

Portage Township Education Foundation Grant Guidelines

What We Fund...

- Our purpose is to provide funds for proposals that supplement, not supplant, services already provided by tax revenues.
- Proposals that specifically interest the Foundation are those that accelerate student achievement, demonstrate innovation, capture students' interests and foster hands-on, inter-disciplinary, experiential learning.
- The Foundation recognizes proposals that specifically address the standards as outlined on the PTS curriculum maps.
- The Foundation aims to award grants fairly across all grade levels and content areas within the Portage Township Schools.
- Successful proposals should:
 - Show overall value, creativity, and innovation
 - Be curricular in nature
 - Demonstrate collaboration among classrooms, grades, schools, and/or curricular areas
 - Include partnerships with parents and/or elements of the community
 - Provide replicable classroom models
 - Include a clear evaluation process
 - Allow for a simple, but sound budget

What We Don't Fund...

- PTEF will not cover expenses normally included in the general operating budget of the school corporation or those deleted from the budget due to shortfalls. This includes teacher pay and/or stipends.
- Grants that provide funds solely for professional development, substitute teacher pay, or teacher travel expenses will not be awarded. Like expenses that are required to implement an initiative, and are part of a total application budget, may be considered.
- Only in rare circumstances will the Foundation fund projects that require classroom teachers to be away from their classrooms. Applicants should provide compelling evidence for the value of these activities.
- Requests for basic classroom and/or curricular items, books, other instructional materials and/or supplies, without an innovative program attached, will not be funded through this grant process.
- PTEF will not fund individual teacher and/or student scholarships at this time.
- Audio-visual or computer equipment for general curricular needs will not be funded. Specialized equipment that is clearly required to implement an innovative program, is aligned to the current district technology plan, and is only part of a total application budget will be considered.

- PTEF does not fund technology upgrades.
- Only in rare circumstances will the Foundation fund field trips. Applicants should provide compelling evidence for the value of a proposed field trip.
- Capital needed for new construction or facility renovation is not available through PTEF.
- PTEF grants are competitive, and are awarded from a limited budget. In some instances, the Foundation may not be able to fund requests solely due to budgetary constraints. This does not mean that a rejected application is inappropriate or unsatisfactory, and those applicants will be encouraged to re-apply.

Who May Apply...

We are currently inviting grant proposals from any employee of the Portage Township Schools.

Size of Grants...

Funds may be awarded to grant proposals budgeted up to \$1,500.

Application Procedure...

- Interested candidates should submit a completed application to the PTEF Grants Committee before the current application deadline.
- Applicants must obtain signatures from their building administrator, indicating an acknowledgment of their awareness.

Review and Awards Process...

- Applications will be accepted by the Grants Committee through the current deadline.
- Applications will be blind-coded before review by the committee members.
- Applications will be scored using a defined matrix and qualified applications will be ranked for presentation to the Foundation Board for final approval.

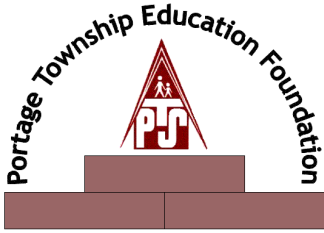
Reports and Expectations...

- Grant recipients are, first and foremost, employees of the Portage Township Schools, and as such, are expected to follow district-wide policies and procedures during the deployment of any activities and programs resulting from Foundation funds. Initiatives implemented with grant dollars will be aligned to the educational process and practices currently in use by the Portage Township Schools.
- Grant funds will be deposited with the PTS Business Office who, in conjunction with grant recipients, will follow regular budget guidelines for dispersing funds.
- Grant recipients must request funds by December 1 of the year the grant was awarded. Projects must be implemented and completed during the school year following the date the grant was awarded.
- Grant recipients are responsible for informing PTEF of dates and times that their project will be implemented with students. A PTEF board member may attend to take pictures for promotional reasons.

- Grant recipients are to electronically submit a written report to PTEF at ptefinfo@portage.k12.in.us by June 1 summarizing their project and including evaluative conclusions and a financial statement.
- Goods and services purchased with funds from the Foundation become the property of the Portage Township Schools. In the event an awarded teacher moves within the district, award materials may be transferred from one PTS building to another, providing the program can travel.
- The Foundation asks that grant recipients acknowledge **PTEF** as their funding source in all published/distributed communications.
- Grant recipients are expected to serve as active ambassadors of **PTEF** to their peers, students and the community.



“Supporting teachers and students in their efforts to innovate and achieve”



PTEF Grant Proposal Instructions

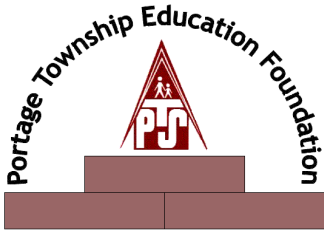
1. Complete the proposal cover page. Cover page should be typed or legibly printed in ink.
2. Complete a proposal narrative and budget according to the indicated application format. Narrative information and proposed budget should be typed.
3. Proposals should be electronically submitted to ptefinfo@portage.k12.in.us no later than the due date.
4. To be considered for this funding cycle, completed proposals must be received no later than 4:00 p.m. on Wednesday, March 9, 2016.
5. A confirmation of receipt will be emailed to the project director. Please contact ptefinfo@portage.k12.in.us if you have not received your confirmation by 9:00 a.m. on Friday, March 11, 2016.
6. Questions regarding the application process may be forwarded to Ruth Cozza at 465-0300 or rucozz@msn.com.

