



Grant Guidelines

Application Guidelines

Qualified educators including teachers, administrators and other school professionals of the Pine-Richland School District (PRSD) are eligible to apply for an Outstanding Ideas Grant from PROF. Two or more applicants from the same or different schools may collaborate for a single project request.

Important Considerations:

- The Project Director (qualified educator as listed above) must be involved in all stages of the project from planning through concluding evaluations.
- PROF's Grants Committee must approve all amendments to the original grant project and/or budget.
- If a grant is approved but the recipient is unable to administer the project, all funds allocated must be returned to PROF unless an alternate Project Director has been approved by the Grants Committee.
- Recipients must submit a Project Summary which is a narrative reflecting on the outcomes and impact of the project.
 - Compliance will be taken into consideration for future grant requests.
- Grant recipients agree to acknowledge the support of PROF in printed material or presentations upon Grants Committee request

Funding Guidelines

PROF encourages collaboration among and across grades, disciplines, schools and/or the Pine-Richland community, to enrich the learning experiences of the greatest number of students across the PRSD.

- PROF will decline funding for any project that it determines does not meet the [mission and objectives](#) of the foundation.
- The project must have high-quality educational content and promote the advancement of skills or knowledge and add depth to the educational programming.
- Preference will be given to projects demonstrating sustainability, creative and effective implementation, and encouraging a hands-on approach to learning.
- PROF encourages applicants to seek outside sources for support to help maximize the use of PROF grant funds and build community partnerships.
 - Partnerships may include co-funding from other organizations such as; PTOs, civic organizations, local businesses and corporations. *Partnerships of this nature must include documentation of agreement.*



Funding Guidelines (continued)

- Grant requests for professional development must clearly align with the PRSD's goals and initiatives. Clear documentation on shared learning and implementation with colleagues must be provided.
 - Tuition and/or certification fees will not be considered.
- Fund requests for food/meals, transportation costs, substitute reimbursement, salaries/stipends for staffing and capital improvements are typically not funded through PROF.
- Technology based projects will be considered as long as they are in compliance/alignment with the PRSD technology initiatives. See Technology Guidelines below.

Technology Guidelines

The implementation of new technology is part of many innovative projects. Applicants should consider the following guidelines when submitting grants which include technology.

- Support of instruction in ways not possible without the technology
 - Example: a grant that simply provides for a new platform for downloading books would not be reviewed as favorably as a grant that uses a new piece of equipment to implement an instructional program that is not possible without the use of the technology.
- Broad access to the technology
 - Equipment funded by PROF would be accessible to a large scope of staff and students.
- Pilot programs
 - Funds will be best utilized as pilot programs rather than full program implementation to establish the value of the technology and feasibility of the program. Data from a small, proof-of-concept project aids in justification for full implementation by the PRSD.
- Support by the IT infrastructure of PRSD
 - PROF cannot fund service contracts or repairs of equipment.
 - PROF recommends that any technology project involving network access or installation be submitted to the IT Director to determine initial support and long-term maintenance costs, since this may affect the school budget and the decision by the PRSD administration to support the project.