

**Introduction**

The P-H-M Education Foundation (PHMEF) is a non-profit 501(c)(3) Foundation with a mission to

support and enhance the educational experience of the P-H-M School Corporation students

through grants to programs that exhibit innovation and creativity and reflect commitment to

excellence in education.

**Directions for Grant Application**

1. Review the Grant Application directions.

2. Complete EZ grant application

3. Grant deadline is Thursday, March 31st, at noon.

4. The Grant Application should not request multiple year funding or funds for teacher

stipends, salaries, substitute pay, travel expenses, student scholarships, food and party

supplies, or telephone expenses. (Please note: Grant Applications to fund existing projects

are discouraged unless the project will change significantly.)

**Grant Categories**

EZ Grants - $250 or under

Individual Classroom Grants —$251 to $1,000: For projects that promote student achievement by

increasing reading/language arts, math, or science skills. However, requests are not limited to these

areas. (Requires teacher’s and principal’s signatures)

Collaborative Project Grants — $500 to $3,000: For projects that involve multiple classrooms, grade

levels or schools. Priority will be given to projects that support increased reading/language arts,

math, or science skills. However, requests are not limited to these areas. (Requires signatures of each

teacher and principal participating and the superintendent)

Corporation-wide Grants — $1,000 to $4,000: For projects that involve all schools within the P-H-M

school corporation and will significantly enhance student achievement. (Requires signatures of

participating teachers and/or administrators and the superintendent)

**Eligibility**

Any P-H-M school corporation personnel are eligible to apply for grants, as long as direct impact on

students can be demonstrated.

**Types of Grant Projects PHMEF Supports**

PHMEF funds grants for the following purposes:

● Academic Excellence and Innovation — Curricular and extra-curricular learning

including projects that focus on traditional academic subjects, visual and performing arts,

and those that foster innovative instruction.

● Community and School Partnerships — New initiatives that enhance the educational

mission of the schools through collaborative partnerships including those that promote

multi-cultural and community learning experiences.

● Leveraging External Grants — Matching dollars when grants are required by the funder

to include local matching funds. Matching grant requests must be related to the above

two areas of Foundation funding.

**Scope and Requirements**

The total amount of funds available for a given year depends upon the success of PHMEF’s

fundraising and investments. The total funds available for this grant cycle are over $10,000.

• The Grant Application must be typed, complete, have clearly defined goals and objectives,

written to be understood by non-educators, comply with deadlines, and include a completed

Grant Request Cover Sheet with all authorizing signatures (see page 3 of this packet).

• The Grant Application should demonstrate creativity and innovation in educational

programming and target a significant number of P-H-M students.

• If the Grant Application includes a request to fund equipment, the application should detail an

educational program in which the equipment would be used. Technology hardware requests

must be pre-approved by the P-H-M Director of Information and Technology Services.

• The Grant Application should provide a plan for additional non-PHMEF funding, if necessary.

• The Grant Application should not request multiple year funding or funds for teacher

stipends, salaries, substitute pay, travel expenses, student scholarships, food and party

supplies, or telephone expenses. (Please note: Grant Applications to fund existing projects are

discouraged unless the project will change significantly.)

**Grant Selection Process**

The Grants Committee is a diverse group of PHMEF volunteers, staff, and a school corporation

administrator who use both objective and subjective criteria to evaluate grant requests. A grant

award may cover only a portion of the entire project cost. All grant applicants will be notified of the

Grants Committee decisions within four weeks of the grant deadline date.

**Accessing Awarded Grant Funds**

When a grant is awarded, PHMEF sends the funds to the recipient’s school Principal or the

Superintendent in the case of a corporation-wide grant. Funds are accessed by submitting expense

receipts to the Principal or Superintendent’s office whichever the case may be.