



2019-20 SCHOOL YEAR EXPRESS GRANT GUIDELINES *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 eligibility requirements, expectations, and restrictions. **Do not hesitate to contact PCEF staff with questions.**

Express Grants

PCEF reserves funds for teacher, school, and district needs that arise during the school year and are out of the regular grant cycle.

- **The maximum amount for an Express Grant award is \$1,000.**
- Applications are accepted and reviewed on an ongoing basis as long as funds are available.
- Awards will be announced within 48-hours of the application's submission with an email notification.
- Funds will be available within 24-hours of the award announcement.

COVID-19 Express Grant Expansion

PCEF has expanded our Express Grant Fund *to support immediate teacher and student at-home schooling needs during the COVID-19 school dismissal.* Possible needs may include but are not limited to the following:

- Classroom basics for low income families
- Teacher funds for new ed-tech resources (headphones, cameras, apps)
- Low tech supplies for home, off-screen learning
- Student incentives to stay engaged in learning

And, needs we don't even know about! (Any and all ideas are welcome!!)

Applicant Eligibility Requirements and Expectations:

- Proposals must be written and requested by a PCSD employee - faculty, administrators, or staff.
- All grant applications and supporting documentation must be submitted through PCEF's grant management portal ([Submittable](#)). Applicants will create an account in order to submit an application. Applications will only be accepted via the grant management system.

All grant application communications will be conducted via email.

- Please make sure you check your email regularly regarding your application status, including award or decline notifications. Kindly respond to emails.
 - If you do not hear from PCEF within 24-hours of submission, please contact Kara Cody at kcody@pcschoools.us.
- If awarded funding, purchase instructions (MUNIS codes, electronic gift card information) will be emailed to you.

Budget and Funding Term:

- **The funding term for the grant is the 2019-20 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.
- Items purchased with PCEF funds will remain at the school for which the funding was awarded if the teacher leaves that school. Items are the property of the school, not the teacher.

PCEF Recognition:

- PCEF staff will contact you to gather program documentation: photos, quotes, and/or videos for their respective programs. PCEF may use this information in our communications (including social media) to demonstrate the funding’s impact to our donors and the community.
- If possible, acknowledge that PCEF funded the program in any written or verbal communications, including emails to parents. This also includes any media appearances or articles about your program.
 - Include the **PCEF Logo** on marketing and promotional materials for their program, if possible.

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? Have questions?
 Contact **Kara Cody**, PCEF Programs Director, kcody@pcschoools.us or **435.615.0235 x4**
Google Meet or Zoom too!