



Guide to completing the President's Choice Children's Charity (PCCC) grant application

APPLICATION DEADLINE: September 30, 2020

- All schools are requested to apply for funding from *President's Choice Children's Charity*
- Schools apply directly themselves, using the online grant submission form, and direct the funding to The Food Sharing Project. This funding becomes part of your school's budget for food from The Food Sharing Project for the school year
- Follow the guidelines below, and see the additional information in the appendices (low-income guide, school budget)
- Contact Andy Mills at fsp@kingston.net or 613-530-3514 if you need any assistance

Starting the application

Before you start the application, check Appendix 2 (budget info) to see if your school is listed. If it is not listed, do not apply. Your school/program is not eligible, or we have satisfactory budget for your school. All other schools are strongly encouraged to apply – before the September 30 deadline

- Go to this website: <https://www.pcchildrenscharity.ca/grants-for-school-nutrition/>
- Scroll down and click on the **Apply Now** button
- You will be taken to a *grantstream* login page
- Scroll down and click on **Begin a New Application**
- You will be provided with a username and password – *DO NOT LOSE THIS* – print or save it somewhere safe
- Click Continue

OVERVIEW (page 1)

- Complete this section with your school name, address, etc.
- **IMPORTANT:** After the address section, you will choose who to make the cheque payable to....fill in **THE FOOD SHARING PROJECT**. This is important so we have enough funding to supply all our schools for the entire school year. The cheque will still be mailed to your school, but will be made payable to our organization. Please be sure to get the name correct (e.g. Project, not Program) or we will not be able to cash the cheque
- Complete the remainder of this section, e.g. school enrolment, etc.
- For the question about percentage of low-income families, you can use the *Low Income by Neighbourhood* chart for the City of Kingston (Appendix 1), attached. To determine your neighbourhood, go to: <https://www.cityofkingston.ca/apps/community-census-profiles/> and click on "Neighbourhoods" in the blue banner to see a map

CONTACT (page 2)

- Complete this section with your contact information. Please carefully check your email address.

REQUEST (page 3)

- Complete the information requested
- For “meals provided” you can *choose either Breakfast or Lunch*. Just choose one, assuming you are using a bin program or grab and go program and food is placed once a day.
- For the budget items, please read the following carefully and refer to the correct columns on *Appendix 2 – Budget Information for PCCC Application*:
 - For the “**Forecast expenditures**” question, enter the amount in the **GREEN** column beside your school’s name on the *Budget Information* table
 - For the “**Provincial**” funding question, enter the number in the **YELLOW** column
 - For the “**Funding from other sources**” question, enter the number in the **ORANGE** column
 - The Application should automatically calculate the “**Budget Shortfall**” which should match the number on the **PURPLE** column
 - For the “**Amount Requested**” question, enter the same number as the “**Budget Shortfall**” (**PURPLE** Column)

SUMMARY (page 4)

- Review your application to ensure it is complete and accurate
- Tick the box beside the agreement (read it first)
- PRINT or otherwise save a copy of your application
- SUBMIT the application

COMPLETION

- We **do not** need a copy of the application, but please keep your copy on file.
- Please send an email to fsp@kingston.net with the message: **PCCC application completed for ____ school** (insert school name)

WHEN YOUR GRANT IS AWARDED

- When you receive notification of your grant award, please let us know. You can simply forward the cheque to us by mail, or we can pick it up when we are delivering food to your school.

Thank you for submitting your PCCC grant application!

APPENDIX 1: Low-Income by Neighbourhood (City of Kingston), 2016 Census

Neighbourhood	Prevalence of low income (LIM-AT)
Alwington	9.3%
Auden Park	8.7%
Bayridge East	7.0%
Bayridge West	7.4%
Calvin Park	24.0%
Cataraqui North	5.7%
Cataraqui River East	5.9%
Cataraqui Westbrook	6.3%
CFB Kingston	2.8%
Elginburg / Silvers Corners / Shannon's Corners	6.8%
Fairway Hills	28.8%
Gardiners / Meadowbrook	9.9%
Glenburnie	1.8%
Greenwood / St Lawrence South	2.6%
Grenville Park	24.2%
Henderson	6.3%
Hillendale	22.5%
Inner Harbour	30.7%
Joyceville / Brewer's Mills	4.2%
Kingscourt/Novelis(Alcan)	23.4%
Kingston Mills	15.9%
Lemoine Point	7.3%
Marker's Acres	15.2%
Mile Square	4.2%
Polson Park	25.9%
Portsmouth	26.4%
Queen's	50.4%
Ravensview	1.8%
Reddendale	7.7%
Rideau Heights	43.3%
Sharpton / Glenvale	4.7%
St Lawrence North	5.9%
Strathcona Park	10.4%
Sunnyside	21.3%
Sutton Mills	9.9%
Sydenham	18.4%
Waterloo Village	7.6%
Westwoods	2.7%
Williamsville	35.0%
Woodbine	4.8%

