



PLEASANTON
PARTNERSHIPS
in EDUCATION
FOUNDATION

Pleasanton Partnerships In Education (PPIE) Foundation

2009-2010 Student Grant APPLICATION PACKET

August 2009

Dear Pleasanton Unified School District Student,

PPIE Foundation is pleased to announce the Student Grant Program 2009-2010. Students of the Pleasanton Unified School District are offered this opportunity to apply for a grant to fund individual student or student group activities or projects that will enhance their learning experience. PPIE Student Grant funding is made possible by the generous donations of PPIE Foundation's local business and community supporters.

The following PPIE Foundation 2009-2010 Student Grant application may be submitted during one of two grant cycles offered this year in the fall and spring semesters. Only one application per student or student group per school year is allowed. A student must author applications. Applications from a student group are acceptable, but must have one student as a main contact. A teacher sponsor, to offer guidance as needed through the completion of the project, and a school principal's approval, are also required. Parents may participate in an advisory capacity only. **The application must be written and developed by a student.**

The Student Grant application process is simple and should take less than two hours to complete. Applications must be legibly hand printed in black ink, typed or computer generated. The applicant, sponsoring teacher and school principal must sign the completed grant application. Please read the attached Student Grant guidelines for complete information.

STUDENT GRANT CYCLE #1: **Application deadline – 4:00pm / October 13, 2009**
Grants awarded in late October / early November 2009

STUDENT GRANT CYCLE #2: **Application deadline – 4:00pm / March 9, 2010**
Grants awarded in late March / early April 2010

What types of activities will a PPIE Student Grant fund? PPIE Foundation funds student projects or special events that support student achievement in all areas. Please refer to the list of past Student Grant Awards at the back of this packet for examples of successful Student Grant proposals.

Application Checklist:

- Each page filled out completely and legibly**
- Project description is clearly written and contains specific details** including those that show how this project will benefit a student or student group
- Itemized and realistic budget requests**
- Requested activities or materials are compliant with PUSD policies**
- Teacher sponsor and school principal signatures on application**

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

Pleasanton Partnerships In Education (PPIE) Foundation
333 Division Street, Pleasanton, CA 94566
Office (925) 846-5620 ~ Fax (925) 846-5641
E-mail: mail@ppie.org ~ Website: www.ppie.org
Federal Tax ID #94-3046738



Pleasanton Partnerships In Education (PPIE) Foundation

2009-2010 Student Grant GUIDELINES

- AMOUNT:** Grant proposals may request up to \$500 per student or student group.
- WHO CAN APPLY:** Student or student groups in the Pleasanton Unified School District, grades K-12, ROP, Horizon, Special Education, PUSD co-curricular (band, choir, leadership, etc.), and extra curricular (athletics, debate, student clubs, etc.) activities. (*Applications not written by students are automatically ineligible. Adult Education, Kids Club, and youth organizations out side the sphere of PUSD connected activities are also ineligible.*)
- WHAT TYPE OF ACTIVITIES OR PROJECTS WILL BE CONSIDERED FOR FUNDING:** State level competitions and Regional competitions representing a school; Cultural exchange programs; Student clubs with specific projects, activities or projects that positively impact PUSD students, etc. See list of last year's Student Grants.

GENERAL CRITERIA:

- ✓ Student or student group may submit only one proposal per school year.
- ✓ A PUSD student or group of students must write the application.
- ✓ A single student named to submit the proposal must be central to carrying out the project and will be responsible for tracking finances, and writing and submitting final reports by deadline.
- ✓ Sponsoring teacher must be involved/consulted in implementation of project to completion, including the tracking of finances, and completing and submitting final reports by deadline.
- ✓ All activities & materials requested are to be compliant with PUSD policies.
- ✓ Awardees must be willing to share the end project with PPIE.
- ✓ Typical expenses considered for funding are transportation, consumables, non-consumables (will become the property of PUSD), entrance fees, consultant costs, per diem expenses.
- ✓ Funding is not available for salaries of PUSD employees or substitute teachers.

GRANT PROCESS: Student grant applications are available now and may be used for either grant cycle. **Application deadlines are October 13, 2009 and March 9, 2010.** The PPIE Student Grant Allocations committee will evaluate proposals and determine grant awards. Student Grants will be announced late October / early November 2009 & late March / early April 2010.

