

# PORT TOWNSEND EDUCATION FOUNDATION



## CURRICULUM ENHANCEMENT GRANT APPLICATION

### GRANT APPLICATION GUIDELINES

The purpose of the Port Townsend Education Foundation (PTEF) Curriculum Enhancement Grant is to make funds available to all public schools in the Port Townsend Public School District for innovative and creative projects that enhance or expand the academic curriculum in the classroom and help fulfill the PTEF mission. These projects are to be consistent with the district's priorities and Washington State Grade Level Expectations and Performance Expectations. Grant applications may support individual classroom projects, a grade level, an entire school, or the whole district.

Date/Time	
Friday, September 29, 2017/ 5:00pm	<ul style="list-style-type: none"> <li>• Fully completed application must be emailed to <a href="mailto:pteducationfoundation@gmail.com">pteducationfoundation@gmail.com</a></li> <li>• One paper copy of application with required signatures due in building office (Grant St., Blue Heron, PTHS).</li> </ul>
Friday, October 6, 2017	Applicants who receive grant funding will be emailed a notification of award.
Monday, October 10, 2017	All applicants will receive feedback about application.
Friday, June 8, 2018	All expenditures must be completed.
Friday, June 29, 2018	Final project evaluation must emailed to <a href="mailto:pteducationfoundation@gmail.com">pteducationfoundation@gmail.com</a> .

### **Who May Apply**

1. Port Townsend School District (PTSD) administrators, principals, teachers and other staff members.

### **Selection Criteria**

1. Project has specific learning objectives and goals that are aligned with the PTEF mission and vision, PTSD's curriculum, and Washington State Grade Level Expectations and Performance Expectations.
2. Project strengthens/enriches academic performance by enhancing PTSD curriculum.
3. Project provides experiential learning opportunities not otherwise available to students that involve integration of different learning styles.
4. Project can be replicated, if successful.
5. Evaluation is specified for the stated objectives and is not reliant upon state mandated testing scores.
6. Application is clearly written, complete, and includes a detailed budget.

### **Reasons that grants may not be funded**

1. The application lacks a definite project, definable learning objectives, a detailed budget, or supporting documents.
2. The application was submitted for basic supplies.
3. The project only benefits a selected population of students.
4. The application was submitted after completion of project or purchase of materials.

### **Non-fundable items**

1. Money spent prior to grant approval.
2. Teacher salary, release time, or other compensation.
3. Non-instructional consumable items (food & incentives).
4. Items commonly funded by PTSD, where applicable.

### **Things to Consider**

1. Grant applications requesting technology must be approved in writing by the PTSD Tech Support Department.
2. Grant applications are read by community members, so be clear and concise to help the grant committee understand the value of your project.
3. Projects should directly involve students as fully as possible.
4. Co-funding with other granting entities (i.e. Rotary, NW Maritime Center, PTSA, Gates Foundation, etc.) is highly encouraged.
5. You may base your application on a previously funded grant. It does not have to be the same applicant as the applicant on the original submittal.
6. Submittal of a replication grant does not guarantee funding. Each application is considered on its own merits during each grant cycle.

***The goal of the curriculum enhancement grants (both traditional and micro) are to fund as many requests as possible, given budget constraints. Help us to fund yours.***