



## Port Huron Schools Endowment Fund Grant Request Guidelines

The Port Huron Schools Endowment Fund Board has allocated \$10,000 for S.T.E.A.M. related mini grants.

### GUIDELINES:

- The Port Huron Schools Endowment Fund awards grants quarterly.
- Grants must be for S.T.E.A.M. 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.

### 2018 PHS Endowment Fund Advisory Board Meeting Dates:

January 24, 2018

April 25, 2018

July 25, 2018

October 24, 2018

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.*
  
6. Describe how the program will be evaluated.  
*What are the specific methods of evaluation? How and when will you measure the project's success?*
  
7. If applicable, identify the source and amount of additional funding needed beyond the grant amount.
  
8. Attach a detailed budget for this project.

The grant application will only be accepted with the school principal's and Director of K-12 Instructor's signature indicating support and approval of the grant application.

\_\_\_\_\_  
School Principal's Name

\_\_\_\_\_  
School Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of K-12 Instruction's Name

\_\_\_\_\_  
Director of K-12 Instruction's Signature

\_\_\_\_\_  
Date

*For Endowment Fund Board Use*

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Date received: \_\_\_\_\_  
Date reviewed: \_\_\_\_\_

Request Approved \_\_\_\_\_

Request Denied \_\_\_\_\_

Endowment Board Chairperson Signature

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