

PIC and PRO Grant Funds

Overview and Frequently Asked Questions

PIC AND PRO GRANT FUNDS PURPOSE

The Ontario Ministry of Education's Parent Involvement Policy provides each school board with funds specifically allocated to support school-based initiatives which enhance the participation and engagement of parents in their child's education.

At the school level, through the active participation of parents, school councils work to improve student achievement and to enhance the accountability of the education system to parents.

This funding supports initiatives that identify and address local parent needs and/or remove barriers that prevent parents from participating and engaging fully in their children's learning and educational progress.

For children to grow, parents need to grow as well.

CREATE Parent Opportunities

HOW DOES CSPC RECEIVE PIC AND PRO GRANT FUNDS

- ☐ Funds will be sent directly to each school/CSPC in September/October.
- ☐ Every school/CSPC will receive
 - ☐ \$500 **Parent Involvement Committee** (PIC) Grant and a
 - ☐ \$500 **Parents Reaching Out** (PRO) Grant per school year.
- ☐ Funds are not meant to be accumulated and should be used in the school year they are received.
- ☐ Grants are used together and for the same purpose.
- ☐ Planning can begin.

An application for funds is NO LONGER REQUIRED.

A reimbursement form for funds is NO LONGER REQUIRED.

CREATE Parent Opportunities

WHERE ARE THE PIC AND PRO GRANT FUNDS RECEIVED

Funds are sent directly to the school, to the CSPC by EFT (electronic funds transfer)

- ☐ For **Consolidated CSPC Account**, funds will be sent to the school's bank account and then applied to the **CSPC- PIC and PRO Grants** category.
- ☐ Funds can be seen on the report #2

Summary for: CSPC- PIC & PRO Grants Cat. #: 14006			Contact Person: Balance Forward: [REDACTED]					
Date	Transaction	Description	Debit	Credit	Tax Paid	Tax Rebate	Cleared	Balance
09/29/2025	CreditMemo	TCDSB MISC Payment - CSPC PIC & PRO		\$1,000.00			☒	[REDACTED]

- ☐ For **Separate CSPC Account**, funds will be sent to the CSPC's bank account.
- ☐ Funds can be seen on the bank statement.

Oct 06, 2025	MISC PAYMENT PAYMENTS TCDSB	1,000.00	[REDACTED]
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TRACKING UTILIZATION PIC AND PRO GRANT FUNDS

The CSPC is responsible for the tracking of the utilization of the PIC and PRO Grant funds received.

- ☐ Invoices for all items and/or services involved in a parent engagement initiative are required to be kept and stored with CSPC documents at the school.
- ☐ Reporting utilization will be part of the required CSPC Annual Report.

Consolidated CSPC account

- ☐ Have PIC and PRO Grant funds managed in the **CSPC - PIC and PRO Grants** category in KEV which will track all PIC and PRO Grant expenditures. It keeps funds separate from CSPC generated funds. A KEV report will provide the utilization figures required for the CSPC Annual Report.

Separated CSPC account

- ☐ Have PIC and PRO Grant funds managed with the CSPC bank account, amalgamated with CSPC generated funds. The Treasurer is required to track these funds separately from CSPC generated funds. The Treasures will the utilization figures required for the CSPC Annual Report.
- ☐ PIC and PRO Grant Funds are to be tracked **together** as one figure, can use the [PIC and PRO Funds Tracking Template](#)
- ☐ If PIC and PRO Grant funds are remaining at the end of the school year, those funds will carry forward to next school year. This can be noted on the tracking sheet and then reported on the CSPC Annual Report.

Parent Involvement Committee (PIC) and Parent Reaching Out (PRO) Grant Funds Tracking		
School Year	2025/2026	
Amounts Received	PIC and PRO Grant Funds ¹	0
	Carryover (previous year)	0
	Total Available Funds (A)	
Event Title		
Date		
Expenses	Items	Amount
	Speaker Fee	0
	Resourses	0
	Hospitality	0
	Supplies	0
	Printing	0
	Total Expenses (B)	
	Carry forward (A minus B)²	
1. PIC and PRO Grant funds are tracked together. 2026/20267allocation is \$1000.		
2. If total expenses (B) are less then total funds available (A) then remaining funds carry forward to the next school year		

REPORTING UTILIZATION OF PIC AND PRO GRANTS FUNDS

The utilization of the PIC and PRO Grant funds will be reported every school year on the CSPC Annual Report by answering a series of questions.

