

# EDUCATION FOUNDATION TEACHER GRANT APPLICATION



**APPLICATION DUE: December 20, 2017**

Project Title:

**NAME(S) AND SIGNATURE(S) OF ALL APPLICANTS ASSOCIATED WITH THIS GRANT APPLILCATION**

(Print Name)	(Signature)

**SCHOOL(S)**

**GRADE(S)**

**SUBJECT(S)**

**PRIMARY TARGET POPULATIONS TO BE SERVED (NUMBER OF PARTICIPANTS)**

**IMPLEMENTATON DATES**

**PROJECT BUDGET**

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**PROJECT CHAIRMAN**

Signature	Date
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**PRINCIPAL**

Signature	Date
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**ABSTRACT (NO MORE THAN 100 WORDS)**

**NARRATIVE INSTRUCTIONS:**

PLEASE ADDRESS ON ONE SINGLE SPACED PAGE THE FOLLOWING

- Purpose:** (Expectation of outcomes in general terms)
- Rationale:** (Importance and relevance to Pueblo City Schools Strategic Plan)
- Objective:** (All Strategic Plan objectives and action steps must be measurable.)
- Description of Instructional Procedures, Treatment, and Methods (if applicable) or activities that will be utilized.**
- Budget:** (Description of how money will be spent if grant is funded)
- Evaluation Procedures:** (Final evaluation/report due to Pueblo City Schools Education Foundation Board of Directors at the conclusion of the Program/Project.)



## **Guidelines for Completing the Application:**

### **The project is appropriate if you can answer yes to the following questions:**

- Is it important to learning?
- Is the project tied to the Pueblo City Schools Strategic Plan?
- Can it be done?
- Is it practical?
- Is it new for you? (If you are seeking recognition for something already completed, it is inappropriate.)

### **General:**

- Application is to be neatly typed
- Application is to be free of spelling, grammatical, and mechanical errors
- All required information is provided on the application (I.E. Project Title, School(s), Grade(s), Subject(s), Primary target population to be served [number of participants], etc.)

### **Statement of Purpose:** (Expectation of outcomes in general terms)

- Tell what you hope to achieve (e.g. what will be different or better if the project is successful)
- Keep the statement simple and straightforward
- Promise only that which you can reasonably expect to achieve

### **Statement of Rationale-Address the following:** (importance and relevance to District Strategic Plan)

- Importance of purpose
- How project relates to the district's strategic plan
- The problem or issue addressed
- How the project supports the purpose

### **Objectives:** (Strategic plan objectives and action steps must be measurable)

- Limit the number of objectives and action steps
- Address evaluation in the statement of objectives and action steps
- Be specific

### **Budget:** (Legitimate use of grant funds)

- Provide a detailed breakdown of how grant money will be spent

### **Instructional Procedures, Treatments, and Methods:**

- Be specific
- List steps
- Relate to purpose and objectives

### **Evaluation:**

- Relate to stated strategic plan objectives and action steps
- Indicate how you will know whether the project was successful
- Final evaluation/report due at end of program/project to Education Foundation

### **Request for grants that are considered as the least priority for funding:**

- Equipment purchases
- Salaries or stipends
- Rewards and incentives
- Requests that supplant regular Pueblo City Schools purchases
- Purchases that are not compatible with existing Pueblo City Schools instructional hardware

### **Selection Process:**

1. Application form attached.
2. Teacher initiated application must be reviewed and signed by the building principal.
3. Signed applications are due to Cara-Lene Farmer, Education Foundation Secretary, located at the Administration Building, by **December 20, 2017** (4:00 p.m.)
4. Applications will be reviewed and commented on by the Grant Application Review Committee made up of the following members: (subject to existing Pueblo City School staffing)
  - a. Three foundation members appointed by the president of the Education Foundation
  - b. One Pueblo City School Administrator
5. For each grant application submitted, the committee shall make one of the following recommendations: (a) approval; (b) disapproval.
6. If recommended for approval, the application will be presented to the Education Foundation Board of Directors in summary form for review and formal approval.
7. Applicant(s) shall be notified of decisions by **December 22, 2017**.