



# Ready, Set, Go!

All you need to know to get started on  
your *OTF Coding Connections* project...





Begin with the end in sight!





# Grant Payment

- 60% - 30% - 10%
- EFT Form
- Dedicated bank account
- Receipts for ALL expenditures

**Reference Document: Project Guidelines and Requirements**





# Important Dates

- May 9, 2020 Virtual Launch
- Week of May 11, 2020 First funding allocation (60%)
- August 20, 2020 First online meeting
- October 27, 2020 Second online meeting
- November 30, 2020 Interim Report due and second funding allocation (30%)
- February 23, 2021 Third online meeting
- March 15, 2021 Final Report due and final funding allocation (10%)
- April 9 – 10, 2021 Sharing the Learning Summit



# Interim Report - Due Nov 30, 2020

1. Project Action Plan - Begin NOW!!!

2. Interim Project Report

3. Interim Expense Form

Any proposed budget adjustments you  
would like to request

## Reference Documents:

- Project Guidelines and Requirements
- Creating Your Project Action Plan
- Practical Project Management
- Interim Project Report Template
- Interim Expense Form





# Final Report – Due March 15, 2021

## Reference Documents:

- Final Project Report Template
- Reflection Form
- Final Expense Form

- Final Project Report
- Electronic Artefacts (at least 3) from your project. These may be photos, videos, links to resources you produced, etc. that capture the essence or main accomplishments of your project.
- Reflection Form (to be completed by each team member)
- Final Expense Report with all receipts and documentation





Sharing the Learning Summit April 9 – 10, 2021