Shippensburg Area School District

Greyhound Foundation

# Mary Jane Taylor

# Education Mini-Grants Program

***School Grants for***

***Educational Programming***

**Application Package 2022 – 2023**

**Applications Due: Friday, September 16, 2022**

Dear Applicant:

**Shippensburg Area School District**

**Greyhound Foundation**

**317**

**North Morris Street**

**Shippensburg, PA 17257**

**717**

**-**

**530**

**-**

**2700**

April 2022

The Shippensburg Area School District Greyhound Foundation is pleased to announce its ***Mary Jane Taylor Education Mini-Grants*** ***Program.***

The ***Mary Jane Taylor Education Mini-Grants*** ***Program*** seeks applications from ***educators*** demonstrating innovative programming that addresses an identified ***educational*** need that will directly benefit children of the school district. All proposals must address educational programming that directly involves school district children.

The Foundation has set aside **$8,000** for this program and will accept proposal requests ranging from $250 to $1,000. If a proposal requires additional funding, the source must be clearly stated. The project grant has a six-month implementation period from November 2022 through May 2023. ***Grant awards are competitive and will be based on those proposals that best meet the stated criteria.***

**The proposal (meeting the attached guidelines) is due to the Shippensburg Area Senior High School Office by 4:00 p.m., Friday, September 16, 2022.** Award recipients will be notified via email and will be recognized and receive a certificate at a designated School Board Meeting.

Building principals will provide an overview for applicants interested in learning more about the program.

We look forward to receiving your application and becoming partners in creating positive educational programs for the children in our school district.

Sincerely,



Cheryl A. Slattery

Greyhound Foundation Education Committee Mini-Grants Chairperson

***Mary Jane Taylor Education Mini-Grants Program***Application Cover Sheet



Date of Application: \_\_\_\_\_\_\_\_\_\_

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of Instruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Grant (one sentence):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning and Ending Dates of the Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Project Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIRED SIGNATURE**

**Signature:** Elementary/Secondary Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Grant Application Format



Please structure your proposal to provide the following information in the order indicated. Use the headings and subheadings provided. Then, in your own words, address the questions and issues posed in the outline. The criteria for evaluation reflect the general interests and concerns of the Foundation but are not intended to be conclusive. Additional information pertinent to your project should be included. Please be thorough yet strive for brevity. Tightly written proposals are preferred.

**NARRATIVE** (a maximum of 2 pages)

1. **Purpose of Grant** 
   * Describe the proposed program or project.
   * Identify the needs/problems to be addressed, target population.
   * Outline the project goals and ***measurable*** objectives, and the project activities to meet them.
   * Define the project as a new or continuing program.
2. **Management Plan** 
   * Provide a timetable for implementation.
3. **Evaluation**
   * Describe your plan to document progress and results. Final evaluation and expenditure reports will be required for every grant awarded.

## Grant Application Budget



An accurate, detailed budget for proposed projects is a primary requirement of every grant. This portion of your proposal should break down the total budget into the specific items listed below. As long as your budget is typewritten and contains the following information, feel free to submit it in a format comfortable and convenient for you.

1. **HEADING**

*Include title of project. Please specify the budget period (e.g. December 1, 2022 to May 10, 2023).*

1. **EXPENSES**

*Please itemize the following expenses. Be sure to include any additional items relevant to your particular program. Provide an expense total.*

* + Consultant and professional fees (e.g. technical support, training, etc.).
  + Equipment
  + Supplies



* + TOTAL EXPENSES

**CRITERIA FOR EVALUATION OF PROPOSALS:**

* 1. **Purpose of Grant (50 points)** 
     + An overall description of the proposed program or project is included.
     + The applicant has identified WHY this program/project is needed (identified a problem or need) and WHO this program/project will serve (including number of children to benefit.)
     + The program/project goals are written so that achievement can be measured.
     + The activities listed support the program/project objectives/goals.
     + The project is defined as a new or continuing program.

* 1. **Management Plan (10 points)** 
     + A timetable for project activities is provided.

* 1. **Evaluation (20 points)** 
     + A clear plan for documenting the project’s success is included. The plan relates to meeting the project’s stated goals.

* 1. **Budget (20 points)** 
     + Is the budget reasonable to support the scope of the proposed project?
     + Is it evident that the proposed costs have been researched and not just generalized?