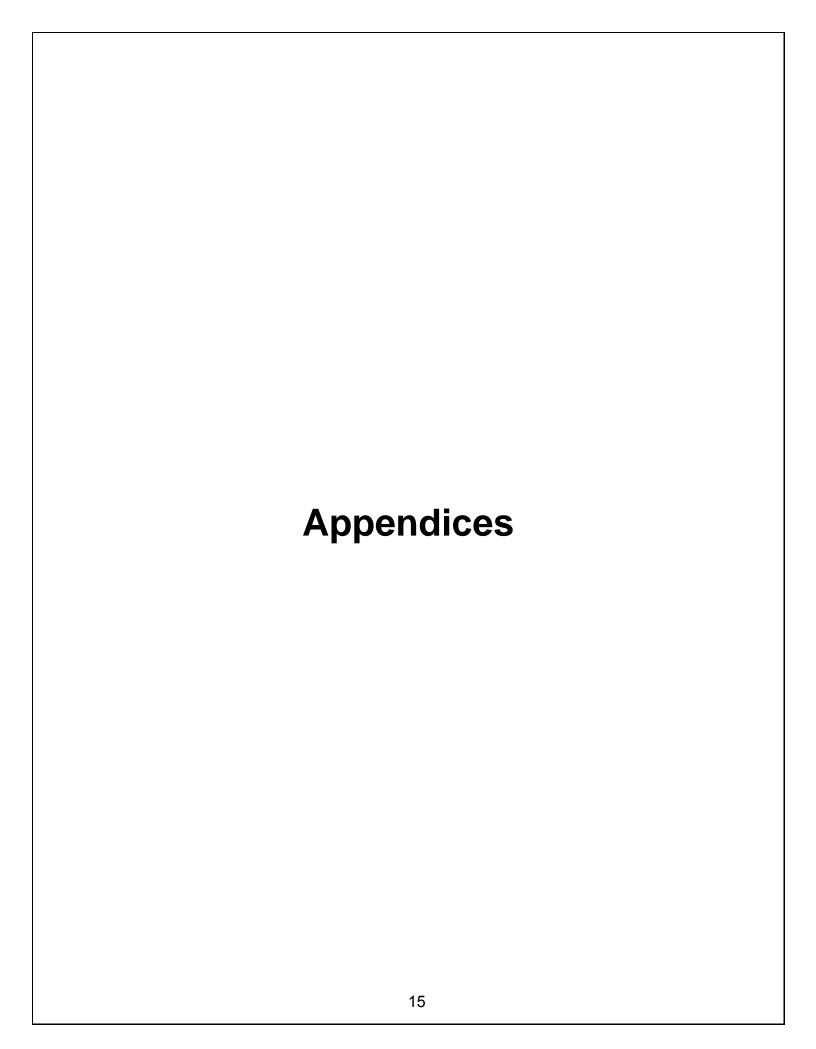
Video-Clip

The video clip is the official record of the school or centre's study-visit. Once the video-clip has been produced and submitted to the Project Manager, it will be posted on the LCEEQ website and accessible to any school or centre in the English Educational Community.

The video-clip should summarize the study-visit in a 5-10 minute presentation/interview. The content of the clip should address the following three questions:

- What was the focus/reason for this study-visit?
- What did you learn as a result of this study-visit?
- How do you intend to implement what you have learned in your school / centre?

The video clip and claim for reimbursement must be received by the Project Manager **on or before June 1, 2023** so that the request for payment can be made prior to June30, 2023.

Appendices

PDIG Application Overview

Before you begin your PDIG application, please note that you will need the following information:

- Team member email addresses (we only accept Board/Organization addresses)
- Administrator/Supervisor email address(es).

The application is divided into 3 sections:

➢ General Info & Team members (everyone involved in your project)

➢ Project Description (all about your project, its goals, and the planned activities)

➢ Budget.

You may save and come back to the application repeatedly while the process is open.

Please ensure that you have read the LCEEQ Funding Information document and have reviewed the rubric for PDIG applications. (Appendix B)

Should you require support, our support team is available via help@lceeq.ca or by using our contact form. They will be happy to be of assistance.

Form Summary

Project Name: This will be the identifier for your project.

Start and Finish Date: Indicate the anticipated time period for your project. Detail required.

If you are unable to complete the project in the proposed timeframe, the Project Manager may ask for special consideration. Each case will be determined on its own merit.

If the project cannot be completed due to unforeseen circumstances, it must be cancelled by the Project Manager. In exceptional cases, a timeline may be revised with the approval of the LCEEQ

Note: that the project needs to be finished early enough for a project report to be generated before the report submission deadline.

Applicant information: This information is pre-filled based on your LCEEQ account information, please be sure this information is accurate or make the necessary change(s).

Number of release days requested:
Type in the number of release days requested. This number will be applied to each team member requiring substitution days. You may request half days, indicated by using a decimal point. Note that there is a maximum of six (6) release days/teacher/project and a maximum of eight (8) release days per teacher across all PDIG projects, so be sure to check with your team members to know if they are applying for any other projects.

