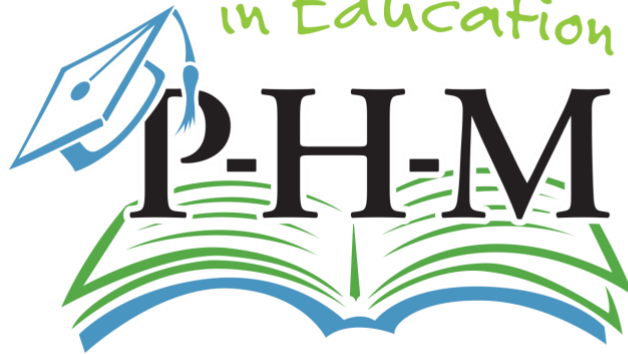


**The P-H-M Education Foundation**

Supporting Excellence  
in Education



**EDUCATION  
FOUNDATION**

**Fall 2019**

**Grant Application Packet**

*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: Thursday, October 24, 2019 – 4 p.m.  
at the ESC**

# P-H-M EDUCATION FOUNDATION GRANT APPLICATION INFORMATION

## Introduction

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

## Inside

Instructions	Page 1
Grant Categories	Page 1
Eligibility	Page 2
Types of Grants and Requirements	Page 2
Grant Selection Process	Page 3
Grant Application Cover Sheet	Page 4
Outline For Grant Proposal Preparation	Page 5
Budget Guidelines and Format	Page 6
Grant Evaluation Form (Follow Up)	Page 7

## Directions for Grant Application

- 1. Review the entire Grant Application packet. The committee will not consider applications that are not complete.**
2. Complete and submit **10 copies** of the Grant Application Cover Sheet and Application Form (including required signatures) and the Grant Application to the PHMEF office located in the Educational Services Center by the grant deadline.
- 3. Grant deadline is Thursday, October 24, 2019, at 4 p.m. at the ESC.**

## Grant Categories

Individual Classroom Grants — \$50 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-HM 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:

1. **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.
2. **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.
3. **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.

Total Funds for the 2019-20 year: \$33,919

**Amount allocated for Fall 2019: \$16,959**

## The Grant Application must be:

1. typed or neatly printed and completed
2. have clearly defined goals and objectives
3. written to be understood by non-educators
4. comply with deadlines
5. include a completed Grant Request Cover Sheet with all authorizing signatures

If the Grant Application includes a request to fund equipment, the application should detail an educational program in which the equipment would be used. Note that equipment is the property of the grantee's school and of the P-H-M school corporation.

## 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.

## PHMEF recognition

Where applicable, recognition of P-H-M Education Foundation should be given by stating *"This project was made possible through a grant by the P-H-M Education Foundation."* This includes, but not limited to, school newsletters, flyers and verbal announcements. Physical materials such as books should include PHMEF stickers on the inside of the cover, and PHMEF logo placement throughout all promotions. PHMEF marketing materials may be obtained through the PHMEF office by calling (574) 254-2893 or emailing [mlwise@phmef.org](mailto:mlwise@phmef.org).

## The Grant Application should not request:

1. multiple year funding
2. funds for teacher stipends
3. salaries or substitute pay
4. student scholarships
5. telephone expenses

*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 eight weeks of the grant deadline date.

## Accessing Awarded Grant Funds

When a grant is awarded, PHMEF sends the funds to the recipient's school treasurer if less than \$1,000. Grants more than \$1,000 will be sent to the P-H-M Business Department at the ESC and the school treasurer will be access funds via the Business Department. Funds are accessed by submitting expense receipts to the treasurer or Superintendent's office, whichever the case may be. *Note that funded materials, such as books, laptops, iPads, etc., are property of the recipient's school and thus of the P-H-M school corporation.*

**\*\*\* Before submitting a grant, please work with your school's treasurer to ensure the vendor is approved through the district. Your school treasurer will be able to guide you through this process.**

## Timeline and Process

**October 24, 2019, at 4 p.m.** - Deadline for grant applications at the ESC.

\*\*\* Within two business days, an email from the executive director will be sent to confirm receipt of your grant. If an email is not received, please contact Mari Linn Wise at [mlwise@phmef.org](mailto:mlwise@phmef.org).

