



We're changing the equation

## **2020-21 SCHOOL YEAR TEACHER GRANT APPLICATION CHECKLIST**

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 requirements and what is needed. Do not hesitate to contact PCEF staff with questions.

### **Application Checklist**

- ✓ **Read the guidelines carefully.** Is this opportunity truly a match? Can you meet the requirements? Can you meet the deadline? [PCEF Grant Guidelines](#)
- ✓ **Due Diligence.** Before you start your application, do your due diligence: (*Know before you go!*)
  - ***Do you have approval from your administrator or supervisor for your program or project?***
  - ***Did you complete the [PCSD Idea Process](#)?***
    - This is the PCSD Communication Tool that will help determine if you are compliant with PCSD policies and have the necessary support to implement your program.
      - **Technology** - Have you spoken to your building ETS? Do you have approval?
      - **Special Assignment Contracts** - Do you have approval from your administrator?
      - **Procurement** - Are you familiar with PCSD Purchasing Guidelines? If you plan to purchase items \$1,000+ with grant funds, you will need to follow District procurement procedures.
        - [PCSD Purchasing Guidelines](#) - see section on small purchases - level II.
    - **TIP:** The PCSD Idea Plan (included in the Process) includes five questions that are also included in the PCEF Classroom Grant Application! (You can copy/paste ☒)
- ✓ **Program Narrative.** Be clear on your objectives. What do you want to accomplish?
  - Write simple, direct sentences. Give lots of details - explain exactly what you plan to do, and what you expect the outcomes to be.
  - Identify the need, define your goals, and outline your plan in detail.
    - Do not confuse the need with your want!
  - Define success and how you will measure it.

- If you have previously received PCEF funding for your project/program, please share the outcomes.
- Be clear and concise. Do not assume that the Committee knows anything about the program or problem it addresses. The information should be presented for a general audience (No “edu-speak”!)
- ✓ **Program Budget.** Be realistic about your budget. Don’t promise more than you can really do in hopes of getting the award.
  - Use round numbers. Round up to the nearest dollar. (i.e. Do: \$600 Don't: \$563.75)
  - "Pad" your budget within a reasonable amount to account for unanticipated cost increases such as shipping charges or prices.
    - If you are awarded funds, your program costs must stay within the budget submitted, unless you have additional funding sources.
  - Determine if there are any shipping charges or other fees! Include these costs in your budget.
  - Grant award funds must go through the District financial system (MUNIS). Any funding requests must be aligned with District policy and procedures.
- ✓ **Enlist some colleagues to review what you write and give feedback.** If your answers are not clear to someone else, then they will not be clear to the Grant Committee. Proofread, proofread, proofread!
  - **TIP:** copy the application questions into a GoogleDoc or WordDoc. This will be your “draft” that you can share to get feedback and edits. Once your answers are “final”, copy/paste answers into the Submittable application form.
- ✓ **Start early!** Don’t wait until the last minute to begin

### Sample Application

Here are a few well-written applications that serve as an example for best practices:

[2019-20 Teacher Grant: EHMS Hydroponics](#)

[2019-20 School Grant: EHMS After School Enrichment](#)

[2019-20 School Grant: College and Career Transition Curriculum](#)

**Need assistance with your grant application? Have Questions?**

Contact **Kara Cody**, PCEF Programs Director, [kcody@pcschoools.us](mailto:kcody@pcschoools.us) or ext 1805.