



WORKIT GRANT FUNDING ACTIVITY REPORT

Organization Name:					
CBL Consultant/ MK Representative:		Phone:			
Email:		Fax:			
School Year:		Date Submitted:			
Total Number of Participants	Male:		Female:		
<p>FUNDING CATEGORIES: Place an "X" beside the categories where schools received funding (check <u>all</u> that apply).</p> <table> <tr> <td> <p>Awareness</p> <input type="checkbox"/> Promotion of the Skilled Trades <input type="checkbox"/> Projects and Partnerships <input type="checkbox"/> Skilled Trades Education <input type="checkbox"/> Professional Development </td> <td> <p>Exploration</p> <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Safety Certification <input type="checkbox"/> Student Transportation </td> </tr> </table>				<p>Awareness</p> <input type="checkbox"/> Promotion of the Skilled Trades <input type="checkbox"/> Projects and Partnerships <input type="checkbox"/> Skilled Trades Education <input type="checkbox"/> Professional Development	<p>Exploration</p> <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Safety Certification <input type="checkbox"/> Student Transportation
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Number of senior high schools in the School Board/MK (schools with grades 10-12):*					
Number of junior high schools in the School Board/MK (schools with grades 7-9):*					
Number of schools that applied for <i>WORKIT Grant Funding</i> :					
Number of senior high schools that received funding (schools with grades 10-12):*					
Number of junior high schools that received funding (schools with grades 7-9):*					

***Note:** In those instances where schools have both junior and senior high school levels, count those school in both categories. For example, school "A" has grades 7-12, count that school in both the junior high school category AND in the senior high school category.





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1. PROMOTION

Briefly describe how the School Board/MK promotes the use of *WORKIT Grant Funding*.

2. APPLICATION PROCESS:

Describe the application process and allocation of funds. This should include any application deadlines and a description of how funding was allocated to schools.



WORKIT GRANT FUNDING ACTIVITY REPORT

3. PROJECT SUMMARIES:

Include the name of each school and a 1-2 line description of each project/activity.



WORKIT GRANT FUNDING ACTIVITY REPORT

4. FUNDING:

School Board/MK Funding Received (this school year):	\$
Funding Carried Over from Previous School Year (if applicable):	\$
TOTAL FUNDING:	\$
Was funding held back for School Board/MK <i>WORKIT Grant Funding</i> activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much?	\$
Provide a 1-2 line description of each School Board/MK project or activity (if applicable).	
BUDGET REPORT (provide a breakdown of <u>actual</u> expenditures): <i>All receipts or proof of purchase(s) for actual expenses must be made available upon request.</i>	
Supplies and Materials (includes all supply and material and PPE cost)	\$
Student and Teacher Travel (includes student conveyance and travel in province for teachers)	\$
Substitute Teachers (includes all costs associated for hiring a substitute teacher)	\$
Other Professional Services (includes rental of equipment, safety training costs and honoraria)	\$
Professional Development Teachers (includes associated fees to attend a “conference-in province”, “in-service teachers”, or various courses related to the skilled trades)	\$
Other (includes all remaining expenditures)	\$
TOTAL	\$



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5. OUTCOMES:

SUCSESSES: From a School Board/MK perspective, describe some of the successes of the *WORKIT Grant Funding* Program.

CHALLENGES: From a School Board/MK perspective, identify any challenges associated with the *WORKIT Grant Funding* Program. This may include such areas as promotion, administration, use, funding and reporting.



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6. RECOMMENDATIONS:

Please provide any feedback or suggestions on how the *WORKIT Grant Funding* Program could be improved to better meet the needs of students.

Additional CBL Consultant/MK Representative's Comments:

PLEASE NOTE:

- ▶ **DEADLINE: July 15th of current school year**
- ▶ Completed school board Activity Report **must** include all school Funding Reports.
- ▶ Please submit a financial report of all *WORKIT Grant Funding* expenditures approved by the School Board/MK. An SAP report is an acceptable and preferred method of reporting.
- ▶ For School Boards with outstanding SAP expenditure entries, a second SAP report outlining all expenditures between August 1st and July 31st is due no later than October 1st of the upcoming school year.



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