

TLLP BUDGET BASICS

PLAN AHEAD your budget is an important component of carrying out a TLLP project; plan how you will spend your budget over the course of the project (*what and when*)

CONNECT – Communication is key! Keep your school principal and board up to date with all activities.

- When making a purchase related to your TLLP project, consult with your board to confirm your board supports any technology/equipment being purchased.
- All purchases must comply with your board's procurement policies (e.g. Vendor of Record guidelines) as the equipment will belong to your board once the project is completed.

KEEP TRACK of your spending carefully so you have proof of what you spent your money on and when. You'll be able to deal with any issues the board may have with your actual expenditures.

REACH OUT to the TLLP team at ministry if you ever have questions or need guidance! All of the TLLP funding has been fully allocated to the projects so there are no additional funds available at this time. That said, there is flexibility within your budget and funding reallocations are generally supported. Just make sure any changes are tied to the project's learning and/or sharing goals. If you would like to propose any changes, please communicate them to the ministry.

FYI! Past experience shows that TLLP participants often overestimate their budget needs and have unspent funds at the end of their project.

KEY DATES IN YOUR PROJECT TIMELINE

June 2018:	Project funding flowed to boards
June 29, 2019:	Due date for teacher participants to submit the TLLP Teacher Participant Final Report Form to the director of education/supervisory officer of school authority and the Teaching Policy and Standards Branch of the Ministry (TLLP-PALPE@ontario.ca)
July 31, 2019:	Due date for director of education/supervisory officer of school authority to submit the TLLP Board Final Report Form to the Ministry

*****Remember - support is always available!*****

The TLLP team can be reached at any time (TLLP-PALPE@Ontario.ca) if you have questions regarding changes, challenges, or if you're just pondering your project and would like some feedback. We're here and happy to help!