



PORTOLA VALLEY SCHOOLS
FOUNDATION

**Portola Valley Schools Foundation
Endowment Grants Program**

CONTENTS

A. Purpose, Overview & Requirements.....p2

B. Grant Application.....p4

C. Six-Month Grant Status Report.....p6

D. Addendum: Budget Examples.....p8



Portola Valley Schools Foundation Endowment Grants Program: Purpose, Overview and Requirements

Purpose of the PVSF Endowment Grants Program

The Endowment serves as a source of funding for the Portola Valley Schools directed at three specific areas of focus that have been identified as long-term priorities by the community. The three areas of focus supported by the Endowment are as follows:

- **Fostering Excellence in Teaching:** Recruiting, developing and retaining the best educators, while encouraging collaboration and the sharing of best practices.
- **Augmenting the Core Academic Curriculum:** Applying technology and innovation to teaching math, science and the language arts.
- **Promoting a Balanced Education:** Stimulating a passion for learning by supporting the District's efforts to maintain a broad curriculum.

Determination of Grants

Grants from the Endowment will be awarded each year based on: a) funds available for distribution and b) an evaluation of all grants submitted as to their effectiveness in advancing the identified priorities. Financial distributions for grants are subject to final approval by the Endowment Board.

Eligibility Requirements and Expectations

Teachers, professional staff and administrators employed by the Portola Valley School District may apply as an individual or submit a joint proposal. The proposed activities must be aligned to one of the three program areas described above. In addition, although the Endowment Committee encourages a wide range of creative and unique proposals, one or more of the following attributes are encouraged:

- Alignment with the Strategic Plan
- Collaboration among teachers and staff is fostered or required
- Impacts/benefits a large group of students and/or teachers, ideally across multiple classes or grades

Grants will be made both for specific programs within the schools as well as for outside programs for teacher enrichment and development that will advance teaching skills, capabilities and credentials. Proposals must be signed by a supervisor – a principal or the superintendent - as evidence of approval of the project or set of activities, if funded. All grantees will be required to submit a report to the district and the Portola Valley Schools Foundation six months after grant funds awarded, including a financial report on their expenditures (see Six-Month Grant Status Report document).

Grant Budget Parameters

There is no set limit on grant amounts, but each proposal will require a rationale, narrative description and budget justification and will be evaluated carefully by a review panel. Applicants should consider how to deliver the proposed end product at a reasonable cost. In many cases, this will not mean the lowest cost option, but rather the option that provides the desired quality or results at a competitive and reasonable price. For relatively higher cost proposals it can be helpful to the Endowment Committee for the applicant to consider a range of options (i.e., two or three) that can meet the stated objectives, with a brief discussion of the trade-offs related to the price of a product or service, and its resulting quality, functionality or impact. In all cases the applicant should perform basic research on pricing for a given proposal and provide a detailed price estimate as part of the application.

A typical award will range from \$1,000 to \$10,000 and may be for one-time or multi-year programs. Larger scale projects that are supported and coordinated by the District will be considered, as well.



**Portola Valley Schools Foundation
Endowment Grants Program:
Grant Application**

Note: Application not to exceed 3 pages, plus signature page and a 1-2 page budget. All applications must be submitted electronically to the Superintendent.

Proposal Title:

Start Date:	
End Date:	
Applicant Name(s):	
Email:	
Phone:	
PVSD position: describe your responsibilities within the school or district, 150 words or less):	

- 1) **Purpose:** Please state the educational purpose of your project, program or activity and provide a rationale for why you believe it is important.

- 2) **Description:** Include a clear and concise description of the activities you will undertake during the grant period. Please indicate how the purpose and proposed activities will advance the identified areas of focus of the Endowment Program, as outlined in the introduction.

- 3) **Expected Results:** Describe the specific results you expect to accomplish, including, if applicable, the following:
 - How will the activities you propose to undertake strengthen and enhance your professional skills and knowledge?
 - How will you and/or your project group apply these skills and knowledge in your classroom, in specific courses, or if an administrator, as part of your professional responsibilities with the PVSD?
 - What improvements in student achievement and/or educational experiences do you anticipate as a result of this award?
 - Will your proposal benefit students across multiple classes or grades?

