



EDUCATION GRANTS

- Are Student – Focused
- Promote creativity and innovative thinking
- Offer expanded opportunities for learning

Education Grants are made possible through charitable donations from PPIE Foundation's generous supporters.

HOW TO APPLY FOR A PPIE FOUNDATION EDUCATION GRANT

- Step One:** Be a qualified applicant. A qualified applicant is a current employee of the Pleasanton Unified School District.
- Step Two:** Acquire a PPIE Education Grant application packet from the PPIE Foundation website, www.ppie.org, or the PPIE office (925) 846-5620.
- Step Three:** Read the Education Grant Guidelines carefully and thoroughly before completing your application.
- Step Four:** If you are a first-time applicant or if you have any questions about your project or the grant application process, please email your questions to the PPIE office, mail@ppie.org or to Myla Grasso, mgrasso@pleasanton.k12.ca.us
- Step Five:** Fill out application completely (Application, Narrative, Budget and Conditions of Acceptance pages).
- Step Six:** Submit your application on or prior to the deadline:

Education Grant deadline is 4 p.m. on Tuesday April 20, 2010

A successful application will include:

- A clearly stated vision with defined goals
- A demonstration of the connection to the curriculum or importance to a program
- Clearly stated student benefits
- A plan for assessment
- A demonstration of commitment on the part of the applicant
- A projection of enduring or future benefits of the project
- The possibility of collaboration / sharing with other district employees, departments, etc.
- A concise, one or two paragraph response per narrative question
- A completed Conditions of Acceptance form (see attached)

If you have questions about the Education Grant application process, contact PPIE Foundation at mail@ppie.org or (925) 846-5620



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EDUCATION GRANTS

GUIDELINES 2010

AMOUNT: Grant proposals may request up to \$2,500

WHO CAN APPLY: Any current PUSD employee

GENERAL CRITERIA:

- ✓ Project will supplement, not replace, district funding.
- ✓ Capital expenditures and non-salary staff development are acceptable.
- ✓ Applications that combine funds with other grants are welcome.
- ✓ Requested materials must be legally compliant and have PUSD Curriculum Department's approval.
- ✓ Applications should be typed or computer generated. Hand-written applications are accepted *if* they are submitted in neat, block print with **black ink**.
- ✓ Narrative and Budget pages of application may be reproduced on a computer.
- ✓ Principal's or Supervisor's signature is required on all applications.
- ✓ Original application must be on file at the PPIE office. Faxed or e-mailed copies are acceptable to meet deadline but original application must follow immediately.

NOT ACCEPTED:

- ✓ Funding for projects outside the Pleasanton Unified School District.
- ✓ Funding requests for salaries or transportation costs.
- ✓ Projects that duplicate or take the place of district funding.

ALLOCATION PROCESS: Grant application forms are available online at www.ppie.org. **Completed applications are due in the PPIE office on or before April 20, 2010 at 4p.m.** The PPIE Education Grant Allocations committee will evaluate proposals and determine grant awards. Grant recipients are announced in June 2010.

FUNDS MANAGEMENT: Checks will be sent to the awardees through the US Mail. Be sure the mailing address is current and accurate. A final report that includes a financial accounting is required from all grant awardees and must be submitted to PPIE at completion of the project or no later than April 12, 2011. **Residual funds of \$5.00 or more must be returned to PPIE Foundation.**

PLEASE NOTE:

ALL PPIE grant applicants will be notified by US mail of the status of their grant proposal in June of 2010.
If you have not received notification regarding the status of your application by mid June, contact the PPIE office.



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FOUNDATION

EDUCATION GRANTS

APPLICATION 2010

FILL OUT APPLICATION COMPLETELY – DO NOT DUPLICATE THIS PAGE

Title of grant proposal: _____

Applicant's name: _____

Job Title: _____

Site / Department: _____ Grade (if applicable): _____

Work address: _____

Work phone: (____) _____ Work FAX: (____) _____

Home address: _____ City _____ Zip: _____

Home phone: (____) _____ Home FAX: (____) _____

E-mail address: _____

Total amount requested (up to \$2,500): _____

Please write a one or two sentence summary of the project proposed:

Applicant Signature: _____ Date: _____

I hereby grant PPIE the right to use this proposal and the results of this project, if funded, for public information purposes or to help other educators. Applicant agrees to allow PPIE the opportunity to take video or photos of the project at a time convenient to both parties. Principal has reviewed this application and will see that it receives the support necessary for successful implementation.

