

PSFTC Targeted Seeds for Excellence Grant Guidelines

Any teacher, counselor or administrator working in a K-12 public school in Tippecanoe County is eligible to apply for a grant.

Applicants are limited to being author of no more than **one application per cycle**.

Projects should creatively enhance the learning process. We are looking for innovative ideas and creative learning methods. Collaboration among teachers, schools and corporations is strongly encouraged.

Eligible Projects:

- Instructional activities should complement the regular academic program in grades K-12 and must be relevant and appropriate to curricular goals.
- Grant funds should supplement, not supplant, state and local funds.
- Grant funds may be used to pay substitutes at the current rate if it is a vital component of the project and approved by an administrator.
- The maximum amount allowed for a grant request is \$2,000.

Timeline:

- Applicants will be notified within six weeks of the application deadline. A public award ceremony will be held after each cycle recognizing the grant winners and highlighting the individual projects.
- The grant recipient must sign a Grant Agreement and submit a Project Activity Calendar. A check is issued directly to the recipient once these documents are received.
- The Executive Director will schedule a time to visit each project to observe and take photographs.
- A project must be completed at the conclusion of the school year in which it is awarded unless the Board of Directors approves an extension request.
- Grant recipients must submit a Final Report (format provided) including accomplishment, evaluation and financial accounting with receipts for all expended funds one month after completion of the project or by June 30th. Any unused funds over \$1.00 must be returned to the Foundation with the Final Report.

Failure to submit a Final Report on time may result in exclusion from future grant opportunities.

Important Information About our New ONLINE Application

Blind Review: All applications are reviewed blindly, and Page 1 of the application will not be made available to members of the review committee. Be sure that you do not mention your name, school or school corporation anywhere other than Page 1. **Applications that do not follow this guideline will be disqualified.**

Grant Target Area: The applicant must choose one grant target area when completing the application. At least one grant will be awarded in each target area, provided that a qualified application is submitted. Target areas are: 1) Literacy (Reading & Language Arts), 2) Science, Technology & Math, 3) Art & Music, 4) Health & Physical Education, 5) Social Sciences, and 6) Professional Development.

Allowable Dollar Amount: Applicants may request up to \$2,000.

Text Fields: Most of the input fields on the application have word count limits in place. The specific limits are indicated on the application. In general, the Abstract must be 100 words or less and other narrative sections must be 600 words or less. The Budget section provides space for ten line items (so like items may need to be grouped together).

Principal's Approval: As part of the online application you will be required to provide your principal's email address. When you submit your application, it will be emailed to that person, and he or she will be required to contact the Foundation via email to indicate approval (or disapproval).

Evaluation Key for each of the 10 assessment areas:

Score of 1-2 = Poor

Score of 3-4 = Below Average

Score of 5 = Average

Score of 6-8 = Good

Score of 9-10 = Excellent

1. Is there a clearly stated and sound conceptual base in the project description? (1-10)
2. Are expectations clearly identified? (1-10)
3. Is the project well structured and organized? (1-10)
4. Is the project creative? (1-10)
5. Is the budget appropriate for the project? (1-10)
6. Is the budget adequately documented? (1-10)
7. Does the project related to the targeted area? (1-10)
8. Will the evaluation produce a useful assessment of the project activities? (1-10)
9. Is the application well written? (1-10)
10. Are Indiana State Standards stated and addressed? (1-10)