4) **Budget** (limit to 1-2 pages, see Budget Example in Addendum)

- Break out your budget by requested amount in each category of use
- Provide a narrative justification for each category of funding requested
- If your grant proposal includes equipment of any kind, a written quotation from the vendor must be included with your grant application, together with a brief description of how you determined the pricing is competitive
- Consider whether more than one option should be considered by the Endowment Committee and, if so, provide related narrative and budgets.
- If your grant proposal includes compensation at the contractual hourly rate, please use \$56 to reflect the cost of payroll taxes.

5) **Signatures:** Please read, sign and included the following statement with your proposal:

I (we) understand that a Portola Valley Schools Foundation Endowment Award obligates the awardees to: (1) submit a status report to the Endowment Board and to the District on the results of the grant six months after the date the grant is awarded, (2) to begin using the funds within 6 months of receiving the award, and (3) to return the portion of the funds not yet used, if a grant recipient terminates his or her employment with the Portola Valley School District during the grant period.

Applicant(s) Signature _____ Date _____

Applicant(s) Signature _____ Date _____

Applicant(s) Signature _____ Date _____

Applicant(s) Signature _____ Date _____



PORTOLA VALLEY SCHOOLS
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**Portola Valley Schools Foundation
Endowment Grants Program:
Six-Month Grant Status Report**

All grant recipients are required to report on the status of the grant award to the Endowment Board 6 months after the date a grant was awarded.

Please provide the following information and submit to PVSF (limit to 2 pages, please):

Grant Name:	
Recipients Name(s):	
Approval Date:	
Report Date:	
Budget: Please provide final costs and date of purchase/payment and attach receipt.	
Effectiveness: Please summarize use(s) to-date and effectiveness compared to original intent.	

Next Steps: Please describe plans for continued and/or future use.

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Portola Valley Schools Foundation Endowment Grants Program: ADDENDUM

Budget Examples

Equipment Example (two options)

Perferred Option:

Item Description	Item Name/#	Quantity	Item Cost	Total Cost	Comments
Canon HD Video Camera 1080 P Resolution Optical and Digital 10x Zoom	Professional HD Video Camera Model # HD-3398	4	\$ 750.00	\$ 3,000.00	If the proposal includes a lower cost option, describe briefly the important features of this higher cost option and why it is preferred
Sony High Definition Monitors 30" Screen Size	Super-Media Video Display Mdel # S4456	10	\$ 400.00	\$ 4,000.00	Same as above
Tax				\$ 577.50	
Shipping				\$ 350.00	
				<u>\$ 7,927.50</u>	

Alternative Lower Cost Option:

Fuji HD Video Camera Digital 5x Zoom	Enthusiast HD Video Camera Model D5XA	4	\$ 400.00	\$ 1,600.00	Example: The slightly lower HD resolution is sufficient for the intended use; while we would prefer the better zoom of the Canon, 5x zoom is sufficient for most requirements. [Perhaps also discuss what things you will NOT be able to do with this item that the more expensive item allows.]
Hitachi HD Monitor 24" Screen Size	Color Monitor Model # 45678	10	\$ 200.00	\$ 2,000.00	Example: While the larger monitors would be helpful when multiple students are clustered around a monitor, the 24" screen would be adequate.
				\$ 297.00	
				\$ 350.00	
				<u>\$ 2,647.00</u>	

Professional Development Example

Item Description	Hours	Quantity	Item Cost	Total Cost	Comments
One day on-site group training presenter	Day Rate	1	\$ 600.00	\$ 600.00	
Staff Planning Time (10 Teachers)	4	10	\$ 50.00	\$ 2,000.00	
Staff Training Time (10 Teachers)	6	10	\$ 50.00	\$ 3,000.00	
				<u>\$ 5,600.00</u>	