

## **2018 GRANT APPLICATION GUIDE**

**The Ponaganset Education Foundation seeks to fund educational projects that complement and expand on the Ponaganset School District's core curricula. Each year, the Foundation awards grants for projects that advance academic achievement and engage students in learning.**

### **Projects**

The Ponaganset Education Foundation (PEF, or the Foundation) defines a "project" as a set of focused activities, designed and conducted by educators, that engage students in learning. The desired outcome of the project is measurable progress toward attaining District educational goals and providing students with an experience that motivates them to become more active participants in their own education.

The Foundation loosely classifies projects into two categories; Normal and Comprehensive.

#### **Normal Project**

A Normal Project is a short-term effort, completed in less than a year, that gives students the opportunity to develop new skills and experience personal growth. These projects give educators the opportunity to explore new approaches to teaching, investigate new technologies, and develop fresh instructional material. Previously funded projects include "Enhancing Math Skills Online", the "Jump Rope Curriculum", and "Outdoor Classroom & Edible Landscape". Any Ponaganset educator is eligible to apply for a Normal Project grant, either alone or as a member of an applicant team.

#### **Comprehensive Project**

A Comprehensive Project expands on the basic aim of the Normal Project by integrating two or more disciplines and aligning more formally with District Academic Performance Standards (for example, PGE). Projects of this scope may run for more than a year and involve many students. Comprehensive project teams consist of one or more teachers from each discipline.

### **Guidelines**

- The project focus must be on student achievement and engagement.
- Proposed materials and services must directly support the project.
- PEF awards may be used alone or in combination with funds from other sources. With multiple funding sources, reporting may be more complex.
- Only applications submitted by the deadline will be considered. Rejected applications may be updated and resubmitted during the next application cycle.
- A rejection does not always signal a problem with the project concept or the application. Funding is a limiting factor in the award decision process.
- Award decisions are based on the relative merit of all applications before the PEF Awards Committee, including applications for renewal of previous projects.

## **Conditions**

As a condition of funding, PEF grantees will agree in writing to:

- Submit the required reports.
- Return unexpended funds.
- Relinquish all materials and services purchased through the PEF grant to the Ponaganset School District.

Applications must bear the required authorizing signatures in order to be considered.

## **Grant Application Format**

Applications should be concise and conform to the following layout. Well organized applications are easier for the PEF board to score.

### **Cover Page**

Please include the following information on the cover page:

- Project title
- Applicant names and contact information (phone number & email address required)
- School and department/discipline
- Date of application

### **Proposal**

The proposal consists of the following components:

**PROJECT TITLE:** Descriptive name given to project (please match to cover page).

**GOALS:** A general statement of the project intent and how the project will achieve its objectives.

**PROJECT DESCRIPTION:** Indicate the subject area and project type (Normal or Comprehensive). Discuss activities and/or instructional materials to be developed. Explain what makes this project interesting and innovative. Indicate what segment of the student population the project is intended to serve and how it will engage them in learning.

**TIME FRAME:** Estimate how long the project will run (weeks, months) and whether a future grant application may be submitted to extend the project.

**PARTICIPANTS:** Provide information about the students and staff participating in the project.

### **Required information**

- Subject area
- Grade level(s)
- Number of students involved
- Name(s) of educators involved

- **Materials**  
Document the materials needed for the current grant cycle, including zero cost items.  
Examples:
  - Instructional materials (books, videos, other media)
  - Consumables
  - Durable goods (lab instruments, hand/power tools, data processing equipment)
- **Services**  
Detail any support services needed to run the project including zero cost services.  
Examples:
  - Transportation (buses)
  - Communication (mailing, advertising, printing, web services)
  - Events (admission fees, guest speakers)
  - Licensing (permits, authorizations, copyright permission)
- **Self Evaluation Plan**  
Explain how you will measure the success of the project and what measures will be presented in the Project Completion Report.
- **Cost Projection**  
Working from the list of materials and services identified above, produce an itemized cost projection for your project.
- **Signatures**  
Grant applications must be signed/dated by the applicants, a department head/chair and a principal.  
Please include the following language in signature area:
 

"I/we agree to provide Progress Reports to the Ponaganset Education Foundation on request. At the conclusion of the project, I/we will; submit a Project Completion Report, relinquish all materials and services purchased with PEF funds to the Ponaganset School District, and return any unexpended PEF funds."

## **Reporting**

- **Progress Report**  
An on-demand report requested by PEF for the purpose of tracking project progress and expenses. Progress Reports are typically requested in the case of long-running projects or when the status of an active project is unknown to the Foundation.
- **Project Completion Report**  
At the end of each project, participants are required to submit a comprehensive report detailing project history and finances, student impact, and project outcomes.

## **Application Scoring Rubric**

- 80% The project enhances and improves student academic achievement by:
- stimulating and motivating students to achieve academic excellence.
  - engaging students as active participants in the learning process.

- encouraging specific improvements in student's skills and attitudes.
- nurturing the students' desire to learn and create.
- adhering to the defined project objectives.
- conforming to District Academic Performance Standards.

10% The project design is made sustainable/reusable through clear documentation that enables other instructors to adapt and implement the project successfully. The project design is attractive to other sources of educational funding.

10% The project is financially sound as evidenced by a comprehensive project budget that details expenditures for proposed supplies, equipment and services that are relevant and appropriate to the project and its goals.

## **Applications & Awards**

The Foundation accepts grant applications from January 1<sup>st</sup> through March 31<sup>st</sup> each year. The PEF Awards Committee scores the grant applications and sends them to the Rhode Island Foundation for review. PEF announces the awards and notifies the applicants following its May meeting. Project funds are available by start of the Fall session in 2018.

## **Application Deadline**

*Applications must be received at [grants@ponagansetfoundation.org](mailto:grants@ponagansetfoundation.org) or at the Superintendent's Office (91 Anan Wade Rd), by midnight, March 31, 2018.*

## **Document Submission**

PEF prefers to receive grant applications as email attachments. Electronic submissions reach us more quickly and reliably, do not incur printing and mailing costs, and conserve natural resources.

Please send your completed application to: [grants@ponagansetfoundation.org](mailto:grants@ponagansetfoundation.org).

If you are unable to submit electronically, you may mail or deliver your application to:

The Ponaganset Education Foundation  
 91 Anan Wade Rd  
 North Scituate RI 02857-2611