

**Have you applied for a ...**



*Port Arthur Public  
School Foundation Inc.*

*Supporting the students & teachers of the  
Port Arthur Independent School District*

**Grant ?**

Application Deadline: January 27, 2012

Grants awarded between February 8 and 20



*Port Arthur Public  
School Foundation Inc.*  
*Supporting the students & teachers of the  
Port Arthur Independent School District*

## **GUIDELINES FOR GRANT APPLICATIONS**

- Purpose:** The Port Arthur Public School Foundation, Inc. Grants Program is designed to encourage, facilitate, recognize and reward innovative instructional approaches to enhance academic excellence in the Port Arthur Independent School District.
- Persons Eligible:  
to Apply for Grants** Individuals or teams employed by Port Arthur Independent School District.
- Eligible Proposals:** Instructional approaches or projects designed to begin during the specified school year and which meet the selection criteria.
- Award of Funds:** Grants of up to approximately \$1,000 will be awarded to **teacher-initiated programs**, projects or instructional items. (Note: Check will be made payable to the grantee's school and be for exclusive use of the grantee's purpose.)
- Due Date:** Dates for announcing availability of grants, evaluating applications, closing date of application and awarding grants will be recommended by the Grants Committee and approved by the Port Arthur Public School Foundation, Inc. Board of Directors. Applications must be received by the date specified on the most current application.
- Selection Criteria:**
1. The degree to which the proposal represents creative or innovative approaches to instruction.
  2. The degree to which the proposal develops, supports, or promotes academic excellence.
  3. The degree to which the project and the objectives, teaching methods, time schedule for implementation, and evaluation of project are clearly defined.
  4. The degree to which student learning is directly impacted.

**Selection Process:**

1. Application forms will be available at each school campus in the office of the principal and on the website.
2. **Applications must be signed by the principal.**
3. Signed applications are due by the date specified on the first page of this application.
4. Application will be presented to the Grants Committee without the name of the person(s) requesting the grant, the name of the school(s), and the name of the principal(s).
5. A summary of the projects selected by the Grants Committee will be submitted to the Board of Directors for final approval. Projects selected will be kept confidential until the date that grants are actually awarded to recipients.
6. Materials and/or equipment will be ordered by the individual campus in cooperation with administration. The individual campus will provide a copy of the invoice, or other appropriate documentation to the Treasurer of the Port Arthur Public School Foundation.
7. Recipients will be awarded grants at their individual campuses.

**Responsibilities of Grant Recipients:**

1. Use the awards for the purposes intended.
2. Prepare a brief final report for sharing with other teachers and for inclusion in the Foundation's Annual Report.
3. Agree to share successful procedures in staff development sessions or in other settings determined appropriate by the Foundation Board of Directors.



**Port Arthur Public  
School Foundation Inc.**  
*Supporting the students & teachers of the  
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**For Foundation Use Only**

**Application** \_\_\_\_\_

**Date Received** \_\_\_\_\_

## PORT ARTHUR PUBLIC SCHOOL FOUNDATION, INC. GRANT APPLICATION

The Port Arthur Public School Foundation, Inc. is a separate unit from the Port Arthur Independent School District but cooperates with the District to enhance academic excellence. Its goal is to reward those involved in innovative classroom projects.

Thank you for your interest in the Port Arthur Public School Foundation, Inc. Grants Program. To ensure anonymity during the selection process, the committee members will not have access to applicant's name until the evaluation process is completed. Please submit only one application per project. You may be awarded a grant only once in a twelve-month period.

Applicants must comply with the instructions listed in the *Guidelines for Grant Application*. A copy is available in the Principal's Office on your campus and online at [papsf.org](http://papsf.org)

\_\_\_\_\_  
*Name(s)*

\_\_\_\_\_  
*School(s)*

\_\_\_\_\_  
*Position(s)*

\_\_\_\_\_  
*Home Address(es)*

\_\_\_\_\_  
*Home Phone*

\_\_\_\_\_  
*School Phone*

\_\_\_\_\_  
*E-mail Address*

**Total Dollar Amount of Budget Request \$** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Principal*

\_\_\_\_\_  
*Signature of Applicant(s)*

**APPLICATION DEADLINE (MUST BE RECEIVED BY): Friday, January 27, 2012**

**Forward proposal to:** Port Arthur Public School Foundation, Inc.  
Attn: Grants Committee  
P.O. Box 1203  
Port Arthur, TX 77641

**PORT ARTHUR PUBLIC SCHOOL FOUNDATION, INC.  
GRANT APPLICATION – PAGE 2**

**COMPLETE THE TOPIC HEADINGS BELOW IN A 1-3 PAGE APPLICATION:  
(APPLICATION MUST BE TYPED)**

- **Project Goals/Objective**                      **What is the need or problem addressed by the Project?  
What do you expect the students to accomplish because  
of the project?**
  
- **Project Description/Activities**                      **Outline the action steps, describing student activities,  
timeline and resources or materials involved. Note any  
innovative aspects you believe will positively impact  
student learning.**
  
- **Project Evaluation**                                      **How will you determine if the students met the goals of  
the project? Describe your evaluation method or  
procedure.**
  
- **Amount Requested  
(BUDGET)**    **NOTE: Our intent and understanding is that materials/  
equipment awarded will be for the long-term benefit of  
the students and will become property of the school  
district.**

**List name, address, and phone number of vendor.**

**Describe materials and/or equipment including model  
number, item number in the vendor catalog, size,  
quantity, and color, if appropriate. Be specific and  
detailed about what you are requesting.**

**Be sure to include cost plus shipping charges.**