



## **Grant Application Package**

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# Pleasant Hill Education Foundation

**Mission:**

The Pleasant Hill Education Foundation, along with our alumni and community, provides funds to inspire learning, enhance teaching, and create opportunities for all students.

**Board of Directors**

<b>President</b>	<b>Sherry Bryson</b>
<b>Vice President</b>	<b>Cindy Fitzpatrick</b>
<b>Secretary</b>	<b>Amanda Burwell</b>
<b>Treasurer</b>	<b>Dana Parrish</b>
<b>Board Member</b>	<b>Carol Shoemaker</b>
<b>Board Member</b>	<b>Lindsey Steigleder</b>
<b>Board Member</b>	<b>Paisley Ward</b>
<b>Advisory Board</b>	<b>Susie Rexius Shannon Smith</b>

**Executive Director**

Jennifer Anderson

Founded in 1991

Pleasant Hill Education Foundation

P.O. Box 636

Pleasant Hill, OR 97455

More information along with latest version of this application, is available at

[www.phillfoundation.org](http://www.phillfoundation.org)



Innovative Educator Grants  
Timeline for 2019-2020

Date	Event
August 23, 2019	Grant Applications Open
September 27, 2019	Grant Applications Close Applications must be turned into PHEF by 3:00pm
September 30, 2019	Grant Application forwarded on to Grant Selection Committee and PHSD administration for scoring and ranking.
October 17, 2019	PHEF Board of Directors Meeting Recommended submitted grant application for approval by board.
November 7, 2019	PHEF Prize Patrol – Recipients Notified
June 30, 2020	Grant Evaluation Form Due



## Guidelines for Grant Applications

### **Purpose**

Innovative Educator Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to accomplish program objectives. The Pleasant Hill Education Foundation offers teacher, administrators, and student club leaders the opportunity to apply for grants to support innovative programs or projects that encourage higher levels of student learning or enhance students' experience in the Pleasant Hill School District. The grants must enhance student academic performance, support the mission, goals, and initiatives of the school district.

### **Persons Eligible to Apply for Grants**

Individuals or teams of individuals employed or approved by Pleasant Hill School District who are involved in the instruction of students or related support services benefiting students. Previous PHEF grant recipients must have submitted a Grant Evaluation Form in order to be considered for future grants.

### **Scope and Requirements**

Instructional approaches or projects designated to begin during the current school year that meet the selection criteria will be considered. Grants may fund instructional and classroom materials or any activity or material that support higher levels of student academic achievement.

Grants must be in compliance with district goals and standards. Non-consumable materials purchased with this grant are to remain property of the district. All applications require approval of the building principal and require principal's signature to ensure the alignment of the project with district goals.

Grant awards are based on the demonstrated needs of the project and the funds available. An award may cover all or a portion of the entire project cost. A detailed budget is essential for projected costs describing how the entire budget will be spent.

All expenditures for equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by the Grant Committee before purchases can occur.

Grants are not intended to pay for college/graduate school or continuing education courses, nor for programs for which funds are otherwise available. Grant money is not awarded by PHEF for the purpose of funding Pleasant Hill School District educator stipends. PHEF grants also may not be used to purchase material, equipment, or technology that should be covered in the school's operational budget. Grants may be used for field trips, **if** applicant demonstrates that it enhances the students' educational learning and leads to a higher level of learning.

Grant funds will be held in a designated district account to be drawn from by the grant applicant for the needs of the project. Grant applicant needs to follow district policy on how to use funds (i.e. purchase orders, etc.). Funds are not given

directly to the grant recipient. It is expected that the grant funding will be used by the end of the current school year following the date of the award of funds (i.e. June 2019), **unless** otherwise approved by PHEF. All remaining funds at the end of the current school year will be returned to PHEF for future grant cycles. Evaluations should be finished by June 30 of the project funded year. **If the recipient does not complete an evaluation they will not be eligible for additional grants.**

PHEF requires their logo be used on all materials/t-shirts/items paid for through grant funds. A copy of the current logo will be provided for your use if applicable.

### **Average Award Levels**

Grant award amounts vary, but the average amount is \$250-\$1,500. Grant amounts above \$1,500 are usually awarded to a campus team, departments, and district-wide programs/projects or by the discretion of the PHEF Board of Directors. The number of grants awarded will depend on funds available for the education foundation.

