

Port Aransas Education Foundation Grant Application

REQUEST FOR PROPOSALS

DEADLINE: 5:00 PM, Friday, February 28, 2011

Grants will be awarded on or before Friday, April 15, 2011

The Port Aransas Education Foundation announces the availability of grant funds to support proposals for:

1. Employee Development (up to \$1,500 per proposal)

Provides funds to assist employees of Port Aransas Independent School District to develop the personal skill sets needed to give our children the best possible education, through continuing education, seminars, workshops and/or conferences

2. Classroom Enrichment (up to \$5,000 per proposal)

Provides funds for teachers to implement new and innovative programs in the classroom that promote advanced approaches to teaching and that enrich the learning experience for students and teachers

3. Campus/District Enhancement (up to \$10,000 per proposal)

Provides funds to a campus or the district to upgrade or implement tools, activities or projects which would enhance or advance educational achievement

SELECTION CRITERIA

Any employee of the Port Aransas Independent School District that demonstrates a need for funding of programs and/or materials that promote educational excellence within the district.

In evaluating each application, funding decisions will be made based on the following criteria. Priority consideration will be given to proposals that:

- Are sustainable
- Are inclusive
- Are innovative
- Have the greatest impact
- Have the broadest reach
- Have participatory or matching funds

HOW TO APPLY

A grant applicant must:

1. Submit **1 copy** and an original of the Port Aransas Education Foundation Grant Application (General Information Page, Narrative, Complete Budget and any other relevant attachments). Applications will NOT be considered by the Board if this requirement is not met.

2. Mail applications to Port Aransas Education Foundation, Post Office Box 95, Port Aransas, TX 78373 or hand-deliver applications to any Port Aransas Education Foundation board member.

DEADLINE

Complete applications (including administrative signature) and materials must be received by the Port Aransas Education Foundation no later than 5:00 PM, Friday, February 28, 2011

GENERAL INFORMATION

Date: _____

Name of applicant/organization: _____

Address: _____

Preferred mailing address (if different): _____

City/State/Zip: _____

Phone number: _____ Website: _____

E-Mail address: _____

I. PROPOSAL INFORMATION

Project name (if applicable): _____

Check one: Employee Development _____ Classroom Enrichment _____ Campus/District Enhancement _____

Name of person submitting this application: _____

Purpose of grant (one sentence): _____

Number of youth participants: _____ Number of adult participants: _____

Amount requested: \$ _____ Total project cost: \$ _____

Project period: Start date _____ End date (if applicable) _____

Have these funds been previously requested from PAISD? _____ If so, when? _____

Signature of Applicant

Title

Date

Signature of School Principal or Administrator

Title

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

I. NARRATIVE (Not to exceed 2 typed pages)

A. Summary

Begin with a half-page summary. Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

B. Proposal Information

1. Please state what you are asking the Port Aransas Education Foundation to fund.
2. Describe the target group and explain your method for reaching that group.
3. What are the goals of this project?
4. How will this promote educational excellence within the Port Aransas Independent School District?
5. What is the timetable for implementation of the project?
6. How will you evaluate the proposed outcomes of your project?
7. In what ways can you demonstrate to PAEF the implementation and success of your project?

C. Applicant/Organization Information

1. Your primary duties and responsibilities within the district.
2. Your specific role within this particular project.

D. Financial Information

1. If the total project budget is greater than the amount requested, from what sources will the other necessary funds be obtained, and what funds have been raised to date? Priority consideration will be given to grant requests showing participatory or matching funds.
2. What financial resources will be available for the continuation of this project (if applicable)? Consider the carrying costs of the project and from where those funds might be acquired.

II. ATTACHMENTS – (to be attached to both copies of application)

A. Complete Project Budget (**Be sure to include the cost of shipping and installation, if applicable**)

B. Related Literature and/or References (if available)

1. Including, but not limited to: brochures, web sites, reviews, photographs, abstracts of studies and recommendations

REVIEW PROCESS

Each application will be reviewed. Foundation board members may ask to meet with the applicant or representatives of the organization. Requests for funding will be brought to the foundation's Board of Trustees at the April meeting for selection. All applicants will be notified by mail or in person of the foundation's decision concerning their application(s). The Port Aransas Education Foundation reserves the right to deny any and all applications for grant funds.