

PIQUA EDUCATION FOUNDATION EDUCATION GRANT

GUIDELINES FOR EDUCATION GRANTS

1. Education grants are designed to help support **innovative** ideas for teachers and/or students and to improve student motivation. When applying for this grant, ask yourself: How are the students involved & affected by the grant?
2. Education grants could be used for start-up funds for projects that could become self-supporting.
3. Education grants are for **non-consumable** supplies and materials:
 - All supplies and materials become the property of the Piqua City Schools
 - Materials or equipment already available in the school system should not be provided for nor requested in an education grant application
 - Interchange of information about all projects should be common knowledge for all staff members
4. Education grant projects may use manpower from the faculty or use outside advisors or consultants.
5. Education grants may include transportation of students and adults if needed for projects requiring transportation outside the school district.
6. Education grants may include uniforms (i.e. T-shirts for members of a project team).
7. Stipends for artists in residence or authors should be considered on a time and need basis.
8. All Education Grant recipients are required to submit a Final Report upon completion of the grant.
9. The grant committee would like to maximize the exposure of the PEF and its commitment to the Education Grant project. The exposure would help the PEF fund additional Education Grants, scholarships and develop additions to the endowment fund.
10. The Education Grant application should state if other agencies have been asked for funding.

GRANT REQUEST REVIEW PROCESS

The PEF Education Grant committee will review each application using the following **criteria**:

- Is the statement of the proposed project clear?
- Are the objectives clearly stated? Are they realistic and worthwhile?
- Are the procedures to be followed clearly described?
- Are the methods, needed materials, resource personnel, a tentative schedule, and completion date specified?
- Are the plans for evaluating the project suited to the nature of the project?
- Is the grant request innovative? Is this a new project (as opposed to similar projects in progress)?
- How many students will benefit from the project?
- How is this grant going to be used as an educational tool in the classroom/for the school/for the district?
- Does the project have promise of benefiting students in the school it is being conducted or the Piqua City Schools as a whole?

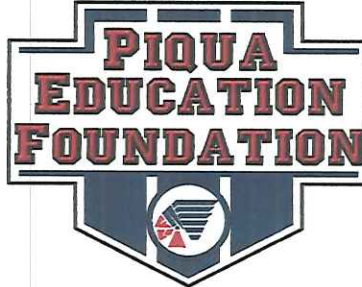
The PEF Education Grant Committee will decision grant requests as follows:

- approve the grant request for funding
- return the application w/suggestions for resubmitting
- deny the grant request

* Please answer all questions on the PEF grant application in their entirety. Feel free to attach additional/supporting information regarding the project to the application, if needed.

** PEF Grant Applications will be accepted and reviewed based on available funds. Applications are accepted throughout the calendar year.

**PIQUA EDUCATION FOUNDATION
GRANT APPLICATION**



Date:

Applicant's Name

Position

Building

Project Title

Budget Request

Signature of Building Principal*

Applicant's Signature

*Please note a signature is required from your building principal. This signature ensures that appropriate administrative personnel are aware of your submission of this grant application.

If you have questions/concerns or need assistance, please contact Anna Baumeister, PEF Manager @ 937-916-3140.

What is the purpose of this project? Do you think there is a special need for this project?

Describe your project. Give a time schedule of events. Approximately how many pupils will be affected by this project? Explain your number.

List how you will determine whether your objectives have been achieved and whether your project is successful?

Use the requisition form provided with the grant application to list the materials & supplies that will be needed for your project. If available, please attach a copy of the invoice. If an invoice is attached, the description portion of the requisition form does not need to be completed. The building principal's signature is required on the requisition form.



Piqua Education Foundation
 719 E. Ash Street
 Piqua, OH 453565

REQUISITION

BY:

Date:

BUILDING PRINCIPAL

 Signature

Qty	Item #	Description	Catalog #	Unit Price	Line Total
Please attach invoice if available					
Subtotal					
Sales Tax					
Total					0.00

(PEF is exempt from Federal excise tax & Ohio sales tax)

Amount of purchase order \$ _____

(Allow for shipping charges – expense cannot go over amount granted by PEF)

 PEF Committee Chair

 PEF Manager

Please make sure to complete all product information completely. Forms will be returned to sender if not completed correctly.

- 1. You are responsible for acquiring the building principal's signature before submitting a completed application.**
- 2. If available, please attach a copy of the invoice. If an invoice is attached, the description portion of the requisition form does not need to be completed.**
- 3. Questions? Please contact Anna Baumeister @ 937-916-3140.**

Forward completed PEF Education Grant Application to:

**Anna Baumeister
PEF Manager
The Piqua Education Foundation
215 Looney Road
Piqua, OH 45356**