**JOB DESCRIPTION**

**POSITION TITLE** **GRANTS COORDINATOR**

**AUTHORITY**

Is responsible to carry out this mandate. Is accountable to the Board of Directors.

**RESPONSIBILITIES**

* Ensures a working knowledge of grant applications and the funding organizations as they relate to the Playschool
* Prepares grant applications on behalf of the Playschool
* Ensures that the teachers have input into the grant proposals as each relates to Playschool programming
* Works with the Treasurer to maintain financial accountability of grant funds
* Presents grant proposals to the Board for approval prior to submitting them to the funding agency
* Receives monthly attendance register from teachers; completes and submits attendance forms to GNWT Department of Education, Culture and Employment (ECE), by submission of quarterly summaries (Jan-March, April-June, July-Sept. and Oct.-Dec.), with a copy to the Treasurer
* Completes annual application for GNWT Early Childhood Program subsidy (due in April)
* Tracks other grants opportunities (please see list below and other ideas in the workplan document for this role)

**TERM**

Is elected by the membership for a one year term at the September Annual General Meeting.

**RENEWAL**

To be reviewed by the new incumbent following their election to the Board. Any changes may be brought to the Board for approval.

**Date: May 31, 2016**

**Chairperson’s Signature:**

**GRANT INFORMATION**

1. Program Subsidy Grant (GNWT – Department of Education, Culture and Employment: Daycare Division)

This grant is directly dependent on nominal registration and attendance. An application for renewal is submitted annually, along with a number of supporting documents (financial records, proof of non-profit status of Playschool, insurance, etc). The application is distributed by ECE with instructions.

The attendance register kept by the teachers is given monthly to the Grants Coordinator, who is responsible for reporting quarterly on attendance to ECE. Typically 3 types of absences are reported by the teachers: (a) Sick, (b) Holiday, and (c) Absence - the latter type in cases where no explanation is offered to the teacher. In rolling up attendance records for ECE, sick days may be counted as “billable” time, but holidays may not. Unexplained absences are treated as holidays. Each student it permitted 5 sick days per month before it needs to be recorded as a sick day to ECE. Projections of attendance should subtract 7% of actual potential attendance to avoid a surplus payment.

2.. City of Yellowknife Special Grant

 Non-profit organizations may apply to the City for a special grant on an annual basis. The program is advertised in City information circulars and on the City of Yellowknife website. Applications for this grant are due early January, and reviewed in late January/early February each year. Activities funded under special grants are typically community-oriented in nature. An organization is only eligible for special grants funding for 3 years after which time they may apply for Core funding (applications for this funding are due September each year).

In 2015, The Playschool received $5,000 to be put towards the summer program. Any costs associated with the summer camp are eligible. Once the expenses have occurred, receipts, invoices and a final report need to be submitted to the City for their records.

3. Yellowknife Community Foundation

In 2015, this grant was offered in September. The play school was successful in getting approximately $1300 for outdoor play equipment. Check the website to confirm eligible expenses and work with the head teacher to see if it would pertain to the play school, if so, apply on the grant.

4. Federal Government Summer Student Grant

This becomes available in the spring time (March) and a decision is made by the beginning of May. All information is on the website, and the previous application is available to review in the “Grant” section of the email account for this position.

There are various other grants available as mentioned in the workplan; please apply on any and all that are beneficial to the playschool.