



## Endowment Grants Program

### Purpose of the PVSF Endowment Grants Program

The Endowment was established in 1998 by several generous community members to serve as a source of funding for the Portola Valley Schools District (PVSD) 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:

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

### Determination of Grants

Grants from the Endowment will be awarded each year based on:

- funds available for distribution, and
- 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 Committee.

### Eligibility Requirements and Expectations

Teachers, professional staff, and administrators employed by the PVSD 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 Local Control Accountability Plan (LCAP) or district goals:
  - Academic Achievement/Instruction: All Portola Valley School District students will experience high quality core instruction that results in equitable outcomes and expected yearly growth.
  - Wellness, Communication and Safety: The Portola Valley School District will provide a safe, healthy, and respectful learning environment to maintain involvement and satisfaction of students, staff, parents, and community members.
  - Student Engagement: Students will collaborate, communicate, and be given opportunities to develop their character, creativity, and critical thinking skills by

engaging in creative hands-on learning experiences that focus on technology, innovation, design, and global citizenship.

- 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 PVSD as well as for outside programs for teacher enrichment and development that will advance teaching skills, capabilities, and credentials. Proposals must be approved 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 six-month report after the grant fund is awarded to the district and the Endowment Committee, including a financial report on their expenditures.

**Grant Schedule**

The Endowment Committee provides two funding cycles per year, Fall and Spring, using the following schedule:

**PVSF Endowment Grant Schedule**

**Questions?**  
 Contact Endowment Co-Chairs  
[Lskanberg@gmail.com](mailto:Lskanberg@gmail.com) or  
[laura.h.davidson@gmail.com](mailto:laura.h.davidson@gmail.com)

**1. Fall - Cycle I**



**2. Spring - Cycle II**



**Spend + Refund Deadlines**



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Funding outside the schedule cycles is discouraged, though under special circumstances may be considered if needed by the PVSD and approved by the Endowment Committee. PVSF’s financial management firm limits the cash distributions on an annual basis; therefore, additional effort and approvals are required to fund grants outside of the two annual funding cycles.

**Application and 6-Month Status Report Forms**

Grant applications must be approved by a supervisor, a principal or the Superintendent, before submission to the Endowment Committee. Applications should not exceed 3 pages and 1-2 page budget.

Grant applications are submitted electronically to the Superintendent, Chief Business Officer, and the Endowment Committee Chair(s) using the following form:

- [Endowment Grant Application](#)

Grant recipients must submit a status report to the Endowment Committee Chair(s) and to the PVSD on the results of the grant six months after the date the grant is awarded using the following form:

- [Six-Month Grant Status Report](#)

### **Grant Budget Parameters and Spending**

The Endowment Committee budgets \$100K per school year to award in the two annual funding cycles for the PVSD grant applicants. 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 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 PVSD will be considered as well.

The PVSF CFO will deliver a check in the total amount of the grant funding cycle to the PVSD Chief Business Officer in October of the Fall Cycle and in March of the Spring Cycle. Grant awardees should begin using the funds within six months of receiving the notice of award. Funds should be used by September 30 of the subsequent school year. Any unspent funds will be returned to PVSF. If a grant recipient terminates his or her employment with the PVSD during the grant period, recipient agrees to return the portion of the funds not yet used.

### **PTO Grants**

PTO grants are used for *on demand grants* for smaller expenditures like supplies for the classroom. Grants from the PTO will be awarded each year based on a) funds available for distribution, and b) an evaluation of applications submitted for approval by the PTO leadership board based on the application criteria found here: [PVPTO Grant Application](#).

### **Questions**

Please direct any questions regarding the process to the Endowment Committee Chair(s) or the President(s) for the PVSF. Current PVSF Board roles can be found on our [website](#).