

Port Jervis Education Foundation

PO Box 1104 Port Jervis, NY 12771

"Building a brighter future for the children of Port Jervis one child at a time"

Dear Grant Applicant,

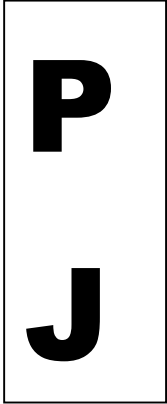
The Port Jervis Education Foundation is pleased to announce this opportunity to apply for a Foundation grant. We are an independently governed organization formed to support the youth of our school community by generating and disbursing funds to enrich and enhance education. We look forward to your proposing an innovative program or project that will benefit the students of our district.

The appropriations committee will review all applications and bring our recommendations for funding to the Board of Directors for approval. Grants will be awarded after the Port Jervis School Board approved the gifts on behalf of the District. Please read the guidelines before completing the application.

We welcome your interest in the mission of the foundation, and value highly our chance to serve as a conduit for the kindness and generosity of our community in creating new opportunities for its children.

Sincerely,

Marc Greene, President
Nick Nicolette, Vice-President
Wayne Addy, Treasurer
John Bell, Secretary
Christine Addy
Tonya Addy
John Faggione
Tom Hoppey
William Onofry
Shaun Parker
James Reyle
George Rollman



Port Jervis Education Foundation

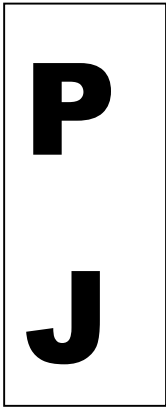
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Guidelines for Submission of Grant Application

Consideration will be given for proposals that:

- Creatively enhance the learning process of students
 - Are innovative
 - Provide enrichment activities
 - Include a well-articulated budget and good evaluation methodology
 - Are not funded or fundable by other sources.
1. Applicants must be employees of the Port Jervis City School District or organizations officially affiliated with the Port Jervis City School District.
 2. All applications must be received by email or in paper form on or before May 13, 2016.
 3. All applications must be submitted in a typed or computer generated format.
 4. All applications must be signed and authorized by the building principal or appropriate administrator. If submitting via email, your building principal may simply email the authorization in lieu of signing the application.
 5. No funds should be requested for projects that are traditionally funded through the district's budget. As grant funds should supplement, not supplant, state and local funds.
 6. Do not request funds for T-shirts, mugs, pins, refreshments, field trips, individual student activities, personal professional development, staff salaries, or transportation for field trips.
 7. Prior applicants who were not previously funded may revise and resubmit their requests for funding.
 8. Prior recipients may re-apply for new projects or for continuation of existing projects. Priority will be given to funding new projects over continuing existing ones.
 9. If your application is selected for consideration you may be invited to attend a meeting to further discuss your proposal with members of the foundation.
 10. If you accept funding for the project you will be expected to provide the foundation with a written and/or oral evaluative report within 12 months of funding.
 11. Award recipients will complete PJSCD purchase orders for funded items and place them with the Business Office.
 12. Availability of grant purchased materials should be shared with staff that could benefit from their use.



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GRANT APPLICATION

Mission Statement: The Port Jervis Educational Foundation is a community organization that raises funds to support initiatives that promote innovative programs and extended learning opportunities for Port Jervis School District students.

Please submit your application electronically or by inter-office mail to:

PJEF
c/o PJ District Office
Thompson Street or
tpagano@pjschools.org

Deadline is May 13, 2016

Please print or type

Applicant (individual or group): _____

Contact Person (if different): _____

Telephone: _____

E-mail: _____

School: _____

Amount of grant funds requested: \$ _____ (limit \$1,000)

Signature

Date

Funds will most likely be available in September/October

Title and a brief description of the project.

Describe in detail your project, goals and the benefits to students. Why do you want to conduct this project? We are interested in projects that do more than just purchase new equipment without a clear educational objective. How many students will be served?

Provide a budget detailing how funds will be expended.

Indicate how the success of this project will be measured. Please note that all grant recipients are required to report their results back to the foundation in written form and/or through an oral presentation. How will you know you accomplished your goals? Suggestions: Be objective where possible. Be creative. What will you specifically look for? If the students produce something, what will their product(s) be? Rather than using a standard test or report, try an alternative form of assessment, such as a student-teacher interview, journal or portfolio. Photos, videos, letters and other documentations are appreciated.

Signature of Principal

Date

Port Jervis Educational Foundation

Grant Application Final Checklist

- Is the Foundation's mission adequately addressed in your proposal?
- Is the application typed or computer generated?
- Did you attach adequate secondary information including, but not limited to brochures, pictures, website address, etc.?
- Is the application authorized by your Building Principal or other appropriate District Administrator?
- If emailed, did you scan the signed application and send it as a pdf attachment; OR did you send the completed application as a Word document and request the reviewing principal email the grant chair with written approval?
- Was the PJEF application and secondary information emailed or delivered to the PJEF by May 13, 2016?

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Port Jervis, NY 12771

TIMELINE - GRANT CYCLE

- * Grant requests must be emailed (preferred) or delivered to the PJEF mailbox in the District Office by May 13, 2016.
- * Grant review process will take place in May.
- * Grant awards will be approved at the May PJEF meeting.

(This page for your use only – it does not need to be returned with packet)