



## Port Huron Schools Endowment Fund

### 2016-17 STEAM Grant Request Guidelines

The Port Huron Schools Endowment Fund Board has allocated \$10,000 for STEAM related mini grants.

#### GUIDELINES:

- The Port Huron Schools Endowment Fund awards grants quarterly.
- Grants must be for STEAM related projects that align with the Board of Education Goals and the District's Blueprint for Success.
- The number of grants awarded will depend on the availability of funds.
- Grant funds cannot be used for salaries, stipends or tuition.
- Applicants must be staff members of Port Huron Schools.
- Grant recipients are required to submit a summary report to the Port Huron Schools Endowment Fund board upon completion of the activity or project.

#### PROCEDURES:

- Submit two copies of the completed application and detailed budget to Sharon Cadrette at least one week prior to the Endowment Fund Advisory Board's meeting (dates listed below) to be considered for approval.
- Application form must have the Principal and Director of K-12 Instruction signatures prior to submission.
- Grant applications will be reviewed by the Advisory Board and awardees will be notified of the grant status within one week following the meeting via email.

#### 2016-17 PHS Endowment Fund Advisory Board Meeting Dates:

January 25, 2017  
April 26, 2017  
July 26, 2017  
October 25, 2017

Port Huron Schools Endowment Fund

GRANT APPLICATION

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

Project Title : \_\_\_\_\_

Requesting Staff Member: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Contact Person & Title: \_\_\_\_\_

Other staff working on this project: \_\_\_\_\_

**Please note: Grant funds cannot be used to pay salaries, stipends or tuition**

1. Brief description of the proposed project. (250 words or less)
  
2. Outline the educational goals and objectives.  
*Describe how this project is aligned to STEAM (Science, Technology, Engineering, Arts and Math) or college access.*
  
3. Describe the benefit to Port Huron Schools students.  
*How many students will be impacted? Why is this project needed? Be specific about the advantages your project offers.*
  
4. Describe who will be involved and detail how the project will be executed.
  
5. What is the proposed schedule? Describe the project evaluation.  
*Describe the project's timeline, including start and completion dates.*