Tips for a Successful Proposal

- ✓ Be sure your activities are clearly described. Tell the review committee what you intend to do.
- ✓ Have an objective person read your application for clarity.
- ✓ **PROOFREAD your proposal for typographic and grammatical errors.**
- ✓ Show creativity and a sense of commitment.
- ✓ Your review audience is comprised of both educators and members of the Portage Township Community; remember to explain education terms that are not obvious.
- ✓ Be sure that references to your name and school appear on the cover page only!
- ✓ Check your proposal for completeness. An incomplete application will not be processed.
- ✓ The PTS Grant Writing Support Team is available as a resource to those seeking any type of grant. See their website at www.portage.k12.in.us/grants for more information.

Evaluation Timeline

- The Foundation will award grants once during this school year.
- Applications will be accepted from 8:00 a.m. on January 4 through 4:00 p.m. on March 9, 2016.
- Recommended proposals will be forwarded to the Foundation Board for final approval on April 13, 2016.
- Grants will be announced at the regular meeting of the Portage Township Board of School Trustees on May 23, 2016. Recipients will also be recognized on Orientation Day, 2016-2017.



PTEF Grant Proposal Cover Page

This data sheet will be removed before your proposal is distributed to the review committee. Please do not use your name or your school's name in the narrative portion of your proposal. When this page is removed, there should be no identifying information in the remaining materials.

Project Title: _____

Date Submitted: _____ **Total Funding Requested:** \$ _____

Project Director:

Name _____ Home Phone _____

Position _____ Work Phone _____

School _____ Email Address _____

Project's Target Population:

of Students _____ Grade Levels _____

of Teachers _____ # of Schools _____

Indicate the areas you will emphasize in your project. Checked Items should be clearly reflected in your narrative.

Academic:

- | | | |
|---|--|---|
| <input type="checkbox"/> Reading & Writing | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Science | <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Phys. Ed/Sports & Health |
| <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Business/Technology |
| <input type="checkbox"/> Vocational Education | <input type="checkbox"/> Family/Consumer Science | <input type="checkbox"/> Other _____ |

Interpersonal Skills:

- | | | |
|---|--|---|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Teamwork | <input type="checkbox"/> Workplace skills |
| <input type="checkbox"/> Critical thinking skills | <input type="checkbox"/> Systems understanding | |

Character Development:

- | | | |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Integrity | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Respect | <input type="checkbox"/> Self-esteem | <input type="checkbox"/> Self-management |

Professional Development:

Indicate area of development _____

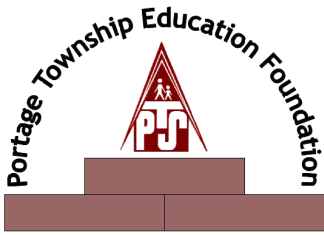
Project's Duration: Beginning Date _____ Ending Date _____

Project Director's Signature¹ _____

Principal's Signature² _____

Foundation Use Only: Date rec'd _____ Grant # _____

¹ By accepting funding, applicant agrees to fulfill expectations as indicated in the PTEF Grant Guidelines.
² Required only as acknowledgement of the principal's awareness of your request for PTEF funding.
 PTEF Grant Guidelines 9/8/2015



PTEF Grant Proposal Narrative and Budget

Instructions: Please address the following narrative areas and complete a budget. Number and label items 1 through 7 in the narrative portion of your proposal. Questions/statements contained in each narrative section are provided to stimulate feedback. It is not necessary to specifically address every question in each section. Please try to limit your narrative response to no more than two pages. This is the exact rubric used to score all applications.

1. **Purpose** - In 50-75 words, please provide a project description/summary. Who is your target audience (grade level, number of students, subject area)? In what ways will your project have a significant impact on your students on your students?
2. **Project Goals and Objectives** - Describe your project in 2-4 measurable objectives. What do you hope to achieve or produce?
3. **Creativity and Innovation** - Summarize the creative concept or original idea that formed the basis for your project proposal. How does this project offer an innovative approach to implementing curriculum, solving a problem, or addressing a need?
4. **Description of Activities/Timeline** - Briefly describe the activities that will take place, and list the timetable for these activities toward the project's completion.
5. **Correlation to Standards** - What is the relationship of your project to any or all of the following: a) the District-wide goals and core values, b) your school's continuous improvement plan, c) the Indiana Standards for the area of impact?
6. **Collaboration** - Describe how this project will demonstrate collaboration among multi-grades, classes, teams, or schools. What opportunities are there for parents and other community partners to participate in this project?
7. **Outcomes, Evaluation and Assessment** - Briefly discuss how you will evaluate your project. Describe the anticipated outcomes of your project. Explain how the success of your project will be measured. For example, if the students produce something, what will their product(s) be? If you expect new insight or knowledge, how will you know it came from this activity? If you expect behavioral change, which specific behaviors will you look for? If students gain new or unexpected insights, how will you know it?
8. **Proposed Budget** On a sheet separate from the narrative, please list items, quantities, and costs. Indicate the subtotal amounts for each funding category requested; i.e., materials, supplies, contracted services, travel, fees, etc. State the total amount requested. Include catalog title(s), item number(s), etc. **The list must be detailed and itemized.**
9. **Comprehensiveness** Have you covered all parts of the narrative? Have you checked for correct spelling, punctuation, and grammar?