

# **Pennfield Schools Educational Foundation**

## **GRANT GUIDELINES**

### **PURPOSE**

Pennfield Schools Educational Foundation (P.S.E.F.) grants promote and enhance the quality of education for students and residents of the Pennfield School District. Awards are available for educational grant opportunities developed by Pennfield Schools faculty and staff for the benefit of Pennfield students and community.

### **FUNDING**

Grants are funded through the Pennfield Schools Educational Foundation. Applications are being accepted for the 2008-2009 school year until **April 1, 2009**.

### **ELIGIBILITY**

Qualifying Pennfield Schools employees and guidelines include:

- Regular (full or part-time) employees: faculty, administrators, and support staff.
- Applicant must be employed for a minimum of one year.
- Applicant may not be on a leave of absence.

### **REQUIREMENTS**

- Grant awards will be distributed according to guidelines established by P.S.E.F.
- P.S.E.F. grant recipients are required to provide a verbal report half-way through the award semester and submit a summary report of the grant award to the P.S.E.F. within 15 days upon completion.
- Grant disbursement must occur within the school year in which the grant has been awarded.
- All requests for grant award requisitions must be submitted to the P.S.E.F. trustees.

### **PROPOSAL DETAILS**

- 1. Explain how proposed grant project or activity supports the instructional goals established by the Pennfield School District.**

After identifying a specific student population that will receive enhanced programming, how will learning and success in the classroom area be impacted?

- Increased learning resulting in better academics
- Improved student retention and involvement in the classroom
- Positive student/instructor feedback and interaction

Describe how you will demonstrate positive assessments that benefit the students.

- Surveys/evaluations
- Compare retention/success/grades between courses
- Changes in assessment tools

**2. How do you plan to share your experience with Pennfield Schools colleagues and wider community?**

- Demonstrate how the proposal might benefit others in the District and within the community. Explain how you propose to share what you have learned.

**3. Describe how the proposal will support any of the following:**

- Community Outreach, Partnerships
- Developmental Education
- Diversity and Equality
- Flexible Learning
- Lifelong Learning
- Workforce Development

**4. Describe how the proposal will support any of the following:**

- Improve design, delivery, and assessment of curricula or services
- Re-design Pennfield Schools services to increase learner success
- Cultivate District environment to promote full development of employees
- Support learning and increase efficiency of systems and processes through application of technological tools

**5. Will undertaking this proposal result in any cancelled classes, coordination of programming with other instructors, or require an absence from work? Explain in detail what plans have been, or will be, made with your supervisor to implement the project, manage a schedule change, or an absence.**

**6. Provide a concise budget necessary to implement the proposal; include an acceptable budget for partial and full funding; a grant request may not exceed \$1,800.00.**

**7. Give details if you have requested additional financial support from other sources.**

**8. Provide any additional information you believe will support your proposal.**

After submitting your grant application, please allow ten (10) business days to lapse before receiving a response, otherwise contact PSEF Chairman Dr. Craig Korpela [psefcraig@hotmail.com](mailto:psefcraig@hotmail.com) regarding its status.

**Pennfield Schools Educational Foundation**  
**Pennfield School District**  
**Superintendent's Office – Dunlap Middle School**  
Phone: 269-961- 9781 ext. 9783  
Fax: 269-961-9799  
[www.supportpsef.com](http://www.supportpsef.com)

**PENNFIELD SCHOOLS EDUCATIONAL FOUNDATION**  
**GRANT**  
**APPLICATION FORM**

**APPLICANT INFORMATION**

Name \_\_\_\_\_

Name or type of proposed program:  
\_\_\_\_\_

Semester or date when initiative will begin:  
\_\_\_\_\_

Administrative Support/Non-Support (Please initial and briefly discuss grant request on separate sheet of paper):

	Support	Non-Support
Department Chair _____	_____	
Building Principal _____	_____	
Curriculum Administrator	_____	_____

**GRANT PROPOSAL SUMMARY**

**Provide a brief summary of the grant proposal you are requesting.**

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**GRANT PROPOSAL DETAILS**

Answer the eight questions presented for the Program Grant Initiative on a separate form.

Attach any supporting information or documentation with the application.

Submit Grant Proposals to:  
**Pennfield Schools Educational Foundation**  
**Pennfield School District**  
**Superintendent’s Office – Dunlap Middle School**  
Phone: 269-961- 9781 ext. 9783  
Fax: 269-961-9799  
[www.supportpsef.com](http://www.supportpsef.com)