**November 4-27** - Grants Committee meets to review grants and determine recipients. The Grants Committee then proposes the funding request to the PHMEF Board of Directors.

**By December 2-** Grant recipients notified.

**By December 6** - Grant funds will be sent to recipients' schools.

**By October 1, 2020** – Grant recipients' Grant Project Evaluation Form due to PHMEF (see page 6 of this packet). *(Please note: Grant funds remaining at the end of the grant project period must be returned with the final report.)*



Foundation use only:  
Grant Number \_\_\_\_\_  
Date Received \_\_\_\_\_  
Total Request \$ \_\_\_\_\_  
Total Awarded \$ \_\_\_\_\_

# P-H-M EDUCATION FOUNDATION GRANT REQUEST COVER SHEET

Project Title: \_\_\_\_\_

Project Director(s): \_\_\_\_\_

Position: \_\_\_\_\_ Daytime 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:

1. Submit a detailed accounting of all P-H-M Education Foundation funds expended as part of this grant.
2. Submit a Grant Project Evaluation Form within thirty (30) days of completing the project, but no later than **October 1, 2020**.
3. 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 or email at [mlwise@phmef.org](mailto:mlwise@phmef.org)

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 \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ *Superintendent's signature only required if program is a corporation wide program and/or impacting more than two schools.*

## 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. Each category is weighed from a sliding scale from 0 (poor) to 5 (excellent).

### Topic/Criteria

- A Required **Complete the grant request cover sheet**
1. **Objectives addressed** — There are multiple, clear, specific learning objectives listed that relates to curriculum/teaching. The objectives span several areas of learning.
  2. **Project description** — Proposed project is clear with strong evidence of careful planning, thought, and research.
  3. **Innovation and creativity** – A new project never heard of before, original ideas, student engagement is evident, goes above and enhances the regular curriculum.
  4. **Impact on students** – Student of multiple grade/subject/classes within a school(s) or grade level.
  5. **Evaluation of project** – There are multiple measures for documenting and evaluating the student learning. Student learning is showcased in a culminating project or event.
  6. **Materials/budget** — Budget outlines in detail how the money will be spent including where the funds are going, prices, quantity of materials purchased, titles of materials and shipping.
  7. **Overall impression**

**Budget guidelines and format**

Please be as specific as possible with your budget information. Use a separate sheet of paper, if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased. ***If you plan to purchase technology, please identify the make and model of any hardware requested. Such requests should be reviewed and approved by P-H-M’s Director of Information and Technology Services, to ensure compatibility. Note: Physical materials such as computers, books, laptops, etc. are the property of the grantee’s school and thus of the P-H-M school corporation.***

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.

**\*\*\* Before submitting a grant, please work with your school’s treasurer to ensure the vendor is approved through the district. Your school treasurer will be able to guide you through this process.**

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.

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

**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:

Mari Linn Wise  
Executive Director  
254-2893. [mlwise@phmef.org](mailto:mlwise@phmef.org)

Grant Number \_\_\_\_\_  
Evaluation Date \_\_\_\_\_



### PHMEF Grant Project Evaluation Form

**Your project evaluation must be submitted to the PHMEF office within 30 days of completion of the project or at the latest by October 1, 2020.** *(Please note: Portions of the Grant Project Evaluation Form may be used on the PHMEF website, in school newsletters, or for a news release to the media. Consideration of future grants is dependent upon submission of an evaluation form.)*

**Project Director(s)** \_\_\_\_\_

**School(s)** \_\_\_\_\_

**Grant/Project Title** \_\_\_\_\_

**Project Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_

***Additional space needed to complete responses must not exceed two pages in length.***

1. Describe progress and achievements related to the goals and objectives of the project.
  
2. Discuss unexpected benefits, challenges encountered and, if appropriate, indicate measurable improvement in any curriculum area relating to/resulting from your grant project.
  
3. Describe strategies and future plans for the project's continuation, if appropriate.
  
4. Attach a financial accounting of the project, specifying the use of PHMEF funds.
5. If applicable, please attach copies of publicity, including PHMEF recognition, relating to your grant including letters to parents. Include digital pictures and/or a sample of children's work.
6. Optional: Please include any comments or suggestions you may have regarding ways the Foundation can improve the grant application and evaluation process.

Please send the completed Grant Project Evaluation Form, including attachments, if applicable, to the ESC using school mail.