

## **PSFTC Targeted Seeds for Excellence Grant Guidelines**

Any teacher, counselor or administrator working in a K-12 public school in Tippecanoe County is eligible to apply for a grant.

Applicants are limited to being author of no more than **one application per cycle**.

Projects should creatively enhance the learning process. We are looking for innovative ideas and creative learning methods.

### **Collaboration among teachers, schools and corporations is strongly encouraged.**

#### **Eligible Projects:**

- Instructional activities should complement the regular academic program in grades K-12 and must be relevant and appropriate to curricular goals.
- Grant funds should supplement, not supplant, state and local funds.
- Grant funds may be used to pay substitutes at the current rate if it is a vital component of the project and approved by an administrator.
- The maximum amount allowed for a grant request is \$2,000.

#### **Timeline and Scope:**

- Applicants will be notified within six weeks of the application deadline. A public award ceremony will be held after each cycle recognizing the grant winners and highlighting the individual projects.
- The grant recipient must sign a Grant Agreement and submit a Project Activity Calendar. A check is issued directly to the school or recipient once these documents are received.
- The Executive Director will schedule a time to visit each project to observe and take photographs.
- A Grant Advocate (PSFTC Board member) will be assigned to each project and will work with recipients to plan and execute an awareness event at the school.
- A project must be completed at the conclusion of the school year for which it is awarded unless the Board of Directors approves an extension request. Generally, spring cycle grants are for implementation in the next school year and fall cycle grants are for implementation of the second semester of the current school year.
- Grant recipients must submit a Final Report (format provided) including accomplishment, evaluation and financial accounting with receipts for all expended funds one month after completion of the project or by June 30<sup>th</sup>. Any unused funds over \$1.00 must be returned to the Foundation with the Final Report.

**Failure to submit a Final Report on time may result in exclusion from future grant opportunities.**

### **Important Information About our Online Application**

**Blind Review:** All applications are reviewed blindly, and Page 1 of the application will not be made available to members of the review committee. Be sure that you do not mention your name, school or school corporation anywhere other than Page 1. **Applications that do not follow this guideline will be disqualified.**

**Grant Target Area:** The applicant must choose one grant target area when completing the application. At least one grant will be awarded in each target area, provided that a qualified application is submitted. Target areas are: 1) Literacy (Reading & Language Arts), 2) Science, Technology & Math, 3) Art & Music, 4) Health & Physical Education, 5) Social Sciences, and 6) Family and Consumer Science.

**Allowable Dollar Amount:** Applicants may request up to \$2,000.

**Text Fields:** Most of the input fields on the application have word count limits in place. The specific limits are indicated on the application. In general, the Abstract must be 100 words or less and other narrative sections must be 600 words or less. The Budget section provides space for ten line items (so like items may need to be grouped together).

**Principal's Approval:** As part of the online application you will be required to provide your principal's email address. When you submit your application, it will be emailed to that person, and he or she will be required to contact the Foundation via email to indicate approval (or disapproval).

**The following information will be required to complete the online application.**

**Your Identifying Information**

**Title of Grant Proposal**

**Target Area**

**Amount of Grant \$ Requested**

**Project Start Date & End Date**

**Grade Level(s) Involved**

**Principal's Email Address**

**Number of Students Involved**

**Number of Teachers Involved**

**Number of Schools Involved**

**Number of School Corps. Involved**

Section A

**Abstract - 100 words or less** (*will be used in promotional material, etc.*)

Section B

**Description of Project and Activities:** *Concisely describe what you propose to do.*

Section C

**Time Line:** *List specific activities involved in the 1) planning 2) implementation and 3) evaluation of your project.*

Section D

**Value of your project:** *Describe in detail your goals and the benefits to students. Why do you want to conduct this project? We are interested in projects that do more than just purchase new equipment without an education connection. State goals that are measurable and verifiable. **Indicate up to three state or professional association standards that will be addressed and how they specifically connect to your grant proposal.** Please choose three standards that are most relevant rather than listing all of the standards that will be addressed. Projects that provide reusable materials, and hence, have a larger impact, are encouraged.*

Section E

**Evaluation:** *How will you know you accomplished your goals? Suggestions: Be objective where possible. Be creative. What will you specifically look for? 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?*

Section F

**Budget:** *List specific items and costs, itemize items over \$100 and justify within your application why these items are necessary. **Ten budget lines are provided.***