HANDLING FUNDS: Checks will be made out to the student group or sponsored activity. Checks will be mailed to appropriate school site, attention to teacher sponsor. The funds are to be deposited in the appropriate organization's account. *No check will be written to an individual nor will it be deposited into a personal account.*

FINAL REPORT: A two-part final report which includes a narrative summary (with photos, if possible) and an expense report must be submitted to PPIE at completion of the project or no later than **March 24, 2010 (Cycle #1)** and **June 2, 2010 (Cycle #2)**. **Any leftover funds must be returned to PPIE Foundation with final reports.**

Cycle #1 – APPLICATION DEADLINE: October 13, 2009 ~ GRANT AWARD: late Oct / early Nov 2009

FINAL REPORT DUE: March 24, 2010

Cycle #2 – APPLICATION DEADLINE: March 9, 2010 ~ GRANT AWARD: late Mar / early Apr 2010

FINAL REPORT DUE: June 1, 2010



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2009-2010 Student Grant APPLICATION

ALL SPACES must be filled out completely. PLEASE use BLACK INK or type or computer generate.)

PROJECT TITLE: _____

Total Budget Request: _____ **Check One:** Cycle #1 Cycle #2

Student Applicant's Name: _____

School: _____ **School Phone:** _____

Home address: _____ **City:** _____ **Zipcode:** _____

Home phone: (____) _____ **Student E-mail:** _____

Teacher Sponsor's name: _____

School FAX: _____ **Teacher E-mail: (work)** _____

Please give a brief summary of your project or activity: _____

ASB or School Dept. Account name, for deposit, if award is granted: _____

***Student Applicant:** I agree to complete this project as stated in my application. I agree to submit all necessary receipts along with final reports within deadline. I grant PPIE the right to use this proposal and the results of this project, if funded, for public information purposes or to help other students and educators. I agree to allow PPIE the opportunity to take slides of the project at a mutually convenient time.*

Student Applicant's Signature: _____ **Date:** _____

In the case of grants / recipients being photographed for PPIE marketing support, we request your authorization to use such photos. This is optional and will not influence grant funding decisions.

Parent Authorization / Signature: _____ **Date:** _____

***Teacher Sponsor:** I have reviewed this application and attest to its accuracy and the need presented. I agree to be involved/informed about the progress of this project, and to review final expense and narrative reports prior to submission to PPIE Foundation.*

Teacher Sponsor's Signature: _____ **Date:** _____

***School Principal:** I approve this application and find it in compliance with PUSD policies.*

School Principal's Signature: _____ **Date:** _____

APPLICATION DEADLINES: OCTOBER 13, 2009 & MARCH 9, 2010

Return completed, original* application to **PPIE Foundation, 333 Division Street, Pleasanton, CA 94566**
(925) 846-5620 or FAX (925) 846-5641

** Applications may be faxed to meet deadline but must be followed by original application.*

FOR OFFICE USE ONLY: Recvd _____	Award _____	Full Part _____	Check Mailed _____
Reports Recvd _____	Narr _____ Exp _____	Refund _____	Reports Complete _____



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2009-2010 Student Grant Application PROJECT NARRATIVE

(Please print in black ink, type or reproduce on a computer and submit as part of original application.)

PROJECT TITLE: _____

TOTAL BUDGET REQUEST: _____

Tentative/Actual Start Date: _____ **Duration of Project:** _____

Number of students affected: _____ **Grade Level:** _____

PROJECT NARRATIVE: Limited additional pages or information may be attached. Any activities or materials requested must be compliant with PUSD policies.

1. Describe your proposed project/activity in detail.
2. Briefly define your project goal(s) and how the goal(s) will be met.
3. What classroom concepts (learning experiences) will be reinforced or expanded upon during this project/activity?
4. How many students will benefit from this project and how will they benefit?
5. List any resources this project/activity requires.
6. Address any additional needs this project/activity may have.
7. How will you measure your project results? Please list specifics:



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2009-2010 Student Grant Application PROJECT BUDGET

(Please print in black ink, type or reproduce on a computer and submit as part of original application.)

BUDGET REQUEST: (Be specific. Itemize your anticipated expenses and include details regarding on the nature of any items, i.e., materials, equipment, food, duplicating costs.) Specific activities or materials are to be listed and must be compliant with PUSD policies.

DESCRIPTION OF EXPENSE ITEM(S):

COST OF ITEM(S):

Travel: _____

Per Diem (daily expenses): _____

Equipment: _____

Materials & Supplies: _____

Printing/Postage: _____

Other (please specify): _____

Total Requested:

\$ _____

OTHER SOURCES OF FUNDING (if applicable):

(Circle one.)

Name: _____ Amount: \$ _____

Actual Potential

Name: _____ Amount: \$ _____

Actual Potential

Name: _____ Amount: \$ _____

Actual Potential

Total: \$ _____

NOTE:

IF YOU ARE SELECTED TO RECEIVE A PPIE STUDENT GRANT, you will be required to submit a detailed account of your expenditures at the completion of this project/event **no later than March 24, 2010 for grant Cycle #1 and June 2, 2010 for grant Cycle #2.** PPIE Foundation will provide the necessary forms to you. You must submit receipts with your final report for all expenditures. If final reports are not submitted, the Allocations Committee will not consider a new grant proposal.

Remember to SAVE ALL of your RECEIPTS!