May 2014

To: Superintendents of School Divisions
    Secretary-Treasurers of School Divisions

Dear Colleagues:

Re: Categorical Grant Reporting Process for 2014–2015

As of the 2014–2015 school year, the process for submission of Categorical Grant Reports to Manitoba Education and Advanced Learning will change. The reporting cycle (Appendix 1) will continue but there has been a change regarding Co-Leads for this reporting process and the reports will be submitted to the Early Childhood Education Unit as also indicated in Appendix 1.

The following grants are included in the review and reporting process:

- EAL – English as an Additional Language
- ECDI – Early Childhood Development Initiative
- ELI – Early Literacy Intervention
- N – Numeracy
- ESD – Education for Sustainable Development
- MYL/WE – Middle Years Life/Work Exploration
- HS – Healthy Schools

Changes as of 2014–2015

- The Aboriginal Academic Achievement (AAA) grant will not be included in this Categorical Grant Review process. Information about this grant is available at <www.edu.gov.mb.ca/k12/docs/support/aaa/index.html>.

- The Middle Years Experiential Learning grant has been renamed the Middle Years Life/Work Exploration grant. This grant will continue to be part of the Categorical Grant Review process. More detailed information is available in the 2014–2015 Funding of Schools document, <www.edu.gov.mb.ca/k12/finance/schfund/index.html>.

- The French Language Education Grants will no longer be included in the categorical grant review process. Further information on the format and scheduling of the French Language Education Grant reporting and review process will be communicated to school divisions in spring 2014. For additional information please contact Sandra Drzystek at 204-945-6939 or toll free at 1-800-282-8069, ext. 6939 or by email at <sandra.drzystek@gov.mb.ca>.

- A change has also been made regarding programming supportable through the Early Childhood Development Initiative (ECDI) grant. Information about this change is available in the letter outlining Information Pertaining to 2014/2015 Funding sent to school divisions by the Schools’ Finance Branch in January 2014.
Categorical Grant Reporting and Review

The Categorical Grant Reporting Process (Appendix 1) consists of:

- the Categorical Grant Review Financial Report (Appendix 3), which is submitted annually for each grant listed above
- the School Division Categorical Grant Outcomes Report (Appendix 2), which is submitted every third year for each categorical grant (Appendix 4).

Please use the updated templates for these reports available at <www.edu.gov.mb.ca/edu/grants.html>. As in the past, a Manitoba Education and Advanced Learning Team will visit each school division on the three year cycle. Please check the attached schedule (Appendix 4) to determine when your division will submit the Categorical Grant Outcomes Report in preparation for the visit. You will then be contacted by September 2014 regarding the specifics of the visit.

Submission of All Reports

The due date for submitting all reports to the department is October 31, 2014. All reports will be reviewed and the relevant information from the review process will be used to inform Manitoba Education and Advanced Learning planning. A summary of the discussions from the review visit will be shared with the applicable division. Grant Leads will continue to monitor expenditures and provide program support.

We ask that divisions collect and submit all School Division Categorical Grants Outcome Reports as one electronic package wherever possible. The original, signed version of the Categorical Grant Review Financial Report must be mailed to the department. As indicated in Appendix 1, please send reports to:

Ruth Parnetta
Early Childhood Education Unit
307-1181 Portage Avenue
Winnipeg MB R3G 0T3
Email: ruth.parnetta@gov.mb.ca

For further information about this process, or to have your request directed to the appropriate consultant for specific grant information, please contact Allyson Matczuk or Marilyn Robinson, Co-Leads, at 204-945-4687 or 204-945-6875 or toll-free at 1-800-282-8069, extension 4687 or 6875 respectively. They can also be reached via email at <allyson.matczuk@gov.mb.ca> or <marilyn.robinson@gov.mb.ca>.

Sincerely,

Original Signed by

Wenda Dickens
Coordinator
Early Childhood Education Unit

Original Signed by

Florence Girouard
Director
Educational Support Services Branch

Enclosures

c.

