



We're changing the equation

2020-21 SCHOOL YEAR CLASSROOM GRANT TIMELINE & PROCESS *REVISED*

Thank you for your interest in applying for a Park City Education Foundation (PCEF) grant. Please review the following information before completing a grant application to ensure you understand the process. Do not hesitate to contact PCEF staff with questions.

Due to the COVID-19 school dismissal, PCEF is adjusting our grant timeline. Please note that dates are fluid as we pivot our programs to best support teachers and students.

TIMELINE

- **Application Deadline: May 1, 2020**
- **May - June: Review Period**
 - Applications are reviewed and prioritized by PCEF staff, Committee Chairs, and PCSD leadership.
 - Grant Committee reviews applications and assess them based on criteria and overall strength.
- **June:** Grant Committee meets to deliberate and make funding recommendations.
- **June:** PCEF Board votes on Committee funding recommendations.
- **Late-June:** Grant Recipients are announced after Board Approval
- Funds will be available **July 2020**, at the start of the new fiscal year for PCEF and PCSD.

PROCESS

Classroom Grant Committee

The Teacher Grant Committee is comprised of at least seven members who play a critical role in guiding the process of reviewing, selecting, and recommending award amounts for PCEF Classroom Grants. The committee is made of parents and community members who are selected based on a diversity of age, background, school affiliation and other factors.

Park City School District Leadership

Park City School District Leadership, including but not limited to, the Superintendent of Schools and Cabinet, review applications to ensure alignment with PCSD Learning Plan, policies, and priorities. PCSD Leadership also may determine if District funding can support any of the requests included in the applications. School Administrators or Department Directors need to approve applications before they are submitted to PCEF. This is an important check in the granting process.

Board of Directors

The PCEF Board of Directors consists of 25 members who meet monthly during the school year. The Board reviews grant requests and votes on the recommendations made by the Grants Committee. [Here](#) is a current list of members and affiliations.

PCEF Staff

PCEF staff processes the grant applications for review by the Grants Committee and Board of Directors. The staff assists the Grants Committee, but does not vote on grant awards. After grants are awarded, the PCEF staff, Board Members, donors, and/or Committee Members will participate in the monitoring and evaluation process of grant programs and projects.

PCEF staff and Grant Committee members are committed to providing ongoing communication and feedback with applicants and grantees. Please contact PCEF with questions or concerns about the grant program, your application, or the process.

REVIEW CRITERIA

The PCEF Grants Committee will use the following criteria to review applications. These criterion are not exclusive. The Grant Committee and Board of Directors reserve the right to use its own best judgment when making grant awards.

Need and Impact

- Applicant demonstrates the program/project addresses a compelling need within a classroom, grade level, department, or school.
 - Applicant demonstrates that funding is **not** available through PCSD sources (i.e. textbook funds, capital funds.)
- Applicant demonstrates the program/project contributes to PCEF mission, vision, and values and aligns with PCSD core priorities.

Previously Funded Programs

- Priority will be given to programs/projects that demonstrate a **proven impact** and have been previously funded by PCEF.
- Priority will be given to programs/projects that are critical priorities for PCSD and PCEF but cannot be fully funded by PCSD because there is not enough funding via public channels.
- Priority will be given to programs/projects previously funded by PCEF that are in a mid or final phase of implementation.
- A positive self assessment survey or final report is required to request renewed funding.

Strategically Planned Approach

- Goals, objectives, activities, events, and timeline that reflect the applicant's ability to conceptualize the program and offer a realistic implementation plan.
- The project/program will be complete at the end of the school year (grant period) or has a sound plan for the future (*What will the program look like in 3 years?*).

- The applicant presents a communication plan that outlines who the stakeholders are and how they will receive information regarding the program/project.
- A plan to measure and evaluate project/program outcomes (qualitative and quantitative) is articulated.
- The applicant is aware of risks and challenges that may exist and offers solutions to mitigate.

Budget & Funding Term

- All applications are required to include a budget. The budget should be reasonable and take into account unanticipated cost increases such as shipping charges or prices. Please use round numbers and round up to the nearest dollar. (i.e. Do: \$600 Don't: \$563.75)
 - If you are awarded funds, your program costs must stay within the budget submitted, unless you have additional funding sources.
- The funding term for the grant is the school year. The funds will expire on **June 30**. Any unused funds will be forfeited unless arrangements have been made with PCEF Program Staff prior to the end of the school year. Keep in mind that the grant award is the amount that PCEF will contribute to your program/project.

Possible Additional Funding

To increase the amount available to distribute through PCEF Granting programs, PCEF may approach donors to invite them to co-fund a limited number of grants. Applicants should be aware that their application may be shared by PCEF with these donors. Any applicant not wishing to have their information shared should contact Kara Cody at kcody@pcschoools.us or 435.615.0235 x4 or PCSD internal extension 1850.



Need assistance with your grant application?

Contact **Kara Cody**, PCEF Programs Director, kcody@pcschoools.us or ext 1805.