

Putnam City Schools Foundation

Grant Application Guidelines

Please read carefully to fully understand guidelines and expectations. Only grant requests for projects that align with the Putnam City Schools Foundation's (Foundation) Mission and Focus will be considered.

Foundation Mission: The mission of the Putnam City Schools Foundation is to enhance and enrich educational opportunities in Putnam City Schools.

GUIDELINES:

Application Availability:

- Grant applications will be available on the Foundation website (www.pcf4kids.org). Applications can be submitted on an ongoing basis.

Application Review Process:

- Proposals shall be reviewed by a designated Foundation Committee.

Notification of Applicants:

- Applicants will be notified of their application status within approximately 60 days from submission of the proposal.

Process for Awarding Funds:

- Once a grant project has been approved, funds will be raised by the Foundation in support of that specific project. Disbursement of funds will be done via the District Purchase Order system.

Eligibility

Applicant Eligibility:

- In the case of a Multi-School/Department proposal, a Project Director **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed.

Project Eligibility:

- The identified need must support the district mission, district strategic plan, and/or school improvement plan and be aligned with the District's curriculum goals.
- The project must have a designated time frame for completion.
- The project must have measurable objectives.
- Funds may not replace normal funding from tax-based sources.
- ***Grant funds will only be awarded to projects that directly benefit the overall well-being of the students in the District.***

Grant Requirements

Application Requirements:

To be considered for funding, the application must:

- Be typed and printed for submission with original signatures.
- Be grammatically correct and free of spelling errors.
- Describe specific method to evaluate the success of the project.
- Be previously reviewed and signed by principal, curriculum director, and executive director of Information Technology (where applicable).
- Be complete (all sections).

Recipient Requirements:

- ***Recipients must adhere to all District financial guidelines and policies.***
- Recipients will be requested to provide a final evaluation summary report and a financial report at the conclusion of the project.
- Recipients may be asked to attend a Foundation Board/Board of Education meeting to discuss their projects.
- If the grant application is approved, any changes to the proposed project must be submitted to the Foundation Board for approval.
- Products purchased with grant funds become the property of the District.

Reporting Requirements:

- An evaluation summary (on forms provided by the Foundation) including a financial report are due to the Foundation office within three months of the completion of the project.
- For projects with a duration of one year or more, you must submit a preliminary project report prior to being considered for additional funding.

Foundation Staff:

Jennifer Seal, President

Kris Baggerly, Communications & Programs Coordinator