



GRANT APPLICATION CHECKLIST

This checklist must be completed and submitted with your grant application. **All applications due February 13, 2017!**

All information below can be found on the Plymouth Education Foundation website at www.plymouthedfoundation.org.

- I have read the Grants Overview and Letter To Applicants
- I have read and reviewed the General Guidelines and Restrictions.
- I have read and reviewed the Frequently Asked Questions(FAQs)
- I have shared this grant application with my building principal and/or supervisor and/or district administration and have his/her support. I also have the approval/support from the district Technology Staff if my proposal includes the request and use of any new or enhanced technology. The principal, supervisor, or administrator has confirmed that there is no other Plymouth School District funding available for this project/program.
- I understand that if my proposal is approved, the Final Grant Report is due to the Plymouth Education Foundation office one year from the grant application deadline.
- I understand that to be considered, my grant proposal must be submitted to the Plymouth Education Foundation by email (info@plymouthedfoundation.org) or be delivered in person to the Foundation office at 125 Highland Ave, located in the District Offices at Plymouth High School.

Lead Applicant Signature(PSD Staff)_____

Co-Applicant(s) Signature(s)_____

Principal/Administrator Signature_____

Technology Staff Signature(if applicable)_____



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GRANT APPLICATION COVER SHEET

Please check the type of grant for which you are applying(check all boxes that apply):

- Academic Enrichment
- Extracurricular Activities
- Professional Development
- Connecting Students with Their Futures and Community

Amount Requested: \$_____ Total Project Budget: \$_____

Project Title:_____

School(Or District-Wide):_____

Type and Number of Students Impacted:_____

Lead Applicant(PSD Staff):_____

Email(s):_____ School Phone:_____

Position/Title:_____

Building Principal/Supervisor:_____

Duration of Project: From:_____ To: _____

Co-Applicant(s) Name(s) and Position(s)/Title(s):_____



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GRANT APPLICATION

This portion of the application should be completed in a separate Word Document.

1. Proposal Summary(Executive Summary-One Page)

Write a concise summary of the project. It should be no longer than a page and include the need for the project, the population it will serve, a brief description of the project and its goals and objectives. Please include your background and qualifications. Also include the amount of funding you are asking for. Inform how the program will be evaluated to measure the success of the program. Lastly, mention how you will partner with the Foundation to publicize your program, its results, and that the Plymouth Education Foundation was the organization that funded your program to our schools and our community.

2. Statement of Need (One Paragraph)

The statement of need should describe the new idea, innovative enhancement to an existing program, or problem that that project will attempt to address. Also, describe the population that will be served and indicate how the program is high visibility with meaningful impact.

3. Program Description (One Paragraph)

Describe the project or program and provide information about how it will be implemented. Include information about what will be accomplished and the desired outcome.

4. Technology (One Paragraph, Only if Applicable)

Include information on any new technology that you will be using and restate that you received approval from the Plymouth School District Information Technology Staff.

5. Goals and Objectives (One Paragraph)

Describe the project objectives in measurable terms that address the educational needs of the students. Reference specifically how your program supports and aligns with the districts Pillars of Excellence, strategic plans, building goals, and curriculum to enhance the educational experience for students enrolled in the Plymouth School District.

6. Timeline (Chart)

Include a timeline in order for program to be successful in you are awarded this grant. Include key activities and dates.



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7. Budget (Complete Budget Form, which is included in the Application Packet)

Include in the budget all expenses for your project. Note any co-funding that you are using from other sources. You may want to include a brief narrative of expenses along with a table of individual cost components. For example, Item, Price, Quantity, Total.

8. Evaluation (One Paragraph)

Provide information on the metrics that will be used to determine the effectiveness of the project or program.

9. Staff, Students, and Community Member Information (One Paragraph)

Include the staff, students, and/or community members qualifications, certifications, and skills. Describe and include information indicating the staff, students, and/or community members capacity to implement and sustain the program.

10. Schools and Community Awareness (One Paragraph)

Describe how you will publicize the results, including successes and learning experiences, of your program in our schools and in our community. In addition, share how you will partner with the Foundation to promote that your program was funded by the Plymouth Education Foundation.

Note: The application should be no more than six pages.

To submit your application:

Email info@plymoutheducation.org with the completed form and supporting documents (Grant Application Check List, Grant Application Cover Sheet, Grant Application, and Grant Application Budget). Or, you may drop off your application/proposal to the Plymouth Education Foundation Office, Attn. Andrea Schultz, Executive Director, 125 Highland Avenue, Plymouth, WI 53073. Call 920-892-2661 ext. 1008 with any questions.