

THE PENN MANOR EDUCATION FOUNDATION

VENTURE GRANTS FOR TEACHERS

Due on or before January 22, 2008

THE PROGRAM

The Penn Manor Education Foundation rewards the creation of exciting and innovative educational ideas through a Venture Grants for Teachers Program.

Grants will be awarded to enable unique teaching strategies to become a reality. Educators and artist-in-residence are also encouraged.

THE CONCEPT

Venture grants programs have evolved through the nation to meet two needs present today in most public school districts. First is the need to bring new resources to bear in the classroom, the focal point of education. Second is the need to break down the school district's isolation from business and civic leaders, from municipal government and from community members who may not have children in the public school system.

Venture grants programs are not a new idea. Their prime goal is to reward teachers with an opportunity to put exciting and often long-cherished ideas into practice. Materials developed in venture grants projects frequently become part of the school's regular curriculum. The excitement generated by a single grant can influence the learning climate of an entire school.

Venture grants are effective because they put funds directly into the classroom where they can do the most good.

SELECTION

Business and civic leaders who make up the Penn Manor Education Foundation Awards Committee will review all applications. Based on the availability of funds, the projects will be chosen on a competitive basis. The PMSD Administration will review all the projects for appropriateness and to assure regular funds would not provide for the grant.

The Foundation Board of Directors will give final approval to all funded projects.

Interested teachers should fill out the one page application carefully. Each project will be reviewed with respect to the following criteria:

1. Is the project both innovative and curriculum-related?
2. Is proposed project clearly stated? Are the goals realistic and worthwhile?
3. Are the procedures to be followed clearly described? Are the methods, needed materials, resource personnel, tentative schedule and completion date specified?
4. Is the budget request reasonable and sufficiently detailed? All proposals must include an itemized budget.
5. Could this project be funded through the regular PMSD budget?
6. Does the project have the potential to involve the community in some way?

7. Can this project become part of the regular curriculum? Does it have the potential to affect large numbers of pupils?

APPLICATION PROCEDURE

Interested applicants should complete the following process:

1. Think of a project you would like to try in your classroom. You may wish to work with other teachers, administrators, and/or parents. Involve the students; get their ideas.
2. Calculate the cost of the project. Obtain prices for the materials and supplies you'll need.
3. Carefully complete the application form. These forms are available in the principal's office of each school and on Penn Manor's Intranet site.
4. Submit your application and six copies to the Cindy Rhoades in the District Office no later than **January 22, 2008**.

IMPORTANT TO NOTE

Projects which will take several weeks to complete and have potential to become part of the regular curriculum have a better chance of being funded than "once and done" projects.

Applications from elementary teachers must have the signature of the building principal. The department head and the principal must sign secondary school applications.

Funded projects must be completed by June 30, 2008.

FREQUENTLY ASKED QUESTIONS

Q. Does this involve a lot of paperwork?

A. No. The application form is two pages. Should you receive a grant, you will be asked to submit a one-page final evaluation report upon completion of your project.

Q. What kind of project can I propose?

A. Almost anything that is innovative, related to the curriculum and directly involves your students. Your project will be judged along with the other proposals according to the criteria listed above.

Q. If I am awarded a grant, how soon can I start my project?

A. Almost immediately. Your check will be presented to you in mid February.

Q. What happens if I have "leftover" funds upon the completion of my project?

A. Unused money, along with your financial report, must be returned to the Foundation at the conclusion of your project.

IMPORTANT REMINDERS

The deadline for grant applications is January 22, 2008.

If you have questions or need further information, please call Cindy Rhoades (872-9500 ext. 2241).

THE PENN MANOR EDUCATION FOUNDATION
Venture Grants for Teachers

APPLICATION

APPLICANT

DATE

SCHOOL

PROJECT TITLE

GRADE LEVEL/DEPARTMENT

BUDGET REQUEST

Project applicants should review the accompanying information that explains the grant program before completing this form.

Write a one paragraph summary of the project you would like to try at your school.

Please answer the following questions. If you need additional space, you may attach pages to this application.

1. What challenge faces you that this grant will address? Tell why you think there is a special need for this project.

2. Describe your project with specific details. Discuss methods, needed materials, resource personnel, a tentative schedule and your completion date.

3. Approximately how many people will be affected by this project? Explain how you arrived at this number.

4. EVALUATION - How will you determine whether your objectives have been achieved? **You will be required to write a one-page evaluation at the conclusion of your project.**

5. Detail your budget request. Include specific information such as kinds of materials and equipment needed, supply sources, etc. **Be sure to include all costs.** As the Penn Manor Education Foundation and not the school district is providing these funds to you, you cannot use the district's purchase order system. Please contact the vendors directly.

ITEM

SUPPLIER

COST

APPLICANT SIGNATURE

DEPARTMENT HEAD SIGNATURE

BUILDING PRINCIPAL SIGNATURE

Return your proposal along with **six (6) copies** of this grant form by January 22, 2008 to:
Cindy Rhoades
Penn Manor Education Foundation
District Office