

Please do NOT staple grant application. Thanks!

PLENTYWOOD EDUCATION & ALUMNI FOUNDATION GRANT APPLICATION GUIDELINES

Purpose:

The PEAFF Grant program is designed to encourage, facilitate, recognize, and reward innovative and creative instructional approaches to the accomplishment of program objectives.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by the Plentywood School District who are involved in the instruction of students.

Eligible Proposals:

Instructional approaches or projects designed to begin during the following school year and which meet the selection criteria.

Award of Funds:

The number of awards will depend on funds available from the PEAFF.

Implementation Date:

Grants awarded must be implemented in the upcoming school year, unless approved by the PEAFF Board of Directors.

Due Date:

The grant application due date is announced each spring in an email to all eligible applicants.

Purchase Date:

Once approved, all grant-related items must be ordered through Kim Lindsey in the business office by the deadline specified in the award letter.

Selection Criteria:

- The degree to which the proposal addresses the important objectives.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives. (It should address a new project instead of one accomplished or underway.)
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal is clear and logical, including:
 - (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; (c) correspondence among evaluative procedures,
 - (b) objectives and treatments.

SELECTION PROCESS:

1. Application forms may be obtained at the office of the Executive Director, on the PEAFF webpage www.plentywoodalumni.com, and emailed to you in PDF format.
2. Signed applications are due to Karleen Harris, Executive Director.
3. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - a. Foundation Board of Directors
 - b. Others as determined by the PEAFF Board of Directors
5. For each grant application the subcommittee shall make one of the following recommendations: (a) approval; (b) approval with conditions and/or modifications; (c) disapproval with suggestions for resubmission and (d) disapproval.
6. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
7. If approved by the Foundation Board of Directors, the application is presented to the Board of Education for formal acceptance of the grant.
8. Applicants will be notified of decisions shortly after the March application deadline.
9. Projects will be funded.
10. Successful applicants will be recognized by the Board of Education at the October meeting.

RESPONSIBILITIES OF GRANT RECIPIENTS:

1. Use the awards for the purposes intended.
2. Prepare a brief final report for sharing with other teachers and for inclusion in the Foundation's Annual Report.
3. Agree to share successful procedures in staff development sessions.

GUIDELINES FOR COMPLETING THE APPLICATION

The project is appropriate if you can answer yes to the following questions:

- Is it important to learning?
- Can it be done?
- Is it practical?
- Is it new for you? (Seeking recognition for something already completed is not acceptable)

Statement of Purpose:

- Tell what you hope to achieve. (e.g. what will be different or better if the project is successful)
- What do you want the Foundation to purchase?
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.
- Explain why the Foundation should fund your grant.

Statement of Rational – Address the Following:

- Importance of purpose
- How the project relates to the district's strategic educational plan
- The problem or issue addressed
- How the project supports the purpose
- You may choose to cite educational research that supports your project.

Objectives:

- Limit the number of objectives
- What do you want to achieve?
- State in measurable terms
- Be specific

Instructional Procedures:

- Be specific
- List steps
- Relate to purpose and objectives

Evaluation:

- Relate to stated objectives
- Indicate how you will know whether the project was successful

Number of Students Impacted:

How many students will benefit this year and in future years?

GRANT APPLICATION COVER PAGE

Please do NOT staple Grant Application.

Grant Application No. _____

Project Title

Name/s and signatures/s of all applicants associated with this grant application.

Print Name

Signature

Grade(s) _____

Subject(s) _____

Primary target population to be served:

- _____ Students (target group) _____
- _____ Parents
- _____ Teachers

Implementation Dates: _____

Signature of PEAFF President: _____ **Date:** _____

Signature of Principal: _____ **Date:** _____

**PLENTYWOOD EDUCATION & ALUMNI FOUNDATION
Grant Application**

Grant No. _____

Name of Applicant(s) _____

School _____ Grade(s) _____ Subject(s) _____

Project Title: _____

Amount of funds requested: _____

Purpose: (What do you want to buy and how will this benefit the education of our students?)

Rational: (Importance and relevance to campus/district objectives)

Objectives: (What do you want to achieve?)

Description of Instructional Procedures, Methods or Activities which will be utilized:

Number of students impacted (immediate and future):

Evaluation Procedures: (What criteria will you use to measure success?)

Identify any school-community partners involved in the project and their respective role(s):

Date of Implementation:

PLENTYWOOD EDUCATION FOUNDATION GRANT BUDGET

Applicant Name(s) _____ **Contact Phone:** _____

Project Title: _____

BUDGET ITEM: DISTRICT CODE VENDOR BUDGET AMOUNT

	Budget Item	Vendor	Unit Cost	Shipping	Qty.	Total Cost
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

Total Amount of Grant Request: \$ _____

PEAF President: _____

Principal: _____

**Grant Application should be submitted to Karleen Harris, Executive Director PEAFF
100 East Laurel Avenue, Plentywood, MT 59254 406-765-1803.**