



## THE PLYMOUTH EDUCATION FOUNDATION GRANT APPLICATION

**ANNUAL Grant:** Submissions accepted November 1<sup>st</sup> for approval by January 1<sup>st</sup> / March 1<sup>st</sup> for approval by May 1<sup>st</sup>

**MINI Grants:** May be submitted any time during the year. A final determination on any request will be made no later than two months following the mini-grant submission.

***To submit application, see information posted under Grants tab.***

Any questions, please contact PEF (508)- 747-8212

Please check type of grant being applied for: \_\_\_ Mini-grant \_\_\_ Annual grant

### Grant Project Information

1. Title of Grant: \_\_\_\_\_
2. Purpose of Grant: \_\_\_ Education \_\_\_ Professional Development \_\_\_ Combined
3. Amount Requested: \$ \_\_\_\_\_
4. Primary Applicant (correspondance is with Primary Applicant only)
  - a. Name \_\_\_\_\_ Position \_\_\_\_\_
  - b. School/Organization \_\_\_\_\_
  - c. Mailing Address \_\_\_\_\_
  - d. Email Address \_\_\_\_\_
  - e. Telephone \_\_\_\_\_
  - f. Primary Applicant Signature \_\_\_\_\_
  - g. Additional Applicants (names only) \_\_\_\_\_  
\_\_\_\_\_

\*If portions of the grant project will be performed by individuals other than the primary applicant, please supply the following information for each recipient:

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone \_\_\_\_\_

### **Grant Project Description**

- Brief summary of project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The educational purpose or expected educational outcomes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- How proposal is consistent with the curriculum goals of the school system  
\_\_\_\_\_  
\_\_\_\_\_

- How will participants/community members benefit from this project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What process(es) will be used to evaluate the success of the project upon completion. (attach a separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Details

- a. Number of participants do you expect? \_\_\_\_\_
- b. Grade Level(s) or community members included? \_\_\_\_\_
- c. Location: Where will your project be conducted? \_\_\_\_\_
- d. Number and length of sessions. \_\_\_\_\_
- e. Date(s) the grant will be conducted. \_\_\_\_\_

**Financial Information**

1. **Budget:** Please provide a budget on how the grant monies will be spent. Be sure to itemize the actual costs.

- a. Supplies: \_\_\_\_\_
- b. Fees: \_\_\_\_\_
- c. Equipment (please explain why it is needed and how it will be used for the project.)

**Please note the PEF will only fund equipment for which there is a demonstrated need and which plays an integral part of a grant request. Any equipment funded by a PEF grant becomes the property of the organization it is intended to benefit (i.e. school, libraries, etc). and a signature from that organization is required on the application at the time of submission.**

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- d. Personnel (please include hourly rate and total number of hours) \_\_\_\_\_ / \_\_\_\_\_
- e. Could this project be partially funded? \_\_\_ Yes \_\_\_ No

If yes, please explain how and the amount necessary for this option. \_\_\_\_\_  
\_\_\_\_\_.

- f. Has this grant proposal been funded by the Plymouth Education Foundation, or any other group/organization in prior years? \_\_\_ Yes \_\_\_ No

If yes, please identifying funding group and when prior funding was awarded \_\_\_\_\_  
\_\_\_\_\_.

## 2. Payment Information

**\* If grant proposal is from PPS staff** and is approved, the check will be made payable to *Plymouth Public Schools* and sent to the Business Office with information regarding the grant (grantee name/school, name of grant, approved expenditures.) The primary applicant will receive notification of approval and can contact the Business Office to access the funds.

**\* If grantee is from outside of the Plymouth Public Schools**, grant proposal should include to whom should the grant check be made payable if approved. Please note, grants are not made out to individual applicants.

## Authorization and Signatures

Your proposal may require the authorization and signature of more than one person. Please read the following requirements carefully and then provide all the authorizations and signatures appropriate for your grant proposal.

Your grant request requires the following authorizations:

- Programs offered at a single school require the authorizing signature of that school's principal.
- Programs available at more than one school should have the authorizing signature of each school's principal.
- Programs that involve all schools require an authorizing signature from Central Administration personnel such as the Coordinator/Director of curriculum area, the Superintendent of Schools or Assistant Superintendent of Schools for Curriculum and Instruction.
- Professional Development Grants require the authorizing signature of a Curriculum Coordinator/Director, department chairperson (where applicable) and school Principal.
- Community based grants require the authorizing signature of an appropriate representative from each organization to be involved in the funded project.

**Authorizing Agent:** Please provide the following information for each required Authorizing Agent. (Attach a separate sheet if necessary multiple signatures are required)

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization/School/District Administration \_\_\_\_\_

Signature **\*\***(required) \_\_\_\_\_

## Reporting Requirements:

Grant recipients are required to submit notification when the grant is completed. This should include summary of project completion, impact of grant and when possible, photos of grant projects, students etc. **All photos which include students should be reviewed to confirm the students have active forms filed with the Plymouth Public Schools to allow the Plymouth Education Foundation to post pictures on PEF website and use in print and presentations.**

Date Submitted: \_\_\_\_\_

*Thank you for submitting an application! The Plymouth Education Foundation acknowledges the time, effort and consideration that applicants expend in creating a proposal. We truly appreciate your interest in furthering the education of our community and support of lifelong learning.*