



Public Schools Foundation of Tippecanoe County

Seeds for Excellence Grant Guidelines

- Any teacher, counselor or administrator working in a K-12 public school in Tippecanoe Co. 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

- 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 project must be completed at the conclusion of the school year in which it is awarded unless the Board of Directors approves an extension request.
- 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 30th. 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. A goal of the review committee is to recommend at least one grant award per target area, providing 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, 6) Family and Consumer Science and 7) Conservation, the Outdoors & Nature.**

State Standards: It is not necessary to list specific state standards in your application. The review committee is confident that your project aligns appropriately with curricular requirements.

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

Text Fields

Most of the input fields on the application have character count limits in place. The specific limits are indicated on the application. In general, the Abstract must be 1000 characters or less (approximately 150 words) and other narrative sections must be 4000 characters or less (approximately 600 words). 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).

Save and Finish Later: A feature to save your work and finish your application later has been incorporated into the application. You will be given a URL and have 30 days to log back in to finish your application. **Be sure to write down the URL or have the system email it to you. Note - each time you return to your application, and then save and exit -a new URL will be assigned.** It is a good idea to develop your proposal in Word and copy and paste into the application so that you have a copy document in case you misplace the URL.

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

Your Identifying Information	Principal's Email Address
Title of Grant Proposal	Number of Students Involved
Target Area	Number of Teachers Involved
Amount of Grant \$ Requested	Number of Schools Involved
Project Start Date & End Date	Number of School Corps. Involved
Grade Level(s) Involved	

Section A

Abstract - 150 words or less (*will be used in promotional material, etc.*) *The abstract is an important part of the funding application. In about 100 words, give us an overview of your project. Help us understand what you want to do, how you'll do it, and why it needs to be done. We will use this information for media releases, other marketing materials and on our website, so think of this as your "elevator pitch".*

Section B

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

Section C

Timeline: *List specific activities involved in the planning, implementation and evaluation of your project, along with approximate dates or periods of time. Double check and make sure your Start Date above is not before the date that funds will be awarded.*

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. We value creativity and new approaches. State goals that are measurable and verifiable (SMART goals). We trust that your goals align with relevant state standards. It is not necessary to list specific standards in your application.*

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? Be sure you are addressing the goals outlined in Section D.*

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. Be sure the Total Budget equals the Amount Requested.*