



## **GRANT EVALUATION GUIDELINES M.S.D. OF PIKE TOWNSHIP EDUCATIONAL FOUNDATION**

The foundation's Grants Committee reviews each grant application it receives. The committee may request additional information from the applicant, school administrators, or curriculum coordinators. Applications chosen for funding by the committee are then recommended to the Board of Directors for acceptance. Depending on the time of year, the number of grant requests submitted, and the complexity of the applications, the review process will take from 30 to 90 days.

The Grants Committee uses a combination of objective and subjective criteria when evaluating grant requests. Requests that clearly meet more criteria will generally be viewed more favorably during evaluation. In some instances, the foundation will not be able to fund all requests due to budgetary constraints. This does not mean that a rejected request is inappropriate or unsatisfactory. The reason a grant request is not funded will be provided to the applicant, and they may be encouraged to resubmit the grant request in the next funding cycle.

### **In general, higher value will be placed on the following criteria:**

- Programs that showcase **innovation, creativity, and educational value.**
- Programs that enrich **student experience** and promote **student involvement to enhance achievement**
- The application clearly and concisely describes the project and anticipates positive benefits for students in the form of **achievement, motivation, and character development.**
- The request includes **all** of the requested information and is co-funded by other sources vitally interested in the success of the project.
- Pilot programs that, if successful, can be replicated for other schools in the district.

### **The following requests will not be considered for funding:**

- Multiple-year funding (unless additional funding sources are evident and the amount requested from the PTEF decreases substantially in the remaining years of the project)
- Teacher stipends
- Teacher travel expenses
- Substitute teacher pay
- Student transportation
- Snacks, meals, beverages, etc.
- Basic curriculum books or supplements without an innovative program
- Funding of pre-existing project (unless project dimensions change significantly)

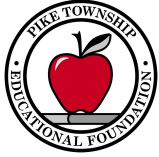
### **Additional Information**

- Any equipment or durable items purchased with PTEF grant funds become the permanent property of the Pike Township school district and will stay at the school to which the grant was awarded.
- Grant funds must be used within two semesters of being granted. Use of funds beyond this period requires approval of the PTEF board.
- Grant with a technology component will require the review and signature of the school's media specialist.

### **Award Expectations**

- Submit electronic JPEG pictures of your grant with the final report of your project within 12 months of your award. The report should include a final accounting and what publicity your grant received.
- Talk about our grant at your Back-to-School/Parents Night to highlight support from the PTEF and tell parents how they can help with a donation.

**Application Deadline:  
*February 17, 2017***



# Grant Award Program of the Pike Township Educational Foundation 2016-2017

**Who May Apply:** Any Pike Township teacher, group of teachers, administrator, school personnel, student or student group, or parent group.

**Types of Grants:**

1. **Class Grants:** Individuals or classroom projects with budget requests of up to **\$1,000**. The project should fill a class or teacher need for which no other source of funding is available.
2. **School Grants:** Department, grade-level, or school projects with budget requests of up to **\$2,000**. Applicants are encouraged to submit ideas for projects that affect all students within a department, grade, or school.
3. **District Grants:** Projects with budget requests of up to **\$3,000** that will benefit the entire school district. In addition to other guidelines, applicant must illustrate a cooperative planning effort involving a significant part of the school system and describe how the project involves students, teachers, and the community at the township-wide level. The applicant should inform the PTEF executive director(s) of his/her intent to submit a district grant application in advance of submitting to ensure proper authorization of the application.
4. **DonorsChoose.org:** For grants under \$800, visit [www.DonorsChoose.org](http://www.DonorsChoose.org), as PTEF has a \$10,000 donor challenge in place and will fund 50% of your approved request. Funds will be available in September each year.

**How to Apply:** Go to [www.pike-ef.org](http://www.pike-ef.org). You can either download the application and forward it to:

Pike Township Educational Foundation  
5353 W. 71<sup>st</sup> St.  
Indianapolis, Indiana 46268

or you can complete the online grant application and submit your proposal electronically.

**When to Apply:** The submission deadline for the 2016/17 school year is **February 17, 2017**

**For more information:** Contact:  
Christie Graham  
[executivedirector@pike-ef.org](mailto:executivedirector@pike-ef.org)  
317.387.2542  
317.727.4681 (cell)

For Foundation Use: Total Request \_\_\_\_\_ Total Award \_\_\_\_\_ School \_\_\_\_\_ Grant # \_\_\_\_\_  
Date Received: \_\_\_\_\_

## Pike Township Educational Foundation Grant Application

Project Title: \_\_\_\_\_ School: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Project Duration: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Number of Teachers: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Please indicate the appropriate subject categories of your project.

Character and Values  
Health  
Foreign Language/Culture  
Mathematics  
Miscellaneous  
Parent-led Projects  
Reading and Writing  
Performing Arts  
PE/Sports  
Science  
Social Studies  
Technology  
Visual Arts

Project Director Name: \_\_\_\_\_

Position/Grade Level: \_\_\_\_\_ School Phone: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Best Time to Reach You: \_\_\_\_\_

Signature of Principal or Department Head: \_\_\_\_\_

Signature of Media Specialist (if technology based): \_\_\_\_\_



*In addition to the preceding cover page, please provide the information requested below.*

- 1. Provide a brief summary of your project in one paragraph, including what will change as a result of your grant.**
- 2. State your present position and connection to the project.**
- 3. In what ways will your project have a significant impact on students?**
- 4. What educational/curricular objectives or state standards will your project achieve?**
- 5. Budget**

The budget should include a breakdown of expenditures including categories such as equipment, materials, supplies, etc. The price of any equipment or materials to be purchased should be supported by reference to a vendor's price list. This section should also include an accounting of additional funding available for this project in addition to the grant funds requested. Projects requesting teacher stipends, student scholarships, transportation, or payment for substitute teachers will not be considered for funding. **Your Grant Request must include a detailed budget. Please also let us know in this portion if you would accept partial funding.**
- 6. Outline ways that your project might help raise the profile of the PTEF.**
  - a. Stories and pictures about your project in the school newsletter, local media, and notes home to parents should include a specific mention that your event was made possible by a grant from the Pike Township Educational Foundation.
  - b. Send the same stories and pictures to the PTEF executive director(s) to post on the PTEF Facebook page.
  - c. At your Back-to-School/Parent Night, mention the grant and the support of the PTEF and how parents can help with a donation.
  - d. With your final report, OR as soon as you can, submit JPEG pictures (as attachments) to use in the PTEF annual report and on the foundation's website.