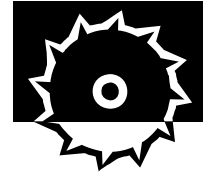


5/27/2009

C/O VICTOR E. KING
435 WEST 7TH STREET
PLAINFIELD, NJ 07060

EMAIL: PNVBLOWE@YAHOO.COM



TEACHER MINI-GRANTS APPLICATION & CONDITIONS OF GRANT

The Public Education Foundation of Plainfield (PEFP), in seeking to support a quality educational system, is proud to announce the revival of the **Teacher Mini-Grants Program** for SY 2009-2010.

School budgets are most vulnerable to deep cuts during trying and difficult economic times. Consequently, teachers' ingenuity and creativity are required to ensure that, in spite of financial limitations, students are provided with an effective, productive, and satisfying educational experience in their classes.

The PEFP seeks to advocate for Plainfield Public Schools students through our Teacher Mini-Grants Program. We want students to learn and achieve through promoting innovative teaching.

The common goals for all grant-funded projects include

- Enriching the standards-based curriculum
- Directly enhancing learning opportunities for students
- Encouraging community involvement in our schools

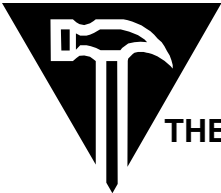
Before a teacher can submit an innovative project for funding, s/he *must* (1) exhaust all available resources; and, (2) meet with your building principal to make him/her aware of your application.

Grants are awarded on a competitive basis and are judged according to an established rubric. For the 2009-2010 school year, the PEFP is able to award six grants of up to \$500 and three grants of up to \$1,000. Funds will be given directly to teachers in a public presentation.

Once awarded a grant, teachers are responsible for submitting and presenting an *interim progress and expenditures report* at the mid-winter **2009 Teacher Symposium**. Mini-grant recipients then must submit a *final/summative outcome and expenditures report* at the **Celebration of Excellence** to be held in Spring 2010. At least one observation of the implementation of teachers' projects will take place during the year. Mini-grant recipients will be encouraged to document their project implementation as well.

The PEFP looks forward to receiving your applications. Good luck and best wishes.





THE PUBLIC EDUCATION FOUNDATION OF PLAINFIELD TEACHER MINI-GRANT CONDITIONS and APPLICATION GUIDELINES

CONDITIONS OF MINI-GRANT

PURPOSE AND ADMINISTRATION. The grant shall be used exclusively for the purposes specified in the grant recipient's final proposal, the *2009-2010 Teacher Mini-Grants Program Application* form.

The grant recipient will directly administer the project or program being supported by the grant and agrees that no grant funds shall be disbursed to any organization or entity, whether or not formed by the grantee, other than as specifically set forth in the grant proposal referred to above.

REPORTS. Project implementation and financial reports shall be furnished by the grant recipient to the PEFP Executive Board at two times during the period of the grant: (1) an interim/mid-winter report and (2) a final/summative outcome report due at the Spring exhibition. The financial reports shall show actual expenditures reported as of the date of the report against the approved line item budget. The interim/mid-winter and final/summative narrative reports shall be furnished by the grantee to the PEFP Executive Board and shall include a report on the progress made by the grantee toward achieving the grant purposes and any problems or obstacles encountered in the effort to achieve the grant purposes.

MONITORING. The PEFP may, at its expense, monitor and conduct an evaluation of project progress, which may include visits by representatives of the PEFP to observe the grantee's program procedures and operations and to discuss the grant-funded project with the grant recipient.

APPLICATION GUIDELINES SUMMARY

To be considered for review, all applications must be submitted on time, containing all required information, and using the prescribed format as given below.

Teacher Name: write your full name (as it appears for Plainfield BOE documentation).

School: write the school site at which the project will be implemented.

Grade: list the grade of the students participating in your project.

Subject(s): list the subject(s) area(s) this project will address.

Title of Project: this title should reflect the substance of your project

Problem Statement: in 1-2 paragraphs, briefly define the issue/problem your project proposal addresses.

The Project (max. 5 paragraphs):

- What is the project? Briefly describe it.
- Who will the project benefit and how? Describe the goals and objectives.
- Describe the project's activities and deliverables.
- What is the future of the project at the end of the grant period?

The Strategy (max. 4 paragraphs):

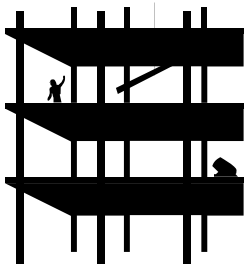
- What is the linkage between the problem identified and the proposed project?
- What will be used as evidence of success and how will this be measured? (e.g., *This project will be considered successful if _____ as measured by _____.*)
- Why should PEFP fund this project, i.e., what is the basis for your optimism that this project can address the identified problem?

LINE ITEM BUDGET SUMMARY

An important component of your mini-grant application is the preparation of a detailed budget and budget narrative, which links the funding you have requested with specific elements of your proposed project. Use your best judgment when projecting program expenses.

Line-item Budget Worksheet: A sample line-item budget worksheet is provided below. The worksheet shows the format for the line-item budget and is where you list costs associated with your proposed project and briefly describe in detail how the funds requested for each line item will be spent. You are to complete one consolidated budget worksheet for the entire grant period (duration of your project). Your line-item budget summary can be completed using Microsoft Word or Excel applications. However, the formatting (budget headers/categories) must be in the prescribed sequence as seen in the *Line-Item Budget SAMPLE*.

****All application forms and budget forms are to be word-processed and completed in either "Arial" or "Times New Roman" in 11 OR 12-point fonts. Follow directions as given on the Plainfield Schools District website for the submission of completed applications. Thank you.***



PUBLIC EDUCATION FOUNDATION OF PLAINFIELD (PEFP)
2009-2010 Teacher Mini-Grants Program Application Form

Teacher Name:

School:

Grade:

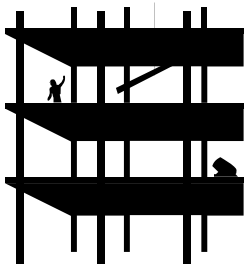
Subject(s):

Title of Project:

Problem Statement: (*max. 2 paragraphs*):

The Project (*max. 5 paragraphs*):

The Strategy (*max. 4 paragraphs*):



PUBLIC EDUCATION FOUNDATION OF PLAINFIELD (PEFP)
2009-2010 Teacher Mini-Grants Program Line-Item Budget
SAMPLE Worksheet

Teacher Name:

School:

Grade:

Title of Project:

Item Description	Rationale/Description of Use of Funds for this Item	Projected Cost	Actual Cost/Expenditure <i>(this column completed for interim and summative reports)</i>

Total Funding Request: \$ _____

**Completed Applications should be sent to;
Office of Professional Development
Administration Building
Room 207**