

## **Plymouth Educational Foundation Grant Criteria**

### **Grant Application Overview**

#### **PURPOSE**

The Plymouth Education Foundation, Inc. (the “Foundation”) is a 501(c)(3) non-profit organization governed by a Board of Directors (the “Board”) representing a cross-section of citizens who are dedicated to education and share a vision for excellence in our schools. The Foundation was created primarily to support and enhance educational opportunities for students and citizens in the Town of Plymouth as well as other public and non- profit organizations serving the Town of Plymouth.

The purpose of the Foundation is to solicit, manage, and distribute funds for educational purposes and activities which may not be funded by the Plymouth Public Schools. Donations are received from individuals, corporations, grants, estates, memorials, other foundations and fundraising activities to create an endowment fund. The distributed funds shall be in alignment with the Plymouth Public School’s strategic plan. Funding is supplemental and does not replace or alter use of tax-based revenues.

#### **OUR VISION**

The vision of the Foundation is to be a premier, non-profit organization supporting education in the Town of Plymouth.

#### **OUR GOALS**

The Foundation shall provide resources for programs and activities that align with the following goals:

- To encourage academic excellence.
- To promote community awareness in education and the Foundation.
- To support lifelong learning.
- To ensure the perpetuity of the Foundation with an endowment fund.

## **GRANT PROGRAMS**

### **Annual Grant Program:**

Our Annual Grant Program accepts grant applications for any amount of money, for programs or projects that reflect the vision of our organization's purpose and goals. Applications in our Annual Grant Program are due on March 1<sup>st</sup> or November 1<sup>st</sup>, and recipients will be notified of the Board's funding decisions by May 1<sup>st</sup> and January 1<sup>st</sup> respectively.

### **Mini-Grant Program:**

Our Mini-Grant Program is designed to provide funds for worthy educational programs or projects that may not have been apparent during our Annual Grant Program cycle. Grant criteria and eligibility requirements are identical to those listed for our Annual Grant Program, but grant requests in the Mini-Grant Program may not exceed \$750. Grant applications are due by specific dates in the fall and winter and applications will be voted on by the Board at its next regular meeting. Recipients will be notified of funding decisions within one (1) month. Please see the Mini-Grant application form for specific deadline dates for the current year.

### **Multi-Year Grant Program:**

Criteria for Multi-Year Grants are essentially the same as the Foundation's criteria for Annual Grants. The exception is that Multi-Year Grants are designed to provide funds for projects that, due to their scope, will not be able to achieve their goals within a one (1) year period. Applications for our Multi-Year Grant Program are due on March 1<sup>st</sup> or November 1<sup>st</sup>, and recipients are notified of the Board's funding decisions by May 1<sup>st</sup> and January 1<sup>st</sup> respectively.

Two (2) categories of grant applications are available in any of the grant programs: Education Grants and Professional Development Grants. General grant criteria and eligibility requirements are listed below for each grant category.

## **GRANT REVIEW PROCESS**

### **Annual Grant Program:**

All applications received by the appropriate deadlines are reviewed by the entire Board of the Foundation. If questions of a factual nature arise once an application is submitted, the applicant may be contacted by a representative of the Foundation for additional information. It is the sole responsibility of the Board to make final decisions with regards to funding any grants. In its deliberations, the Board considers all criteria listed in this document. In addition, in making selections for projects to be funded, the Board considers the following elements:

- Diversity and equity in awarding grants to various schools and community organizations.
- Diversity of academic disciplines being serviced.
- Priority will be given to grant applications that have not been previously funded by the Foundation.

### **Mini-Grant Program:**

Mini-Grant applications will be reviewed by the Board as indicated on the Mini-Grant application form. If questions of a factual nature arise once an application is submitted, the applicant may be contacted by a representative of the Foundation for additional information.

The Board will use the same criteria for judging Mini-Grant applications as are used for reviewing Annual Grant applications. Mini-Grant applications may not exceed \$750. Mini-Grant awards will be made to fund future projects and requests for reimbursements for already completed projects will not be considered. The Board may vote to fund a project, deny a project, or table the project for discussion until a later meeting. A final determination on any request will be made no later than two meetings following the submission of the Mini-Grant application.

### **Multi-Year Grant Program:**

The Board recognizes that Multi-Year Grants are time-consuming to prepare by the applicant(s), can require significantly more Board discussion time and will likely entail a higher level of funding than Annual Grants. In order to make this process as transparent as possible the following steps will be taken for Multi-Year Grants: at least thirty (30) days prior to the grant application deadline, any applicant interested in pursuing a Multi-Year Grant will submit a project overview and executive summary of the proposed project. If it is determined the proposed idea fits the criteria, the applicant will be invited to submit a Grant Application by the appropriate dates. If questions of a factual nature arise once an application is submitted, the applicant may be contacted by a representative of the Foundation for additional information. The applicant(s) will be notified by the appropriate dates.

