



Grant Application Instructions



Innovative Education Grants Timeline

September 12, 2022	● Call for Grants
October 14, 2022	● Grant Applications Due
December 2, 2022	● Grants Awarded - Prize Parade
April 24, 2023	● Grant Reporting Templates Distributed
May 5, 2023	● Final Evaluation Report Due

If you have any questions, please contact:

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Innovative Education Grants Guidelines for Grant Applications

Purpose

Innovative Education Grants are designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to accomplishment of program objectives. The Prescott Unified School District Education Foundation (PUSDEF) is offering teachers, administrators, and staff the opportunity to apply for grants to support innovative programs or projects to support higher levels of student learning. Grants must enhance student academic performance and support the objectives, goals, and initiatives of the Prescott Unified School District (PUSD).

Persons Eligible to Apply

Individuals or teams of individuals employed by PUSD who are involved in the instruction of students or related support services benefiting students may apply. **Only one application per PUSD employee will be accepted.**

Eligible Proposals

Instructional approaches or projects designed to begin during the upcoming semester of the school year and which meet the selection criteria. Grants may fund instructional and classroom materials or any activity or material which supports higher levels of student academic achievement.

Award of Funds

The number of awards will depend on funds available from PUSD Education Foundation.

Selection Criteria

- The degree to which the grant supports the district goals and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is enhanced.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives.

- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) correspondence among evaluative procedures, objectives and treatments.

Selection Process

1. Application forms may be obtained online at pusdeducationfoundation.com/grants.
2. Teacher initiated applications must be reviewed and submitted with an authorization code secured by your principal to ensure congruence with campus programs and goals.
3. All applications MUST be submitted electronically.
4. Applications will be reviewed and commented on by the Grant Application Review Committee.
5. Applicants will be notified of decisions by the date specified by the committee.

Responsibility of Grant Recipients

- Use the award for the purposes intended.
- Funds must be expended by in which the funds were awarded.
- Projects must be fully implemented by the end of the school year in which the funds were awarded.
- Project evaluation must be submitted within 30 days of receipt of evaluation form.
- Recipient agrees to share successful procedures in staff development sessions.

Restrictions

- Grants are to be used to fund projects that cannot be provided for in the school and district budget.
- Grants cannot be used to fund teacher training or travel, field trip transportation costs, (buses, etc.) or substitute teachers.

Requirements

- Grant applications must be typed.
- Do not use the name of your campus or mascot in the application.
- Projects must be fully implemented by the end of the school year.
- Research your budget carefully and be realistic. Items must be purchased from district approved vendors.
- Grant applications must be submitted electronically.
- Please email grants@pusdeducationfoundation.com with any questions.



Grant Reviewer Score Sheet

Application Number: _____ Evaluator Name: _____

Project Title: _____

Directions: Please rank the effectiveness of each item 1-5; 5 being high and 1 being low.

Criteria	Points Awarded	Comments
Need is clearly stated. Supports district and campus goals.		
Objectives are specifically stated and measurable.		
Activities/procedures are specifically stated and relate to purpose and objectives. Innovation is apparent.		
Evaluation strategy is clearly stated and relevant to objectives and student performance.		
Budget is complete, realistic, accurate and appropriate.		
Grand Total		

Please check the statement below that best describes how you would rank this application:

- I would definitely recommend funding this project.
- I would recommend partial funding. Amount \$ _____
- I would recommend funding for this project if there were extra money.
- I would not recommend funding for this project.

Additional comments: