

**Ponca City Public School Foundation (PCPSF)
Grants-to-Teachers Application Form**

Submit in the format listed below.

Date:
Grant Title:
Name(s):
School:
Grade Level:
Content Area:
Total Amount Requested:

1. What is the Major Educational need this grant addresses?
2. Approximately how many pupils will be affected by this project, both directly and indirectly?
3. Describe your grant including methods, materials and objectives. Foundation grants are intended to fund a creative teaching plan, so if equipment or materials are requested it should be clearly stated as to why these are an integral part of the grant plan.
4. Give a time schedule of implementation. Periodically Foundation Trustees would like to view approved plans in action.
5. Detail your budget request. Include specific information about kinds of materials and equipment needed, sources of supply, and costs (including shipping and handling). If possible, list alternatives if full funding is not available.
6. What methods will be used for measuring the stated objectives, or what definite evaluation will you make to determine whether the grant was successful? (Please be specific.)

Signature of Grant Applicant(s)

Signature of Building Principal

Email Address of Applicant(s)

Please send applications to: Jan Miller
Ponca City Public Schools
613 East Grand
Ponca City, OK 74601

If you have any questions or need further assistance, please contact Ms. Miller at 718-3810.

To: Ponca City Public School Teachers
From: Ponca City Public School Foundation Trustees

IMPORTANT: See second page for Grant Guidelines.

Updated 3/18

Guidelines for PCPSF Grants-to-Teachers Application

Fall Deadline: October 1

Spring Deadline: February 1

The purpose of the Grants-to-Teachers program is to encourage teachers to enrich the classroom and to develop programs that stimulate thought and expand the existing curriculum. We do not typically grant items supplied by the district nor do we support programs that are not district approved.

Applications should be submitted by the date listed above and will be reviewed on a competitive basis. As you begin this process, please keep in mind the following:

1. The grant should be creative and innovative and must enrich and augment the curriculum rather than take the place of a project funded by the district.
2. The educational content must be central to the grant and appropriate for the intended audience. Preference will be given to grants that support or enrich project based learning.
3. The goals of the grant must be clear and well defined and the need for the grant must be clearly established.
4. The time schedule and budget must be clearly stated.

As stated above, grants are competitive. Possible reasons for rejections are:

1. Budget restraints will not allow for this grant. (Approx. \$4000-\$8000 per grant round)
2. A similar grant has already been funded.
3. Supplies and equipment that the school district should provide will not be funded. (i.e., computers, software, microscopes, cameras, equipment repair and maintenance, general books, consumables, professional development, etc.)

The implementation of the PCPSF Grants-to-Teachers program is made possible by funds donated to the Ponca City Public School Foundation from citizens and businesses of our community.

Your interest in the students of Ponca City is greatly appreciated.

Thank you,

Ponca City Public School Foundation Trustees

Grant Ownership Policy: Grant awards will be by check made payable to the Ponca City Public Schools Gifts and Endowment Fund in the name of the teacher(s) submitting the grant. All materials become the property of the school district. Grant materials may be moved within the school district upon the recommendation of the Ponca City Public School Foundation and approval of the Board of Education.