Project Guidelines and Requirements

Project Guidelines

Payment of grant

1. The Team Leader will receive 3 funding allocations from OTF:
   - 60% following the Virtual Launch on May 9, 2020. **Note that you MUST fill out OTF's Electronic Funds Transfer (EFT) Form to receive payment.**
   - 30% upon satisfactory completion of the Interim Report – November 30, 2020.
   - 10% upon submission of the Final Report – March 15, 2021.

2. The Team Leader is responsible for developing and reporting to OTF on your budget and expenditures. A dedicated bank account should be set up to control the funds. **To protect yourselves and the OTF, all payments should come out of this bank account.**

3. All receipts must be attached to the expense reports which are due with your Interim and Final Reports. Additional copies may be made as necessary. OTF will review all expenditures in relation to your original budget submission. If you have any adjustments to your proposed budget (due to pricing changes, new timelines or unforeseen issues), these must be reported in your **Interim Report due November 30, 2020**.

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

Note: All online meetings will be held outside of school hours and will <u>not</u> require release time.

You will need to use your team's *OTF Coding Connections* grant to pay for release time for you and your team members so that you can meet to do the work you have planned. It is a good idea to identify your team's meeting dates as early as possible.

Please ensure that the dates you choose do not conflict with other school and Board events e.g., Board PD days, parent/teacher interviews, etc.

Your Board will likely require a formal letter from OTF before granting you with release time. If so, please complete the Request for Release Time form and return a copy of the form to OTF ASAP.

The Board will probably bill you for the costs of release time later in the school year. Please make arrangements with your Board to be **billed for ALL release time prior to March 15, 2021**, since all your expenses will need to be accounted for by the time of your Final Report.

It is your responsibility to inform your Principal and/or Board of the conditions of this project. Be sure to share your confirmation letter from OTF and the Request for Release Time Form with any Board Officials who requires it in accordance with your Board's Policy and Procedures for release time.

Reporting Requirements

(Because the timelines are very tight, NO extensions will be possible)

1. **Interim Report**
    Your Interim Report is due on November 30, 2020 and must include:

    - Project Action Plan
    - Interim Project Report
    - Interim Expense Form
    - Any proposed budget adjustments you would like to request

2. **Final Report**
    Your final report is due by March 15, 2021 and must include the following:

    - 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

**ALL REPORTS, QUESTIONS AND CORRESPONDENCE MUST BE SUBMITTED ELECTRONICALLY
VIA EMAIL ATTACHMENT TO**

coding.connections@otffeo.on.ca