

SCHOOL SUPPORT PROGRAM

PURPOSE: Implement the CEAF mission by keeping Christian education affordable for Christian families

GOALS:

1. Provide grants to Christian Day Schools in Ontario that are registered charities.
2. Assist parents with appropriate financial planning for Christian education expenses.

RATIONALE:

1. Private School supporting families in Ontario receive a special disadvantage from Federal Government tax policies compared to their friends and relatives in Canada's Western Provinces.
2. This program is a way of leveling the playing field across the country.
3. It makes good stewardship sense for school board budgets.

FUNDING:

1. Monies are solicited from donors who support the mission of the organization.
2. Allocations are made from the general fund.

APPLICATION PROCESS :

1. School Boards must fill out and submit an application form for each year.
2. The CEAF Grants Committee makes allocations of available funds in October, December, February, April, and August.
3. Monies are distributed monthly.

RELATED LITERATURE AVAILABLE:

1. Community Development Officer (F2)
2. Grant Guidelines (F3)
3. School Budget Forecasting Form (F4)
4. Procedure Guidelines (F5)
5. Parent Information Guideline (F6)

INFORMATION – School Program Application form can be downloaded

CEAF COMMUNITY DEVELOPMENT OFFICER (F2)

1. The need for a Community Development Officer
 - Ontario is a large province. The cost of sending the Development Director all over is prohibitive.
 - The CEAF Board would like to encourage local communities to participate in making the program work.

2. Who should be the Community Development Officer?

A school board wishing to participate in the School Program must appoint a community development officer. Since the community development officer is in a fundraising function, the CEAF Board insists that an arms length relationship be maintained. Hence the community development officer may not be the treasurer or a Board member.

3. What does the Community Development Officer do?
 - a) Receives and encourages donations to CEAF from the community who support Christian education.
 - b) Explain all the benefits of the School Program to parents and school board, using the forms provided.
 - c) Communicates with the CEAF staff on a monthly basis.

4. Questions

- a) How does this relate to OACS services?
 - The OACS Board endorsed this program as a recommended program in 1984
- b) Can the principal or other staff of the school act as a CDO?
 - Yes, but a parent society member would be better.

CEAF GRANT APPLICATION GUIDELINES (F3)

1. A grant application form is completed each year by the school society, requesting grants for certain budget items.
2. A new grant application is required each year: they cannot be carried forward to the next school year.
3. Qualifying expenses include transportation, education supplies, building maintenance, utilities, administration, and special education projects. Capital expenses will not be funded.
4. The CEAF Grants Committee will review grants on the following dates. October 15, December 15, February 15, April 15, June 15, and August 15.
5. Approved grant cheques will be sent shortly on a monthly basis, to be received by the school on the 15th of the month.
6. The maximum number of applications accepted in one year is three.
7. The maximum grant amount approved by the Grants Committee will be 35% of the total operating budget.
8. CEAF has no obligation to approve the grant or the specific amount requested and incurs no obligations as a result of the gifts received.

CHRISTIAN SCHOOL BUDGET FORECASTING FORM (F4)

Parent or Guardian: _____

Street: _____ Apt#: _____

City: _____ Postal Code: _____

Students Attending:

The tuition or the average amount required from each family to meet our overall budget obligations for _____ is \$ _____ less any applicable reductions. The academic cost of education or the average amount required for each child to meet our academic budget obligations for _____ is \$ _____. Families may opt to pay tuition based on the academic cost of education per child. In order to assist the school treasurer to forecast the budgeted revenue, please check the tuition reduction and payment options for your family.

Available Tuition Reduction Options:

- 1. Full tuition minimum will be paid by Sept 30
- 2. Our family has children attending a Christian High/Elementary School
- 3. I am a single parent/guardian.
- 4. I/we would like to apply for tuition assistance.

Available Payment Options:

- 1. Annual - one cheque by Dec 31
- 2. Semi-annual - two equal payments, due Sept 15, and Feb 15,
- 3. Quarterly - four equal payments, due Sept 15, Nov 15, Feb 15, and Apr 15.
- 4. Monthly - 12 equal payments due the first of each month, starting in Sept.

Please return this completed form no later than _____. Your cooperation is appreciated. The treasurer or a member of the Tuition Assistance Committee will contact you regarding the payment options selected. Post-dated cheques in all cases are to be received by the school no later than _____.

The Christian Economic Assistance Foundation (CEAF) is a Christian organization which administers various programs for the benefit of Christian schools.

Do you wish to donate to CEAF an amount in excess of your academic cost of education?

Your signature indicates that you are applying and you believe that you are eligible for the tuition reductions you have selected above.

Date: _____ Signature: _____

SCHOOL PROGRAM PROCEDURE GUIDELINES (F5)

1. A School Society member hears about CEAF programs and recommends that the school Board investigates the programs.
2. School Board calls CEAF for the information and refers the matter to the Finance Committee.
3. The Finance Committee meets with CEAF representative to discuss details of the program.
4. The Finance Committee recommends that the Board participate in the CEAF School Program beginning either in September or January.
5. The Board approves participation and instructs the treasurer to make the necessary changes in tuition payment procedures.
6. Participation in SP should not be brought to the general membership meeting for a vote, because it is a voluntary decision on the part of each parent.
7. the School Board should appoint a Community Development Officer to met with groups of parents to explain the plan and deal with unusual financial situations. (see F4)
8. After a substantial number of parents agree to participate, the CDO can recommend that the Board submit the application.
9. The CDO contacts CEAF staff to review the particulars of the grant process.
10. Each parent should receive a copy of F0 and F6 as well as F4, as the basis for discussions for this program.

CEAF PARENT INFORMATION GUIDELINE (F6)

A. CONTEXT

1. The OACS Board endorsed this School Support Program in 1984. It has been in operation since 1985 with up to 50 schools participating.
2. CEAF and various schools have been audited over that time period by Canada Revenue Agency, resulting in no action to date.
3. CEAF has a reserve fund set aside for legal fees to deal with any issue arising from future audits.

B. PURPOSE

1. Keeping Christian Schools affordable.
2. OACS sister schools in Western Canada benefit from very favourable Provincial and Federal government policies.
 - a) They receive direct grants of \$3,000 per pupil.
 - b) The total government grant amount to the school is then also used to reduce the cost per pupil for tax purposes to virtually \$nil, thereby providing parents with a large tax receipt.
3. The McGuinty Liberal's eliminated Ontario's EETC in 2003.
4. The CEAF program is designed to achieve a somewhat similar effect for family charitable receipts in Eastern Canada.

C. BENEFITS

1. The entire amount donated to CEAF is a gift and is receipted.
2. The size of the tax benefit depends on how many parents in the local school participate.
3. The personal tax benefit also depends on how many children you have in the school.
If the majority ($\frac{2}{3}$) of the parents participate then the dollar savings would be \$600 per child on an after tax basis:

D. PROCESS

1. Ask the treasurer or the administrator for the school's Budget Forecasting Form. (F4)
2. Fill it in and you will be contacted by the treasurer or the community officer for CEAF with further suggestions on donation amounts and payment details.