

INTERNAL MEMO

DATE:	September 11, 2025
TO:	Elementary and Secondary Principals and Vice-Principals School Council Chairs, Executive Council
FROM:	Simon Goodacre, Superintendent of Equity and Student Achievement, K-12
SUBJECT:	ACTION: Parent Reaching Out (PRO) Funding

Parent Reaching Out (PRO) Funding

This funding supports initiatives that identify and address local parents' needs and/or remove barriers that prevent parents from participating and engaging fully in their children's learning and educational progress. Essential to this process is ensuring that parents have access and inclusive means to support their engagement. The HWDSB allocates this funding in consultation with the Parent Involvement Committee (PIC).

Applications

To promote and encourage parent/guardian/caregiver involvement in schools, the application process for PRO funding is now open for schools. School Councils should work with the school Principal to complete and submit the [PRO Funding Application Form](#) for funds regarding their project or initiative by November 21st, 2025.

If additional funding is available, an application round will reopen in January and February of 2026.

Project Eligibility Criteria

The Parents Reaching Out (PRO) funding program provides financial support for initiatives that support parent engagement at the school level. Initiatives should be aligned with the HWDSB Multi-Year Strategic Plan [Multi-Year Strategic Plan | Hamilton-Wentworth District School Board \(hwdsb.on.ca\)](#)

Applications that meet the criteria are eligible for a maximum amount of \$1,000. The total number of applications may also determine the amount of eligible funds, and it is not guaranteed that the maximum amount of funding will be available.

Schools may develop applications individually, or with another school. If schools choose to collaborate on an event, they can submit one application and combine funding.

All funding must conform to HWDSB financial requirements. The school principal is responsible for approving all financial components of the initiative.

Any guest speakers must be approved by the school principal in alignment with HWDSB guidelines. [Guidelines for Programs and Speakers.](#)

Project Guidelines and Activities

- Activities must follow all HWDSB procedures.
- All activities must have the knowledge and support of the school principal.
- Activities will support School Council initiatives or initiatives in partnership with community organizations.
- Schools are encouraged to use HWDSB resources (e.g. Math Night kits) instead of third-party companies when available.
- Activities will identify and address local barriers to parent engagement and may include but are not limited to:
 - a) Development of parent resources (e.g., leadership resources for parents, resources addressing well-being, mental health, and anti-racism for students and families, etc.)
 - b) Delivery of parent information sessions (e.g., how to support children and families at home, how to understand curriculum, etc.)
 - c) Delivery of parent engagement sessions (e.g., parent networking sessions)
 - d) Innovative activities that enable enhanced and diversified parent engagement.

Timelines

- Deadline for round 1 applications Friday, November 21st, 2025.
- [If funding is available] Deadline for round 2 applications will be communicated in January 2026
- June 24, 2026– projects must be completed, and funding spent (funding cannot carry over to another year)

Additional Considerations

As a reminder, ineligible expenses include:

- Activities that took place before September 2nd, 2025
- Activities that focus on students
- Payment to school board staff or volunteers including salaries, honoraria, and gifts.
- Refreshments exceeding 10% of the approved funding.
- Out-of-province travel
- Debts or financial losses that result from a project.
- Fundraising events
- Central administration expenses must not exceed 10% of the budget (Examples: office supplies; copying and printing; postage; telephone costs; internet and wireless communication, dues, fees, and licenses; legal, accounting, or audit fees; insurance; bank charges and interest).



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2025-26 PRO Funding Application Criteria

School Councils should work with the school Principal to complete and submit the [PRO Funding Application Form](#) for funds regarding their project or initiative by November 21st, 2025.