1. What was the **Opening Balance** for PIC and PRO Grant funds for the 2025/2026 school year?
2. Did the CSPC discuss at a CSPC meeting how to use any of the available Parent Involvement Committee (PIC) Funds and Parent Reaching Out (PRO) Grant Funds for a Parent Engagement Opportunity during the 2025/2026 school year?
3. What were the PIC and PRO Grant funds used for?
4. What was the **title and description** of the parent engagement initiative that used the PIC and PRO Grant funds?
5. What was the **Total Cost(s)** of the parent engagement initiatives or resources paid with the PIC and PRO Grant funds?
6. What is the **Remaining Balance** of the PIC and PRO Grant funds?

ELIGIBLE INITIATIVES

Initiatives that identify and address local barriers to parent engagement and may include, but not limited to:

- ✓ Delivery of parent engagement sessions (e.g., parent networking sessions with an educational/information component);
- ✓ Development of parent resources (e.g., leadership resource for parents, resources addressing well-being, mental health, and anti-racism for students and families; existing resources translated into different languages, etc.);
- ✓ Delivery of parent information sessions (e.g., how to support children and families at home; how to understand curriculum; special education sessions, transition to high school, etc.);
- ✓ Creating a parent lending library (e.g., books, curriculum documents, pamphlets, information packages, that provide parents with information and strategies to assist their children); and
- ✓ Innovative initiatives that enable enhanced and diversified parent engagement and involvement.

If there are questions about if an initiative can use PIC and PRO Grant funds

email parent.engagement@tcdsb.org

INELIGIBLE INITIATIVES

Initiatives that are ineligible and funds cannot be used include:

- x Social/family/community events without an educational component for parents.
- x Student Excursions, activities, resources, workshops, or speakers, even if parents are in attendance.
- x Purchase of student supplies for home or school use (e.g., markers, paper, glue, scissors, prizes, calendars, supplies, scrapbooks, arts, and crafts).
- x Purchase of goods and services for which the Ministry provides funding for students (e.g., textbooks, library books, furniture, technology, student transportation; etc.).
- x Capital items, such as televisions, sports equipment, shelving, computers, handheld devices (e.g., tablets, laptops, uniforms).
- x Payment to school board staff or volunteers, including salaries, gifts, or honorarium.
- x Computer software or applications, online subscriptions, voice messaging systems.
- x School signs or announcement boards.
- x Landscaping or equipment for outdoor classrooms or school yards.
- x Fundraising events or prizes/gift certificates for fundraising events.

If there are questions about if an initiative can use PIC and PRO Grant funds

email parent.engagement@tcdsb.org

FREQUENTLY ASKED QUESTIONS

1. What does PIC and PRO stand for?

- PIC – Parent Involvement Committee and PRO – Parent Reaching Out. Both funds are to be used for parent engagement initiatives and funds are provided by the Ministry of Education for this purpose ONLY.

2. When and how do CSPC/schools receive PIC Funds and PRO Grant Funds?

- Starting in the 2023-2024 school year, accumulated PIC and PRO Grants funds have been sent directly to the school and CSPC bank accounts.
- Going forward, school and CSPC will receive the PIC and PRO Grant funds allocation at the beginning of the school year in September/October. Funds will be sent as an EFT (electronic funds transfer) to the CSPC's separate bank account or the school's bank account for CSPC consolidated accounts.
- All parent engagement initiatives expenditures are paid directly from CSPC accounts.

3. Is there a reimbursement process to complete to receive PIC and PRO Grant funds?

- There is **no reimbursement process** to receive PIC and PRO Grant funds. Funds are now sent directly to the school and CSPC.

