EDUCATION FOUNDATION
SUPPORTING EXCELLENCE IN EDUCATION

Spring Grant Application Packet
March 2023

Submit original and 10 copies of the completed Grant Cover Sheet and Application to:

P-H-M Education Foundation
ATTN: Grants Committee
55900 Bittersweet Road
Mishawaka, IN 46545

Deadline: March 31, 2023, NOON

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 entire Grant Application packet.
2. Complete and submit **10 copies** of the Grant Application including required signatures, and the proposal narrative that <u>must</u> follow the outline on Page 3 to the PHMEF office located in the Educational Services Center by the grant deadline.
3. Grant deadline is Thursday, March 31st, at noon.
4. **The Grant Application <u>should not</u> 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

<u>Individual Classroom Grants</u> —$250 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)*

<u>Collaborative Project Grants</u> — $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)*

<u>Corporation-wide Grants</u> — $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 <u>should not</u> 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.

Timeline and Process

March 31st, 2023, at noon. - Deadline for grant applications.

Mid April - Grants Committee meets to review grants and determine recipients. The Grants Committee presents funding proposal to the PHMEF Board of Directors and P-H-M school board

April 25-28th, 2023 - Grant recipients notified and given a complimentary invitation to attend the Superintendent's Breakfast (substitutes will be provided if necessary). Grant funds will be sent to recipients' schools.

May 10th 2023 – Grant recipients publicly recognized at the Superintendent's Breakfast.

April 1, 2024 – Deadline for grant recipients' Grant Project Evaluation Form to PHMEF (see page 6 of this packet). *(Please note: Grant funds remaining at the end of the grant project period <u>must</u> be returned with the final report.)*

Outline for Grant Proposal Preparation

Each topic/criteria listed below should be explained to a level that will allow the Grants Committee members to understand the scope of the request. The relative evaluation weight for each proposal section appears to the left of the corresponding topic/criteria (100 total point scale).

	Weight	**Topic/Criteria**
A	Required	**Complete the grant request cover sheet**
B.	20	**Summary description of grant proposal —** Provide the Grants Committee with an overview of the grant proposal in 300 words or less including methods to accomplish goals. The last sentence of the overview should begin as follows: This project promotes academic excellence by…..
C.	10	**Statement of need and background information —** How will this project fulfill an unmet need? Example: to supplement the curriculum and/or to address a specific problem
D.	15	**Project goal(s) and objectives**
E.	5	**Timetable for completion and plans of project continuation after this funding (if applicable)**
F.	15	**Anticipated impact on students, teachers, programs, curriculum, teaching methods or the P-H-M School Community**
G.	15	**Plan for evaluation and follow-up —** The standards of measurement to be used to determine if goal(s) have been achieved and timeline for assessment of results.
H.	15	**Itemized budget for the project* —** Project and itemize expenses over time a list funding from other sources, if applicable. If the Foundation is being aske fund a portion of the project, please provide written assurances from the oth organizations that the remainder of funds is already committed. List in-kind contributions by the school, district, and volunteers, if applicable. If travel or teacher stipends are a part of the project the funding source must be listed to qualify Please be as specific as possible with your budget information. Itemiz direct costs, specifying the prices of any equipment and materials to be purch ***If you plan to purchase technology, please identify the make and model of an hardware requested. Such requests should be reviewed and approved by P-H Director of Information and Technology Services, to ensure compatibility.***
I.	5	**Closing Summary —** Conclude application with a few sentences (100 words or less) summarizing your commitment to the project and to evaluating its level of success.

P-H-M EDUCATION FOUNDATION
GRANT REQUEST COVER SHEET

Project Title: _____

Grant Category (check one): Individual Classroom ☐   Team/Grade Level ☐   Sch./Corp.-wide ☐

Project Director(s): _____   Position: _____

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

School(s)/groups targeted for grant: _____

Approx. # of students impacted: _____   Grades _____

Total Project Budget: $ _____   Total PHMEF Funds Requested: $ _____

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to:

❑ Submit a detailed accounting of all P-H-M Educational Foundation funds expended as part of this grant.

❑ Submit a Grant Project Evaluation Form within thirty (30) days of completing the project, but no later than April 1, **2024**. (Grant recipients will receive this form.)

❑ Take digital photographs, collect work samples, and/or other visuals for publicity purposes and submit to the PHMEF office in the ESC at 55900 Bittersweet Road.

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Project Director(s) signature(s):   Date _____

_____

_____

Comments and signature of the Director of Information and Technology Services (if requesting

funds for technology equipment)   Date _____

_____

_____

Principal('s) and/or Superintendent's signature(s):   Date _____

_____

_____

PHMEF does not provide funding for substitute teachers or transportation. If either will be required to implement your project, please indicate the funding source that will underwrite those costs.

PHMEF encourages partnerships with other funders. Please list any other sources of funding you are applying to or which have already granted financial support to your project.

Expense Category	Amount Requested from PHMEF	Amount(s) Requested from Other Sources	Total Project Funding
Materials	_____	_____	_____
Equipment	_____	_____	_____
Fees	_____	_____	_____
Other (Specify)	_____	_____	_____
Total	_____	_____	_____

Sources and amounts of non-PHMEF funding
Funding Source: Amount

_____ $_____

_____ $_____

_____ $_____

If you have questions about whether your project would merit consideration by the PHMEF Grants Committee or you have questions regarding the Grant Application process, please contact:

Jennifer Turnblom
Executive Director
jturnblom@phmef.org
574-370-1254

**Thank you for your interest in the PHMEF Grant process
and for your commitment to excellence in education!**