



## YES! Grant Application Guidelines

*Please read carefully to fully understand the 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](http://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 two weeks to 1 month after receipt of the proposal, whenever possible.

#### Process for Awarding Funds:

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

### PROJECT ELIGIBILITY

- The identified need must support the district mission, 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 a 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, and 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:

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