Sandra Drzystek, Education Officer, Bureau de l’éducation française Division
Darryl Gervais, Director, Instruction, Curriculum and Assessment Branch
Allyson Matczuk, Consultant, Early Childhood Education Unit
Lynne Mavins, Director, Schools’ Finance Branch
Marilyn Robinson, Consultant, Early Childhood Education Unit
Helen Robinson-Settee, Director, Aboriginal Education Directorate

b.c.

Jean-Vianney Auelair, Assistant Deputy Minister, Bureau de l’éducation française.
Aileen Najduch, Assistant Deputy Minister, School Programs Division
Appendix 1

Categorical Grants Reporting Process

The categorical grant reporting process, which consists of a Financial Report and an Outcomes Report for each grant, is a shared accountability between Manitoba Education and Advanced Learning and school divisions for results achieved in meeting the identified outcomes for each of the applicable grants.

_The Categorical Grant Review Financial Report_ for each grant is to be submitted annually, whereas the written _School Division Categorical Grant Outcomes Report_, containing the previous years’ results and plan for the current year, is submitted every third year.

The templates can be found at <www.edu.gov.mb.ca/edu/grants.html>.

Below is a summary of the reporting requirements.

<table>
<thead>
<tr>
<th>Reporting Requirements Cycle</th>
<th>Reporting Requirements Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Report</strong></td>
<td><strong>Outcomes Report</strong></td>
</tr>
<tr>
<td>Year 1</td>
<td>√</td>
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<tr>
<td>Year 2</td>
<td>√</td>
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<tr>
<td>Year 3</td>
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</tr>
</tbody>
</table>

Process for Submission of Categorical Grant Reports

- All reports are due October 31, 2014
- Applicable reports (as per Reporting Requirements Cycle above) are to be submitted electronically to:
  - Email: ruth.parnetta@gov.mb.ca
- Mail the original signed version of the Categorical Grant Review Financial Report to:
  - Ruth Parnetta
  - Early Childhood Education Unit
  - 307-1181 Portage Avenue
  - Winnipeg MB R3G 0T3

The Co-Leads for this Categorical Grant Review and Reporting process are:

- Allyson Matczuk
  - Telephone: 204-945-4687 or toll-free at 1-800-282-8069, extension 4687
  - Email: allyson.matczuk@gov.mb.ca

- Marilyn Robinson
  - Telephone: 204-945-6875 or toll-free at 1-800-282-8069, extension 6875
  - Email: marilyn.robinson@gov.mb.ca
## SCHOOL DIVISION
### CATEGORICAL GRANT OUTCOMES REPORT 2014–15

**Step 1**

<table>
<thead>
<tr>
<th>Identification</th>
<th>Name of School Division</th>
<th>Name of Superintendent</th>
<th>Date of Report (yyyy/mm/dd):</th>
</tr>
</thead>
</table>

Use this template to report on each Grant separately:

- **EAL** – English as an Additional Language
- **ECDI** – Early Childhood Development Initiative
- **ELI** – Early Literacy Intervention
- **N** – Numeracy
- **ESD** – Education for Sustainable Development
- **MYL/WE** – Middle Years Life/Work Exploration
- **Healthy Schools**

Please note: A Financial Report is also required for each categorical grant

**Step 2**

Fully describe the Categorical Grant planning process for EACH grant. Provide details of your planning process (who was involved, how were priorities chosen, what data used, when is planning done)

**Step 3**


<table>
<thead>
<tr>
<th>Year</th>
<th>Outcomes targeted from previous years</th>
<th>Evidence (from data sources) of progress in achieving outcomes</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Step 4</td>
<td>2014–2015 Categorical Grants Plan</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Data Sources and Indicators columns are now combined to facilitate linkage of reporting in these areas.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Expected Learner Outcomes: What are the benefits (specific, measurable, achievable, relevant, timely) for the learners?</th>
<th>Data Sources and Indicators: Based on quantitative/qualitative data sources, what (measurable) evidence will show achievement of outcomes?</th>
<th>Strategies: What actions will be implemented to achieve outcomes?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>Division Contact:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2

