



## Grant Application Instructions

- Answer Grant Application questions as thoroughly yet concisely as possible, using the standard Word document provided in the application. Adjust spacing as necessary.
- Supporting material should be scanned and submitted in PDF format. This includes but is not limited to:
  - Photos
  - Drawings
  - Letters of endorsement
  - Supporting documentation from PRSD or any organization providing co-funding toward the grant

### IMPORTANT

- *To ensure alignment between PROF's mission and PRSD's initiatives, PROF requires all grants to have the signature of the:*
  - *Project Director,*
  - *Building Administrator, and*
  - *Assistant Superintendent or Curriculum Coordinator*
- E-mail the completed grant application to the Curriculum Coordinator/Asst. Superintendent [mpasquinelli@pinerichland.org](mailto:mpasquinelli@pinerichland.org) by the grant deadline. The Curriculum Coordinator will review and submit the grant application to PROF.

Pine-Richland Opportunities Fund  
PO Box 248 Wexford PA 15090 ☎ 724-625-7773 🌐 [www.prof-fund.org](http://www.prof-fund.org)  
United Way Donor Option # 921848



**PROF Outstanding Ideas Grants Program  
SECTION I: APPLICATION COVER SHEET**

Project Title:

Project Director:

Email:

Phone:

L  
 S

School:

Grade Level(s) Involved:

Number of Students Involved:

Project Team Members: (if applicable)

Amount of Request:

Total Project Cost:  L  
 S

Brief Description of Grant and Use of Funds:

***In the event this grant is awarded, PRSD and the grant recipient(s) acknowledge that physical assets funded via PROF are being gifted by PROF to PRSD such that they become the property of PRSD (not PROF or the grant recipient), such that ongoing maintenance and insurance coverage become the responsibility of PRSD, not PROF or the grant recipient.***

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District Administrator

\_\_\_\_\_  
Date

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## SECTION II: GRANT APPLICATION NARRATIVE

- 1) Summarize the nature of this project and what you hope to accomplish.
- 2) Clearly identify the need in the school/district for this project: its importance, the link to the district's strategic plan, and how the project will address these needs. (If necessary, attach other supporting material, which may include letters of endorsement from individuals such as the Principal, Superintendent, Technology Director, or a Content Expert.)
- 3) Clearly state the objectives for this project and how they relate to \*PROF's Objectives and to the \*\*PRSD curriculum and long-term teaching and learning goals.
- 4) Detail the potential breadth and depth of impact this project will have within PRSD. Please include a description of any cross-curricular ties and the number of students, classes, and staff; as well as specify the grade level(s), and school(s) affected by this project.
- 5) What is the time line for implementation of this project? Please include specific learning goals and learning activities with associated dates, as well as start and completion dates.
- 6) A summary report discussing the outcomes, value, and effectiveness of an awarded project is required to be submitted to PROF at the conclusion of the project. Please identify evaluation tools and measurable goals that would be used to determine these parameters, so that an objective reflection as well as a subjective reflection could be reported to the PROF trustees.
- 7) If successful, how could this project serve as a model or a pilot program, with a sustainable impact on teaching and learning, and be replicated elsewhere in PRSD?
- 8) Please describe any potential relationships or partnerships within the community resulting from this project, and how they could directly impact the students' real-world learning experience(s).
- 9) What will you do if PROF can only provide partial funding for this grant request? If you are requesting only partial funding of the total project cost (e.g., total cost is \$2,000 and you are asking PROF for \$1,000), please provide information regarding other sources of funding, discounts or donations. This includes any appropriate documentation for proof of financial and verbal commitments.

### \* PROF OBJECTIVES

- Encourage and invest in innovative instructional efforts to enhance student development and staff engagement
- Reward and advance academic excellence and achievement
- Foster partnerships to maximize resources, raise awareness and enhance financial support of world-class educational and career opportunities for PR students.

### \*\* PRSD LONG TERM TEACHING & LEARNING GOALS

- Integrate technology tools into courses and activities when it can extend or improve the teaching and learning process OR promote innovation in that process.
- Use real-world strategies to engage students in solving problems, using their hands, and seeing connections between content areas that include career connections and play/creativity/risk.

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