APPENDIX 2: Budget Information for PCCC Application

School	Provincial funding	Total funding from other sources	2020-21 budget for PCCC application	Total Budget Shortfall (apply for this amount from PCCC)
ACE	\$ 280.36	\$ 1,384.88	\$ 2,242.52	\$ 577.28
Amherstview PS	\$ 1,254.70	\$ 5,027.40	\$ 7,369.26	\$ 1,087.16
Archbishop O'Sullivan CS	\$ 2,020.91	\$ 332.68	\$ 2,521.41	\$ 167.81
Bath PS	\$ 2,474.98	\$ 3,132.12	\$ 6,125.79	\$ 518.70
Bayridge Learning Centre	\$ 2,919.10	\$ 4,924.99	\$ 8,908.02	\$ 1,063.94
Bayridge Public School	\$ 2,837.38	\$ 6,371.10	\$ 10,400.18	\$ 1,191.70
Bayridge Secondary School	\$ 2,005.58	\$ 5,822.57	\$ 8,719.29	\$ 891.14
Calvin Park Public School	\$ 5,053.29	\$ 7,332.37	\$ 13,535.71	\$ 1,150.05
Cataraqui Woods Elementary School	\$ 917.74	\$ 2,105.20	\$ 3,816.43	\$ 793.49
Centennial PS	\$ 5,395.82	\$ 1,533.29	\$ 7,360.19	\$ 431.09
Central PS	\$ 2,115.87	\$ 797.31	\$ 3,376.90	\$ 463.73
Centreville PS	\$ 823.89	\$ 1,043.31	\$ 2,715.19	\$ 847.98
Clarendon Central PS	\$ 352.70	\$ 732.59	\$ 1,320.67	\$ 235.38
Collins Bay PS	\$ 1,276.61	\$ 341.85	\$ 2,006.92	\$ 388.46
Ecole catholique Cathedrale	\$ 883.90	\$ 2,582.88	\$ 4,458.16	\$ 991.37
Ecole Sir John A. Macdonald PS	\$ 2,101.42	\$ 2,885.77	\$ 6,083.58	\$ 1,096.39
Ecole Madeleine de Roybon	\$ 423.83	\$ 779.49	\$ 2,286.39	\$ 1,083.07
Ecole Secondaire Publique Milles Illes	\$ 549.41	\$ 862.31	\$ 2,150.39	\$ 738.67
Elginburg & District PS	\$ 178.83	\$ 1,117.93	\$ 2,300.14	\$ 1,003.39
Enterprise PS	\$ 1,497.83	\$ 87.74	\$ 1,761.15	\$ 175.58
Ernestown Secondary School	\$ 3,827.19	\$ 4,723.82	\$ 9,516.58	\$ 965.57
Fairfield Elementary School	\$ 2,106.95	\$ 2,389.42	\$ 5,474.76	\$ 978.40
Frontenac Secondary School	\$ 3,139.48	\$ 6,070.31	\$ 10,218.61	\$ 1,008.82
Glenburnie Public School	\$ 318.18	\$ 209.82	\$ 749.49	\$ 221.48
Granite Ridge Education Centre	\$ 9,258.58	\$ 5,488.86	\$ 15,736.88	\$ 989.43
Harrowsmith Public School	\$ 161.68	\$ 106.62	\$ 323.45	\$ 55.15
Holy Cross SS - Alternate	\$ 211.01	\$ 139.15	\$ 952.40	\$ 602.23
Holy Cross Secondary School	\$ 144.53	\$ 2,095.31	\$ 3,142.23	\$ 902.39
Holy Name Catholic School	\$ 250.00	\$ 250.00	\$ 918.63	\$ 418.63
John Graves Simcoe PS	\$ 4,658.39	\$ 8,755.40	\$ 14,431.54	\$ 1,017.74
JJ O'Neill Catholic School	\$ 908.04	\$ 2,342.17	\$ 4,098.73	\$ 848.52
James R. Henderson PS	\$ 1,660.65	\$ 5,095.11	\$ 7,822.39	\$ 1,066.62
KCVI	\$ 22,558.34	\$ 5,000.57	\$ 27,933.02	\$ 374.11
Katarokwi Education Centre	\$ 3,831.82	\$ 2,526.88	\$ 7,296.56	\$ 937.86
LCVI	\$ 16,019.96	\$ 13,536.74	\$ 30,581.34	\$ 1,024.64
LaSalle Secondary School	\$ 2,990.53	\$ 1,222.09	\$ 4,529.19	\$ 316.57
Land O' Lakes Public School	\$ 3,141.39	\$ 1,183.76	\$ 5,294.24	\$ 969.09
Lord Strathcona PS	\$ 2,065.86	\$ 2,178.47	\$ 5,172.58	\$ 928.25
Loughborough PS	\$ 2,240.57	\$ 5,477.54	\$ 8,562.05	\$ 843.94
Loyola - Kingston	\$ 2,699.64	\$ 1,517.30	\$ 4,752.50	\$ 535.57
Mgr. Remi Gaulin	\$ 5,071.79	\$ 3,094.57	\$ 8,365.42	\$ 199.06
Marie Rivier	\$ 354.82	\$ 3,733.98	\$ 5,074.32	\$ 985.52
Module de l'Acadie	\$ 132.20	\$ 87.18	\$ 1,406.93	\$ 1,187.55