Template Instructions

1. The updated templates are available at: <http://www.edu.gov.mb.ca/edu/grants.html>

2. Use the templates to submit the following reports:
   a. School Division Categorical Grant Outcomes Report
   b. Categorical Grant Review Financial Report

3. Report on each Categorical Grant using a separate Categorical Grant Outcomes Report.

4. Email reports to: <ruth.parnetta@gov.mb.ca>. The original signed Financial Report page must also be mailed to:
   Categorical Grant Review
   Early Childhood Education Unit
   307-1181 Portage Avenue
   Winnipeg MB
   R3G OT3

5. A description of each grant can be found in the Funding of Schools 2014–2015 School Year.

   Please note: The unexpended grant amounts from the ELI, N, MYL/WE, ECDI and ESD categorical grants will be applied as a reduction against the funding allocations calculated for 2014–2015.
### Appendix 3

**CATEGORICAL GRANT REVIEW FINANCIAL REPORT FOR 2013/14**

#### Identification

<table>
<thead>
<tr>
<th>Name of School Division:</th>
<th>Press down arrow for your School Division &gt;</th>
</tr>
</thead>
</table>

I certify that the 2013/14 expenditure information provided on the categorical grants below is correct.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Report Completed:</th>
</tr>
</thead>
</table>

#### Expenditure Areas (by FRAME object) **(1)**

<table>
<thead>
<tr>
<th>Early Childhood Development Initiative</th>
<th>Early Literacy Intervention</th>
<th>Education for Sustainable Development</th>
<th>English as an Additional Language</th>
<th>Healthy Schools</th>
<th>Middle Years Life/Work Exploration</th>
<th>Numeracy</th>
</tr>
</thead>
</table>

**Salaries**

- Instructional - Teaching
- Instructional - Other
- Clinician

<table>
<thead>
<tr>
<th>Total Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 0 0 0 0 0 0 0</td>
</tr>
</tbody>
</table>

**Benefits**

- Other (details optional)
- Materials
- Professional Learning
- Substitute Costs

<table>
<thead>
<tr>
<th>Totals <strong>(2)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 0 0 0 0 0 0 0</td>
</tr>
</tbody>
</table>

**Notes:**

1. Report total expenditures for the School Year (July-June).
2. Unexpended grant amounts from 2013/14, if any, will be applied as a reduction against the funding allocation calculated for 2014/15. This does not apply to English as an Additional Language.

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**Direct inquiries about Reports to:**

**Marilyn Robinson**  
Email: marilyn.robinson@gov.mb.ca  
Room 307 1181 Portage Avenue  
Winnipeg, MB R3G 0T3  
Phone: 204-945-6875

**DUE DATE: October 31, 2014**

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**Instructions for submission of this Report:**

Please email completed Report (Excel file) to Ruth Parnetta at: ruth.parnetta@gov.mb.ca and mail signed original to: Early Childhood Education Unit, Room 307 1181 Portage Avenue Winnipeg, MB R3G 0T3

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This file forms part of the School Division Grant Accountability requirements. This form is available on the Internet at: [http://www.edu.gov.mb.ca/edu/grants.html](http://www.edu.gov.mb.ca/edu/grants.html)
# Reporting Schedule

## Categorical Grant Reports

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>School Divisions</strong></td>
<td>Division scolaire franco-manitobaine Hanover Lakeshore Lord Selkirk Louis Riel Mystery Lake Park West Pine Creek Prairie Rose Red River Valley Rolling River Seven Oaks Swan Valley</td>
<td>Beautiful Plains Border Land Brandon Frontier Interlake Portage la Prairie Southwest Horizon St. James-Assiniboia Turtle River Western Whiteshell Whiteshell</td>
<td>Evergreen Flin Flon Fort La Bosse Garden Valley Kelsey Mountain View Pembina Trails Prairie Spirit River East Transcona Seine River Sunrise Turtle Mountain</td>
</tr>
</tbody>
</table>

The visit Schedule is based on a regional rotation. Should a division find the date problematic, please contact Marilyn Robinson at 204-945-6875 or Allyson Matczuk at 204-945-4687 or toll-free at 1-800-282-8069, extension 6875 or 4687 respectively.