



YES! 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 will be considered.

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

GUIDELINES

Application Availability:

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

Application Review Process:

- Proposals shall be reviewed by the Foundation for completeness, impact on students, alignment with Foundation mission, and District initiatives.

Notification of Applicants:

- Applicants will be notified of their application status within two weeks of receipt of the proposal, whenever possible.

Process for Awarding Funds:

- Once a grant project has been approved, recipient and Foundation will discuss the best way to disburse funds.

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 support the Foundation's mission to enhance and enrich the educational opportunities of children in Putnam City Schools.
- The project must have a designated time frame for completion.
- The project must have measurable objectives (SMART goals).
- Funds may not replace normal funding from tax-based sources.

GRANT REQUIREMENTS

Application Requirements:

To be considered for funding, the application must:

- Be typed and printed for submission.
- Be grammatically correct and free of spelling errors.
- Describe specific method to evaluate the success of the project.
- Be reviewed and signed by principal, curriculum coordinator or executive director, and a representative of Information Technology (when request is technology- related).
- Be complete.

Recipient Requirements:

- ***Recipients must adhere to all District financial guidelines and policies.***
- Recipients must provide a final evaluation summary report within three months of receiving grant materials/training.
- Recipients may be asked to attend a Foundation Board/Board of Education meeting to discuss their projects.
- Any changes to the proposed project must be submitted to the Foundation for approval.
- Items, etc. purchased with grant funds become the property of the District.

Reporting Requirements:

- An evaluation summary (on forms provided by the Foundation), pictures, thank you notes to our donors, student feedback/comments, 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

jseal@putnamcityschools.org

Kris Baggerly, Communications & Programs Coordinator

kbaggerly@putnamcityschools.org