4. How much funding do CSPCs receive?

- Schools and CSPCs receive an allocation of \$1000 - \$500 in PIC funds and \$500 in PRO Grant funds. Funds are not meant to be accumulated and should be used in the school year funding is received. Funds are used in conjunction with each other for the same purpose of parent engagement.

FREQUENTLY ASKED QUESTIONS

5. Is any reporting required for PIC and PRO Grant Funds?

- The CSPC will report on the utilization of the PIC and PRO Grant funds when completing the required CSPC Annual Report.
- The CSPC is responsible for tracking the utilization of the PIC and PRO Grant funds. Invoices for all items and/or services involved in a parent engagement initiatives should be retained as they will be required for reporting. PIC and PRO Grant funds can be tracked using [PIC and PRO Funds Tracking Template](#)

6. What can PIC and PRO Grants funds be used for?

- PIC and PRO Grants funds are to be used for parent engagement ONLY. The Ministry of Education has allocated funds to create opportunities for parents/guardians at the local school level to encourage them to be more involved in their child's education. There must be an educational component for parents/guardians when using these funds.
- Funds can be used to provide a speaker or presentation for parents/guardians (in person or virtual), purchase resources for parents/guardians and create a Learning Library for parents/guardians.

7. Can PIC and PRO funds be used for agendas?

- Yes, PIC and PRO Grant funds can be used to purchase agendas as a tool to improve communication between the parents/guardians and staff at the school. If funds have been collected for agendas, these must be applied to the invoice first and then PIC and PRO Grant funds can subsidize the balance.

8. We were unable to use any or all of our PIC and PRO Grant funds, what happens to these funds now?

- If there are unused funds or a parent engagement initiative that was unable to be had, the remaining funds will carry forward to the next school year to be used.

FREQUENTLY ASKED QUESTIONS

9. We have a speaker who will be presenting to both the students and the parents/guardians. Can PIC and PRO Grant Funds be used?

- If you have a speaker who will be presenting to both the students and the parents/guardians, the PIC and PRO Grant funds can ONLY be used to pay for the parents/guardians' presentation. Please ask the speaker for separate invoices for both presentations.

10. We have invited parent/guardians to the student presentation; can we use PIC and PRO Grant Funds?

- No, PIC and PRO Grant funds cannot be used for a student focused presentation even if parents/guardians are in attendance.

11. Can schools get together to use their PIC and PRO Grant funds?

- PIC and PRO Grant funds are meant to deal with barriers at the local school level. However, close schools that share barriers may plan a parent engagement initiative together. The division of all costs associated with the parent engagement initiative will be determined by the Principals.

12. Can PIC and PRO funds be used for hospitality?

- If a parent engagement initiative is being put on for the whole school community where an educational component is being offered, a reasonable amount of PIC and PRO Grant funds can be used for hospitality to help encourage parents/guardians to attend.
- Hospitality should be secondary for the event; the educational component should be primary focus.

FREQUENTLY ASKED QUESTIONS

13. Can PIC and PRO Grant funds be used to pay for expenses at a CSPC meeting such as hospitality or child minding?

- No, PIC and PRO Grant funds cannot be used to pay for expenses at a CSPC meeting such as hospitality or child minding.

14. Can PIC and PRO Grant funds be used for a beginning of year or end of year school BBQ?

- No, PIC and PRO Grant funds cannot be used for a beginning of year or end of year school BBQ.

15. When we hold a parent engagement event, we receive very poor attendance. Should we continue?

- Yes, please continue, don't be discouraged. The success of an event is not based on the attendance. Even if a few parents/guardians attended, those children would benefit.
- Continue to promote the importance of parent engagement and the impact it can have on our children.
- Plan the parent engagement event at the same time each school year. Like the Christmas concert and year end BBQ, parents/guardians will associate that time of the school with learning and may be more willing to attend.
- Planning parent engagement events in the fall, as the school year is beginning may encourage more parents/guardians to attend.
- For our students to grow, our parents/guardians need to grow as well.

If there are questions regarding PIC and PRO Grant funds that have not been addressed, email Parent.Engagement@tcdsb.org.