### **Criteria**

The following criteria will be used to review grant applications:

- Originality/Creativity of the project, demonstrating educational innovation
- Evidence that students will benefit directly from the grant funding
- Clear goals that are well articulated, attainable and measurable
- Accountability for funds as detailed in budget request
- Evaluation plan, including measurable indicators of success

### **Application Process**

- Application forms will be emailed to building principals the last week of August to be distributed to staff.
- Application forms may be obtained online from the PHEF website at [www.phillfoundation.org](http://www.phillfoundation.org) or by contacting the Foundation.
- Applications must be reviewed and signed by principal before application is submitted. If you are using funds to purchase technology, application need to be reviewed by building technology team representative to make sure it aligns with technology plan.
- Signed applications are due to the PHEF via the Foundation mail box located at each building no later than 3:00 pm, September 27, 2019. "See Grant Application Deadline" for more information.
- If recommended for approval, the application is presented to the PHEF Board of Directors for review and formal approval.
- If approved by the PHEF Board of Directors, the applications (in summary form) are collectively presented to the PHSD Board for formal acceptance of grant funds.

### **Selection Process**

Applications that meet the stated criteria and are received on time are forwarded to the PHEF Grant Committee. Each committee member reads the grants and scores them using the Grant Evaluation Score sheet. The committee meets to review the cumulative score and makes funding recommendations to the Foundation's Board of Directors for final approval.

The Grant Review Committee is comprised of Pleasant Hill Education Foundation board members, district administrators, and community representatives.

### **When applying for a grant, please remember the following:**

- Do not use your name in the application, please use the cover sheet.
- Grants are to be used to fund projects that cannot be provided for in the school and district budgets.
- Objectives and outcomes should be consistent with the goals of the district.
- Grants cannot be used to fund teacher training or travel. When creating your budget, research carefully and be realistic. Small grants are just as likely to be awarded as large grants. Partial funding will be considered. Funds will not be awarded for budgeted items available from district resources, but matching funds may be considered.

**Grant Application Deadline**

The application deadline for the 2019-2020 grant cycle is September 27, 2019 by 3:00 pm. All applications will be reviewed at this time, and grant awards will be announced in November.

**Tips for Completing the Application****Statement of Need**

- Describe the area of student achievement you wish to address and give any data that supports the need. Please include how this grant addresses district and campus goals.
- Keep the statement simple and straightforward.

**Objectives**

- Limit the number of objectives
- Imply or state evaluation in the statement of objectives
- Be specific

**Description of Proposed Project/Activity**

- Describe the problem or issue addressed
- Show how the project supports the purpose
- List steps to be followed in project implementation
- Relate project or need and objectives

**Evaluation**

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

**Partners**

- Are there others, businesses, organizations, or foundations that will participate in this project (PHSD, PTO, Lions Club, Rotary, etc.)
- What will their roles be?



## Cover Page

**Project Title:** Click here to enter text.

**Name(s) of Applicant(s):** Click here to enter text.

**School(s)** Choose an item.

**Grade(s)** Click here to enter text.

**Number of Student(s)** Click here to enter text.

**Primary Target population to be served:** Choose an item.

**Implementation Dates:** Click here to enter text.

**Signature of the Principal** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Technology Team\*** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Required when funds will be used to purchase technology and/or media equipment

**Signature of Facilities Director\*** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Required when funds will be used for construction or maintenance

**Abstract\*\* (no more than 100 words)** Click here to enter text.

**\*\*This section is very important as this is what will be published if the grant is awarded\*\***

***This page will not be seen by the Review Committee***



## Innovative Educator Grant Application

**Important:** Do not include your name in the project title or application.

**Project Title:** [Click here to enter text.](#)

**Subject(s):** [Click here to enter text.](#)

**Number of Students** [Click here to enter text.](#)

**This project is** [Choose an item.](#)

**Have you previously received fund for this project from the school district** [Choose an item.](#)

**NEED:** Describe the area of student achievement you wish to address and give any data that support the need. Please include how this grant addresses district and campus goals.

