

2021-2022 Grant Guidelines

1. Grant awards are generally capped at \$1000. However, special projects may be approved for additional funds.
2. Please submit repeating grants, such as yearly field trip requests, as soon as possible. Approximate dates are acceptable (during March, etc).
3. Grants must be submitted before the event occurs or the purchases are made.
4. PCEF Board of Trustees is scheduled to meet monthly on the 4th Wednesday of each month. **One copy of the Mini-grant should be submitted to the District Office.** You may also submit a copy by email to: Eric Masini, masinie@pcschools535.org or Kim Bird, kimlbaum@gmail.com.
5. Please be sure to have principal signatures and all information completed before submission.
PCEF Meeting dates are the 4th Wednesday of every month. Please have the grant to the District office by the previous Friday.
5. An email will be sent to the grant contact person within a week of PCEF Board of Trustees meeting.

6. It will be the responsibility of the contact person to submit an article with photos to Taylor Vipond tjvipond@mchsi.com. Please **send the photos as an attachment** to the Google Docs. *******Please make sure any photos submitted may be published in the Putnam County Record, posted on the PC website, and on the PCEF Facebook page.**

**Putnam County Educational Foundation
Mini-Grant Application
2021-2022**

Contact person _____
Email address _____
School building _____
Principal's signature _____

Brief summary of project.

Please include **number of students, grade or class,** and **major goal** of the project.

Total funds requested \$ _____

Date received at district office _____
Date approved/declined _____
Date notification sent _____

Applicant's Name _____
Contact email _____

1. Please answer all three of these questions.

A. How will this project enrich the learning environment of your students?

B. What difference will the project make in the lives of your students?

C. Why is it important that your students have this opportunity?

2. Please describe your project. Include the materials you need, number of students/classrooms impacted , and the main learning standards this grant will address in your description.

3. Give a time schedule of implementation for this grant.

4. Detail your budget request. Include specific information as stated below:

<u>ITEM DESCRIPTION</u>	<u>SUPPLIER</u>	<u>COST</u>	<u>TOTAL</u>
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AND QUANTITY