Principal or Supervisor Signature: _____ Date: _____

APPLICATION DEADLINE: April 20, 2010 at 4p.m.

Return completed, original* applications on or before deadline date to:

PPIE Foundation, 333 Division Street, Pleasanton, CA 94566

(925) 846-5620 or FAX (925) 846-5641

Website: www.ppie.org Email: mail@ppie.org

- **Application may be faxed or emailed to meet deadline only.**

Original application must be received and on file at the PPIE Foundation office by April 23, 2010

FOR OFFICE USE ONLY:	Recvd _____	Award _____	Full	Part
	Check Mailed _____	Reports Recvd _____		
	Narrative _____ Expense _____	Refund _____	Complete	_____



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in EDUCATION
FOUNDATION

EDUCATION GRANTS

PROJECT NARRATIVE 2010

Title of proposal: _____

Total amount requested from PPIE: _____

- Include your name on each page.
- Limit your responses to 1-2 paragraphs per question.
- Responses should be computer generated or typed.
- Only include supplemental enclosures essential for illustrating your project.

Describe your project (include your objectives and the activities/strategies involved).

How does the project fit into the curriculum (standards alignment) and any other efforts in this area?

What current resources or any other sources of funding will you be using?

How will you assess the impact of your project on student learning and/or instruction?

What future possibilities do you see for your project (i.e. continuation, expansion, sharing with others)?

Tentative Start Date: _____ Duration of Project: _____

Grade Level: _____ Number of students affected: _____

Name/Grade of other teachers (if any) involved in this project: _____

→ **REGARDING ENCLOSURES:** Please limit your supporting material. Include only items necessary to clarify your request (such as brochures or description of equipment). Supporting material that is copious or difficult to copy will not be forwarded to the review committee and should not be included with this application.



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FOUNDATION

EDUCATION GRANTS

PROJECT BUDGET 2010

Title of proposal: _____

(This form may be reproduced on your computer for your convenience.)

Itemized Expenses for Revenue Requested from PPIE Foundation:

- Expenses must be specific and realistic.
- List each item requested (with a brief description if necessary) and its cost.
- Include tax and handling charges.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Shipping and Handling _____

Tax _____

TOTAL AMOUNT REQUESTED _____



EDUCATION GRANTS

Conditions of Acceptance 2010

1. Funds are to be used only for the purposes outlined in the grant, and those same purposes that have been approved by the Allocations committee.
2. Accurate accounting records are to be kept. An expense report must be submitted along with valid receipts. Residual funds of \$5.00 or more not used must be returned to PPIE Foundation by April 12, 2011. The IRS requires the PPIE Foundation receive valid receipts. You are not the beneficiary of these grant proceeds; you are the administrator of the funds on behalf of the grant as approved by PPIE. If the money is not spent by April 12, 2011, and valid receipts are not submitted, PPIE is required to report the funds to the IRS as miscellaneous income to you and you will be required to pay tax on these funds. An expense report form will be sent with your check.
3. Purchased items may move with the teacher from classroom to classroom or between schools in the district, but are not to leave the district. If your job status changes, it is required that you notify the PPIE office at 846-5620.
4. All equipment purchased must be recorded through the District's fixed assets inventory for insurance purposes. For more information, please contact the PUSD Purchasing Department.
5. If an Education Grant recipient retires or transfers to another school within the district, they must contact the PUSD Purchasing Department for proper forms regarding the leaving or transfer of equipment.
6. A brief narrative on the project must be submitted to PPIE by April 12, 2011. The narrative form will be enclosed with your check. Please include photos if possible. A sample of a student's work would be appreciated with the understanding that it may be used for PPIE's publicity.
7. All books, videos, or software that are funded must be legally compliant and have curriculum department approval.
8. I understand that I might be asked to do a presentation on the grant for a PPIE event.
9. Every effort should be made to share results with other teachers in the district.

I understand and accept all of the above conditions if my grant proposal is selected for funding.

(If this is a joint project, have the project's team leader fill out this form.)

Name _____ Signed _____

Address _____ City _____ Zip _____

School _____ School Phone _____

Home Phone (____) _____ Date _____

RETURN THIS FORM TO PPIE OFFICE with EDUCATION GRANT APPLICATION.

333 Division Street, Pleasanton, CA 94566

OFFICE: (925) 846-5620 FAX: (925) 846-5641

GRANT AWARDS WILL NOT BE ISSUED without this COMPLETED FORM on FILE at PPIE