[Click here to enter text.](#)

**OBJECTIVE:** State measureable objectives in terms of student behavior or performance.

[Click here to enter text.](#)

**DESCRIPTION OF PROPOSED PROJECT/ACTIVITY:** Describe what you want to do with the grant funds. List activities and timeline. How is it innovative?

[Click here to enter text.](#)

**EVALUATION STRATEGY:** Describe how you will know if your objectives are met. How will you share your program's success with your peers?

[Click here to enter text.](#)

**PARTNERS:** Identify any school and/or community partners involved in the project and their respective roles.

[Click here to enter text.](#)



**SUSTAINABILITY: If funded, how will you continue the program/project in the future? What will be recurring costs? How will this program/project be funded in the future?**

Click here to enter text.

**DIRECTIONS: Note the budget distribution for each category. Be specific.**

BUDGET ITEMS	AMOUNT	VENDOR
Supplies (Please list)		
Sub Total		
Equipment		
Sub Total		
Contracted Services (list consultants)		
Sub Total		
Other:		
Sub Total		
<b>TOTAL</b>		

**Grant applications can be submitted to the Pleasant Hill Education Foundation electronically.**

Email application as an attachment to [foundation@phillfoundation.org](mailto:foundation@phillfoundation.org)

A hard copy with original signatures on the cover sheet must be submitted to PHEF mailbox located at each campus.



## Grant Award Evaluation Form

The Pleasant Hill Education Foundation congratulates you as a recipient of an Innovative Educator Grant. Now we ask for your feedback on how the grant has impacted the Pleasant Hill School District. We also request digital photos of the project in action. (Please follow district policy regarding photographing students) Please note that we may want to quote you and use your feedback and photos to help promote the mission of the Pleasant Hill Education Foundation on our website, in our mailings, and in the local newspapers. Upon completion of your grant project, please email this form as an attachment to [foundation@phillfoundation.org](mailto:foundation@phillfoundation.org). Please remember to attach digital photos to the email as well.

**Date:** Click here to enter a date.

**Names:** Click here to enter text.

**Grant/Project Title:** Click here to enter text.

**School:** Click here to enter text.

**Grant amount received** Click here to enter text.

**Please provide a brief description of your project:**

Click here to enter text.

**Briefly describe how you measured the effectiveness of your project and your results:**

Click here to enter text.

**Explain how you plan on continuing this program in your classroom:**

Click here to enter text.

**Tell at least one specific story of how your project help one or more students:**

Click here to enter text.

**Did you find it necessary to make any changes from your original proposal? If so, please explain.**

Click here to enter text.

**Were there any “unexpected outcomes”?**

Click here to enter text.

**Please share any other information regarding your grant that you think would be of interest to the PHEF and to the general public.**

Click here to enter text.

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**Grant Recipient Signature**

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**Date**

Please submit this completed evaluation, along with photographs, DVDs or video of your project to the PHEF Board.

***Failure to submit a completed evaluation may jeopardize future grant opportunities.***



## Innovative Educator Grant Reviewer Scoring Sheet

### Mission:

The Pleasant Hill Education Foundation, along with our alumni and community, provides funds to inspire learning, enhance teaching, and create opportunities for all students.

Application Number \_\_\_\_\_

Project Title:

\_\_\_\_\_

Please keep the following criteria in mind when reviewing the grant applications. Indicate whether the applicant did or did not include the criteria in their grant application, and rank the application accordingly.

Criteria	Application Does Include This Criteria:	Application Does Not Include This Criteria:
Need is clearly stated. Supports district and campus goals.		
Objectives are specifically stated.		
Activities/procedures specifically stated and related to purpose and objectives. Innovation is apparent.		
Evaluation strategy is clearly stated and relevant to the objectives and student performance.		
Budget is stated, realistic, accurate and appropriate.		
Project includes participation and support of parent, community and/or business partners.		
Innovative/Creative Request: "Thinking Outside of the Box" Idea		

**Please check the statement below that best describes how you would rank this application.**

- ☐ I would definitely recommend funding for this project.
- ☐ I would recommend partially funding this project. Suggested amount: \$ \_\_\_\_\_
- ☐ I would recommend funding this project if there were extra money.
- ☐ I would not recommend funding this project at this time.

Additional Comments (please use back if necessary).