### **Grant Amounts Previously Awarded:**

The amount of money available to the Foundation for grant awards varies from year to year. In recent years, the Foundation has awarded a total of \$10,000 to \$20,000 each year. The value of the individual grants awarded, in most cases, has been between \$200 and \$2,000. No one has applied for a Multi-Year Grant.

### **Repeat Grants:**

While the Foundation places a higher priority on grant proposals which present new ideas, repeat grant requests will be considered on a case-by-case basis.

## **AUTHORIZATIONS AND SIGNATURES**

Each grant application, whether for the Annual Grant cycle, the Mini-Grant cycle or a Multi-Year Grant, MUST provide authorized signatures. Below are guidelines detailing which authorized signatures will be needed on any grant application submitted to the Foundation.

### **A. Grants that benefit the Plymouth Public Schools**

- Programs offered at a single school require the authorizing signature of that school's Principal.
- Programs available at more than one school should have the authorizing signature of each school's Principal.
- Programs that involve all schools require an authorizing signature from Central Administration personnel such as a Coordinator, Director, Assistant Superintendent or the Superintendent of Schools in addition to individual Principals' signatures.
- Programs that focus on a specific subject require the authorizing signature of a Coordinator, Director, or Department Chairperson (where applicable) and school Principal.
- Professional Development Grants require the authorizing signature of a Coordinator, Director, or Department Chairperson (where applicable), Assistant Superintendent and school Principal.

### **B. Grants that benefit the Plymouth Community**

- Community based grants require the authorizing signature of an appropriate representative from each organization to be involved in the funded project.

### **C. All Grants that include funding for equipment**

- The Foundation will only fund equipment for which there is a demonstrated need and which plays an integral part of a grant request. Any equipment funded by a Foundation grant becomes the property of the organization it is intended to benefit (i.e., schools, library, etc.) and a signature from that organization is required on the application at the time of submission

## **GRANT CRITERIA**

### **Important Considerations for all Foundation Grants**

- A. Annual grants are awarded in for a period of one (1) year only. All projects must be completed within that year.

- B.** Mini-Grants are awarded when funds are available. These projects must also be completed within one (1) year.
- C.** Multi-Year grants are awarded for the period specified in the grant. Subsequent years' funding is dependent upon agreed upon milestones being met and evaluations submitted for the first year of the grant.
- D.** Unexpended monies must be returned to the Foundation upon completion of the funded project, but no later than June 30<sup>th</sup> of the grant year.
- E.** Any equipment funded by a Foundation grant becomes the property of the organization it is intended to benefit (i.e., schools, library, etc.) and a signature from that organization is required on the application.
- F.** Transportation is typically not funded, but is reviewed and considered depending on the degree of necessity to the implementation of the grant.
- G.** The Board may consider partial funding of a grant request.
- H.** With an all-volunteer Board, the Foundation favors grants which include a significant component of volunteer services on the part of grant applicants.

### **EDUCATION GRANTS**

#### **Criteria:**

- Displays innovative/creative educational ideas and programs.
- Enriches or enhances existing educational programs.
- Provides for life-long learning opportunities for town residents.
- Consistent with curriculum goals of the school system, where applicable.
- Includes clearly defined goals, activities, outcomes.
- Fosters school/community relationships.
- Impacts a significant number of students/residents.
- Falls outside the regular municipal or school budgeting process.

#### **Eligibility:**

- We strongly recommend that individual applicants affiliate themselves with a community organization or school for the purposes of the grant application and implementation.

- Applicants under twenty-one (21) years of age must have a co-sponsor who is over the age of twenty-one (21) and is affiliated with a community organization or school.

**WILL consider funding:**

- Stipends of up to \$40 per hour for time devoted outside of contractual obligations.
- Consultants or outside speakers.
- Project related supplies and equipment.
- Workshop fees.
- Resource materials.

**WILL NOT fund:**

- Salaries or substitute teachers.
- Routine supplies and operating costs (e.g., text books, utilities, building maintenance).
- Refreshments.

**PROFESSIONAL DEVELOPMENT GRANTS**

**Criteria:**

- Demonstrates application to professional growth and renewal.
- Leads to development of creative educational programs.
- Allows teacher to broaden knowledge and skills.
- Explores new and innovative teaching methods.
- Leads to collaboration with colleagues and students, particularly across disciplines and grade levels.

**Eligibility:**

- Applicants must be full time teachers who have been teaching in the Plymouth Public Schools for at least three (3) years.
- Grant recipients must plan to remain teaching in the Plymouth Public Schools for two (2) years after completion of their project.
- Teachers may apply individually or as part of a group.
- Coordinator, Director, Assistant Superintendent or Department Chair (where applicable) and Principal must indicate approval of the Professional Development project by providing his/her signature on the grant application form.

**WILL consider funding:**

- Conference registration fees.
- Travel to and from conferences and research sites outside the local area.
- Consultants or speakers in educational fields to work with teachers.

**WILL NOT fund:**

- Coursework toward degrees.
- Regular curriculum development normally funded by the school budget.
- Substitute teachers.
- Refreshments.