Team Members:

You will automatically be entered as a team member. Be sure to edit your information as needed. To add additional team members, please enter their school Board/Organization e-mail address, then click "Add team member", fill in the appropriate information and "Confirm". Use the "No substitution required" field if no release days are needed for a particular team member.

Supervising Administrator(s):

Each submission must be approved by an Administrator or Supervisor from each school/centre involved in the proposal. Provide us with their e-mail address and upon submission, your application will be sent automatically to that individual for approval.

PROJECT DESCRIPTION:

Project Summary:

Let us know what is exciting about your project and why it is important to you.

Subject Area(s) of the Project:

Select up to three (3). Once you have made your selections, click on the "Subject Areas" heading to collapse this field to give you more space, click again to expand.

Level of the Project:

Select all that apply.

Project Goals:

Describe the need(s) addressed by this project: why is this project important to the greater English Educational Community?

To better describe your project and its associated goals, break it down into blocks of time – either full days or half days – whatever works best for you. Give the section a title and use the text box below to describe your activities and associated goals. Select the "+Add a day, activity & related goals" button to add another section.

It is important to note that a critical element in the evaluation process for the PDIG Project applications is the impact the proposal will have on the larger English-speaking Educational Community. In order for a PDIG proposal to be accepted it must be deemed to benefit the wider community and not only the team that completes the project.

In order to meet this criteria, it is important that the applicant makes it very clear how the outcome of the project will be made available to the wider community.

Project Assessment:

Enumerate the gains in teachers' expertise and how those gains will be assessed.

Project Outcome:

Describe how you will record the outcomes of your project and how you plan to share your results with other teachers in your school/centre and school board. It is important to give this section of the application some careful thought since the **Reinvestment Criteria** (see the rubric in Appendix B) resonates with the LCEEQ's mission to provide resources and support to the entire English Educational Community.

It is also important to note that all approved projects will be required to submit a Final Report, which will include a request for a copy of materials and resources produced by the project team. These will be posted on the LCEEQ website. The journaling process used throughout the process will assist you in preparing the Final Report.

BUDGET

Detailed Budget:

Substitution days are automatically calculated based on team members and requested days, and this cannot be adjusted here. If you would like to adjust the requested days, please do so in the "Project Info and Team Members" section and your changes will be reflected in the budget.

If and only if team members are working on a collaborative project and their home schools/centres are more than 50km apart, use the drop-down menu to add additional budget items. The rates are pre-filled; simply add the quantity requested and the calculation will be done for you.

If you would like to remove an item, leave the quantity blank and click away and it will be removed. If there is a special circumstance and the budget items specified do not cover it, choose "Other" from the dropdown menu and fill in the information. Then insert an explanation in the "Supplementary Budget" section.

Supplementary Budget Comments (optional)

Use this section only if you feel there are special circumstances regarding your budget that you would like to explain.

If you are now ready to fill out the online application form go to https://lceeq.ca and click on *Professional Development* at the top of the home page.

Rubric for the Evaluation of All Project Submissions

CRITERIA	LEVEL 5 EXEMPLARY	LEVEL 4 THOROUGH	LEVEL 3 ACCEPTABLE	LEVEL 2 PARTIAL	LEVEL 1 MINIMAL
Mandate and Strategic Plan of the LCEEQ*	The project is related to multiple components of the LCEEQ mandate & strategic plan.	The project is related to a specific component of the LCEEQ mandate & strategic plan.	The project is generally related to the LCEEQ mandate & strategic plan but not to any specific component.	The project was created without any reference to the LCEEQ mandate & strategic plan but could be reworked.	The project was created without any reference to the LCEEQ mandate & strategic plan.
Sustainability	The project offers concrete, long term impact which is measurable.	The project has long term impact and is measurable.	The project has some long-term impact and may be measurable.	The project has no evident long term impact and is not measurable.	The project has no long-term impact and is not measurable.
Transferability	The project must potentially impact the entire English educational community.	The project applies to the needs of most (2/3) schools and centres.	The project applies to the needs of a specific school board or a minimal number of private sector schools.	The project reflects the needs of only a small number of schools.	The project does not reflect the current needs of the English educational community.
Reinvestment	The project demonstrates a commitment to reinvest and share resources/experience with the entire English educational community.	The project demonstrates a commitment to reinvest and share resources/experience with other schools or centres in their school board or association.	The project demonstrates a commitment to reinvest and share resources/experience within their home school or centre.	The project has no evident commitment to reinvest and share resources/experience but could be modified to address this criterion.	The project demonstrates no commitment to reinvest and share resources/experience.
Clarity of Purpose	In terms of clarity of purpose, the project presentation is very comprehensive.	In terms of clarity of purpose, the project presentation includes sufficient detail in key areas to be considered very satisfactory.	In terms of clarity of purpose, the project presentation includes sufficient detail to be considered satisfactory.	In terms of clarity of purpose, the project presentation requires considerable strengthening.	In terms of clarity of purpose, the project presentation is considered unacceptable.

*LCEEQ Strategic Plan: https://lceeq.ca/sites/lceeq/files/media/documents/LCEEQ_Strategic%20Plan%202021-2023%20.pdf

Notes