Molly Brant Elementary School	\$ 11,222.89	\$ 15,429.08	\$ 27,741.62	\$ 1,089.64
Mother Teresa Catholic School	\$ 201.39	\$ 382.80	\$ 1,125.23	\$ 541.04
North Addington Education Centre	\$ 3,079.72	\$ 3,160.52	\$ 7,075.56	\$ 835.32
Napanee District Secondary School	\$ 3,511.63	\$ 5,815.73	\$ 10,386.29	\$ 1,058.93
Odessa PS	\$ 908.92	\$ 1,099.38	\$ 2,866.15	\$ 857.84
Our Lady of Lourdes CS	\$ 90.99	\$ 60.00	\$ 579.13	\$ 428.14
Our Lady of Mount Carmel CS	\$ 2,157.75	\$ 1,922.92	\$ 4,867.00	\$ 786.33
Perth Road PS	\$ 1,101.72	\$ 1,226.52	\$ 2,847.43	\$ 519.19
Polson Park PS	\$ 1,472.87	\$ 555.01	\$ 2,147.37	\$ 119.48
Prince Charles Public School	\$ 692.10	\$ 1,456.40	\$ 3,344.65	\$ 1,196.14
R. Gordon Sinclair Public School	\$ 234.02	\$ 1,354.33	\$ 2,777.09	\$ 1,188.74
Regiopolis Notre Dame SS	\$ 2,533.93	\$ 9,670.99	\$ 13,115.16	\$ 910.24
Rideau Heights PS	\$ 8,778.70	\$ 9,308.04	\$ 18,953.19	\$ 866.45
Rideau PS	\$ 4,816.70	\$ 4,315.06	\$ 9,978.37	\$ 846.61
Selby Public School	\$ 1,084.23	\$ 1,914.99	\$ 3,606.05	\$ 606.82
Southview Public School	\$ 9,131.01	\$ 4,521.40	\$ 13,986.20	\$ 333.79
St. James Major CS	\$ 2,034.50	\$ 766.65	\$ 2,869.32	\$ 68.17
St. Marguerite Bourgeoys CS	\$ 994.38	\$ 155.74	\$ 1,471.29	\$ 321.17
St. Martha Catholic School	\$ 266.96	\$ 1,676.05	\$ 2,848.66	\$ 905.66
St. Partrick CS - Erinsville	\$ 691.24	\$ 955.83	\$ 2,418.20	\$ 771.13
St. Patrick CS - Harrowsmith	\$ 121.82	\$ 1,780.34	\$ 2,696.16	\$ 794.00
St. Paul Catholic School	\$ 653.49	\$ 930.94	\$ 2,455.34	\$ 870.91
St. Thomas More CS	\$ 4,261.58	\$ 4,205.87	\$ 9,556.46	\$ 1,089.01
Sydenham High School	\$ 2,006.95	\$ 14,073.47	\$ 17,042.29	\$ 961.87
Sydenham Public School	\$ 1,356.23	\$ 511.07	\$ 2,623.77	\$ 756.47
Tamworth Public School	\$ 1,723.58	\$ 2,636.61	\$ 5,524.57	\$ 1,164.38
Truedell Public School	\$ 289.82	\$ 441.12	\$ 1,603.71	\$ 872.77
WJ Holsgrove Public School	\$ -	\$ 4,500.00	\$ 5,572.44	\$ 1,072.44
Welborne Avenue PS	\$ 801.03	\$ 4,028.24	\$ 5,619.85	\$ 790.59
Winston Churchill PS	\$ 2,249.48	\$ 1,483.41	\$ 4,162.55	\$ 429.67
TOTAL	\$ 220,900.53	\$ 229,792.00	\$ 515,771.68	\$ 65,079.15