

# PAEF Grant Application Guidelines

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## Directions for Grant Application

1. Fill out Grant Application.
2. Forward application to your principal or appropriate administrator for review.
3. After administrative review, electronically submit completed Grant Application to: Palmyra Area Education Foundation, c/o Superintendent's Office. E-mail address: [paef@pasd.us](mailto:paef@pasd.us)

## Grant Application Deadlines

Applications should be submitted by the 15<sup>th</sup> of September, December, March and June to allow time for review before scheduled Foundation meetings.

## Eligibility

Any PASD employee is eligible to apply for a grant as long as direct impact on students can be demonstrated.

## Purpose

Grants are awarded for the purpose of supporting K-12 curriculum enrichment projects. They are intended to meet student needs, increase motivation to learn, and stimulate creativity in the classroom. Grants may include project-related supplies or equipment, workshop fees, and/or resource materials. Grant awards are intended to be used as seed money to fund new programs and projects rather than previously funded projects, including those covered by the Palmyra Area School District's annual budget.

## Scope and Requirements

Grant awards are based on the merits of the proposed project, the demonstrated needs of the project and the funds available. An award may financially cover the entire project or just a portion of the cost(s). Applications should include a detailed budget describing all expenses including those not met by the requested grant.

Individual or group applicants may apply for a grant of up to \$1,000.

Grantees may receive a maximum of one individual and one group grant within one fiscal year.

All applications require administrative approval to ensure alignment of the proposed project with District curriculum goals.

Grant money will not be awarded for salaries, college/graduate school courses, or teacher stipends but may be awarded for outside consultant fees.

All expenditures for equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by PAEF Trustees before funds can be distributed. All materials and equipment purchased with PAEF funds become the property of the Palmyra Area School District and must be identified accordingly.

## Criteria

The following are examples of the types of criteria that will be used to review grant applications:

- § Number of students benefiting from project
- § Originality of project
- § Impact on colleagues – sharing skills and ideas
- § Clarity of the goals and objectives
- § Alignment with PASD's K-12 adopted curriculum
- § Accountability for funds as detailed in budget request
- § Evaluation plan