

Educational Grant Application Introduction for 2012

Please read all parts of this application packet before beginning.

This packet contains this introduction page, four required pages of the application, a fifth supplemental page you can use if you need more room, and an evaluation form for you to fill out when your funded project is complete. Please note the deadlines in the right column.

Completing the Application

This packet is downloadable and is located at the Topeka Public Schools Foundation (TPSF) web site (www.tpsfoundation.net) on the Grants page. Using this PDF version, you can print the pages and fill them out long-hand (please print) or on a typewriter, or you can use Adobe Acrobat to fill-in the pages and print them for submission.

The free Acrobat Reader cannot save information typed into the form fields, so you may want to draft and save your answers in Microsoft Word and then cut-and-paste into Adobe Acrobat.

Online acceptance of applications is not available at this time.

Submitting the Application

Mail your completed, signed grant application and **10 COPIES** to: Topeka Public Schools Foundation, Attn: Allocations Committee, PO Box 5883, Topeka KS 66605-0883. Or send to the above via pony-mail at Burnett Center, Pod A. Applications received after the deadline may be returned, or held for the following year.

Completing and Submitting the Evaluation

If your grant is awarded, a completed evaluation of your project is due within 30 days of the completion of your project. Photographs of students participating and/or project results help document your project, and can be used for future promotion.

Suggestions

Consider inviting foundation donors, Topeka Public Schools Foundation board members, or TPS Board of Education members to attend events or functions relevant to your grant. Send invitations to the foundation office at least one week prior to the event and TPSF Board members will be notified.

If you would like to have your students write thank you notes for the grant money donated to their class, the foundation office will see that those are mailed to individual and corporate donors throughout the year.

For additional information about this or for other matters, contact Pamela Johnson-Betts, TPSF Executive Director at 295-3018 or e-mail her at pjohnso@topeka.k12.ks.us.

Friday, September 21, 2012

Grant applications due.

Friday, October 19, 2012

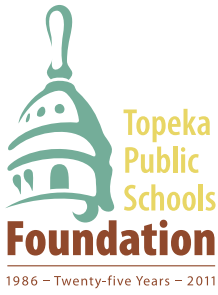
Letter of notification of grants recommended for approval will be mailed.

Friday, April 26, 2013

Grant period ends — All grant funds must be used by this date.

TPSF considers grants in one of three categories:

- ◆ **Classroom grants: \$500 maximum**
Designed to stimulate innovation by providing teachers with the resources to develop and implement creative ideas; allow experimentation with new materials and approaches to learning; bring excitement to the classroom.
- ◆ **School grants: \$1000 maximum**
Designed to implement a program that will impact students, teachers and parents throughout a school. Programs should reflect innovation.
- ◆ **Districtwide grants: no maximum**
Designed to provide funds for unique opportunities to impact students across the district or in several schools. While no maximum funding amount is stated, projects are limited by the Topeka Public School Foundation's resources.



Educational Grant Application

Please read and follow all instructions and deadlines provided in the introduction. Please type or print. Please answer all questions.

A. Personal Data

PROJECT TITLE _____	DATE OF APPLICATION _____
SCHOOL'S NAME _____	SCHOOL PHONE _____
SCHOOL'S ADDRESS _____	ZIP CODE _____
APPLICANT'S NAME _____	APPLICANT PHONE _____
APPLICANT'S E-MAIL ADDRESS _____	FAX _____
NAMES OF OTHERS ASSOCIATED WITH THIS PROJECT _____	

This application is for (choose one):

- Classroom Grant (\$500 max)
- School Grant (\$1000 max)
- Districtwide Grant (no stated max)

All applications must be signed by an administrator in order to be considered.

APPLICANT SIGNATURE _____	SIGNATURE OF BUILDING PRINCIPAL OR DISTRICT ADMINISTRATOR _____
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Guidelines

All grants must be for programs offered within USD 501. All grant applications must be signed by a building or district administrator, to signify the request fits with the school's or district's goals and plans. No funds can be used to serve any political purpose. All supplies, equipment, books, or materials of any kind purchased by the grant will remain at the school or building to which the grant was awarded.

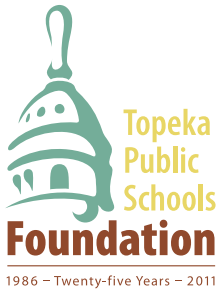
Grants are made for a single year. Previous grant recipients are eligible to make requests in subsequent grant periods. However, funding repeated projects is rare, and should not be expected. Our hope is that all funded programs become self-sustaining after the first year.

Priority consideration will be given to proposals which:

- are innovative and provide a learning experience which would not otherwise be available
- enhance and complement the mission of the Topeka Public Schools
- focus on improving the quality of teaching and learning
- improve student achievement in a basic skills area such as reading, writing, mathematics, arts, listening, or speaking
- strengthen skills in creative thinking, decision making, reasoning and learning
- focus on students as directly as possible
- involve the Topeka community

Grants will not normally be given to projects for:

- items that might be provided by funding through the normal channels of Topeka Public Schools: capital equipment, stockroom items, Title monies, Special Education funds (see your administrator for assistance), or from other resources.
- expenses that are not academically related: clothing for performing groups or as incentives, athletic equipment, extracurricular organizations
- food served as refreshments or as incentives
- travel and equipment that is the primary expenditure of the grant



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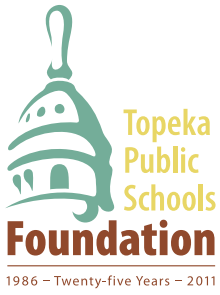
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B. Description: Describe your project and a plan of action in 75 words or less:

C. Goals: What are the goals of this project?



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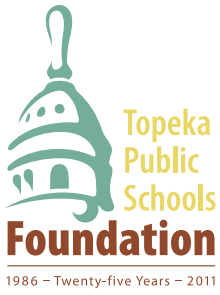
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D. Needs: What classroom or school needs, problems or opportunities does this project address?

Describe the number of students impacted by this project and the student population makeup:

E. Duration: Give your time schedule for implementing this proposal. All grant money must be spent by the end of April.



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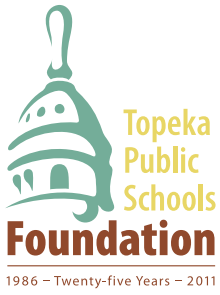
F. Budget:

How much money are you requesting?

Provide a detailed budget of items requested for this grant. Be sure to describe any other funding you have for this project. **Include shipping expenses**, and other sundry or hidden costs! Classroom education expenses are frequently sales-tax free, so remember to ask.

G. Evaluation: Please note

If you receive a grant, you are required to complete an evaluation sheet (the last page in this file). It must be submitted within 30 days of the completion of your project. Consider submitting photographs of students participating in your project, for future promotional uses.



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Supplemental



Educational Grant Evaluation

Please read and follow all instructions and deadlines provided in the introduction. Please type or print. Please answer all questions.

GRANT RECIPIENT'S NAME

PROJECT COMPLETION DATE

PROJECT TITLE

1. Briefly describe the particulars of how your project was completed:

2. How did the project meet the goals you established?

3. How did the students respond to the project?

4. Describe the benefits you feel were derived from the project:

5. Were there any problems implementing this project? What have you learned from this project?