



## **Traditional Grant Application 2024-25 School Year**

*Submit original and 10 copies of the completed Grant Cover Sheet and Application to:*

**P-H-M Education Foundation  
ATTN: Grants Committee  
55900 Bittersweet Road  
Mishawaka, IN 46545**

**Deadline: October 30, 2024, 12pm**

# P-H-M EDUCATION FOUNDATION GRANT APPLICATION INFORMATION

## Introduction

The P-H-M Education Foundation (PHMEF) is a non-profit 501(c)(3) Foundation with a mission to support and enhance the educational experience of the P-H-M School Corporation students through grants to programs that exhibit innovation and creativity and reflect commitment to excellence in education.

PHMEF funds grants for the following purposes:

Academic Excellence and Innovation — Curricular and extra-curricular learning including projects that focus on traditional academic subjects, visual and performing arts, and those that foster innovative instruction.

Community and School Partnerships — New initiatives that enhance the educational mission of the schools through collaborative partnerships including those that promote multi-cultural and community learning experiences.

Leveraging External Grants — Matching dollars when *grants are required* by the funder to include local matching funds. Matching grant requests must be related to the above two areas of Foundation funding.

## Directions for Grant Application

1. Review the entire Grant Application packet.
2. Complete and submit **10 copies** of the Grant Application including required signatures, and the proposal narrative that must follow the outline on Page 3 to the PHMEF office located in the Educational Services Center by the grant deadline.
3. Grant deadline is Wednesday, October 30<sup>th</sup> at 12pm

## Grant Categories

- Individual Classroom Grants — \$750 to \$2,500: For projects that promote student achievement by increasing reading/language arts, math, or science skills. However, requests are not limited to these areas. *(Requires teacher's and principal's signatures)*
- Collaborative Project Grants — \$750 to \$5,000: For projects that involve multiple classrooms, or grade levels or multiple schools. Priority will be given to projects that support increased reading/language arts, math, or science skills. However, requests are not limited to these areas. *(Requires signatures of each teacher and principal participating)*
- Corporation-wide Grants — \$1,000+: For projects that involve multiple schools within the P-H-M school corporation and will significantly enhance student achievement. *(Requires signatures of participating teachers and/or administrators)*

## Eligibility

Any P-H-M school corporation personnel are eligible to apply for grants, as long as direct impact on students can be demonstrated

## Scope and Requirements

The total amount of funds available for a given year depends upon the success of PHMEF's fundraising and investments.

- The Grant Application must be typed, complete, have clearly defined goals and objectives, written to be understood by non-educators, comply with deadlines, and include a completed Grant Request Cover Sheet with all authorizing signatures
- The Grant Application should demonstrate creativity and innovation in educational programming and target a significant number of P-H-M students.
- If the Grant Application includes a request to fund equipment or facility improvements, the application should detail an educational program in which the equipment would be used. Technology hardware requests must be pre-approved by the P-H-M Director of Information and Technology Services.
- The Grant Application should provide a plan for additional non-PHMEF funding, if necessary.
- **The Grant Application should not request multiple year funding or funds for teacher stipends, salaries, substitute pay, travel expenses, student scholarships, or party supplies. (Please note: Grant Applications to fund existing projects are discouraged unless the project will change significantly.)**

## Grant Selection Process

The Grants Committee is a diverse group of PHMEF volunteers, staff, and a school corporation administrator who use both objective and subjective criteria to evaluate grant requests. A grant award may cover only a portion of the entire project cost. All grant applicants will be notified of the Grants Committee decisions within two months of the grant deadline date.

## Accessing Awarded Grant Funds

When a grant is awarded, PHMEF sends the funds to the recipient's school treasurer or district treasurer in the case of a corporation-wide grant. Funds are accessed by submitting purchase orders or expense receipts. If you do not use all funds please refund excess to PHMEF by the end of the school year.

## Timeline and Process

**October 30th, 2024, at 12pm.** - Deadline for grant applications.

**Mid November-** Grants Committee meets to review grants and determine recipients. The Grants Committee presents funding proposal to the PHMEF Board of Directors and P-H-M school board

**Early December** - Grant recipients notified and given a complimentary invitation to attend the Superintendent's Breakfast (substitutes will be provided if necessary). Grant funds will be sent to recipients' schools.

**May 14th**– Grant recipients publicly recognized at the Superintendent's Breakfast.

## Criteria

Please include ALL of the following for consideration:

- Complete the grant request cover sheet
- Summary description of grant proposal — Provide the Grants Committee with an overview of the grant proposal in 300 words or less including methods to accomplish goals. The last sentence of the overview should begin as follows: This project promotes academic excellence by.....
- Statement of need and background information — How will this project fulfill an unmet need? Example: to supplement the curriculum and/or to address a specific problem
- Project goal(s) and objectives
- Timetable for completion and plans of project continuation after this funding (if applicable)
- Anticipated impact on students, teachers, programs, curriculum, teaching methods or the P-H-M School Community
- Plan for evaluation and follow-up — The standards of measurement to be used to determine if goal(s) have been achieved and timeline for assessment of results.
- Itemized budget for the project\* — Project and itemize expenses over time a list funding from other sources, if applicable. If the Foundation is being asked to fund a portion of the project, please provide written assurances from the other organizations that the remainder of funds is already committed. List in-kind contributions by the school, district, and volunteers, if applicable. If travel or teacher stipends are a part of the project the funding source must be listed to qualify. Please be as specific as possible with your budget information. Itemize direct costs, specifying the prices of any equipment and materials to be purchased *If you plan to purchase technology, please identify the make and model of an hardware requested. Such requests should be reviewed and approved by P-H Director of Information and Technology Services, to ensure compatibility. Book requests must include titles/authors of materials to be purchased.*
- Closing Summary — Conclude application with a few sentences (100 words or less) summarizing your commitment to the project and to evaluating its level of success.

**P-H-M EDUCATION FOUNDATION  
GRANT REQUEST COVER SHEET**

Project Title: \_\_\_\_\_ Grant Category (check one): Individual Classroom   
 Team/Grade Level  Sch./Corp.-wide

Project Director(s): \_\_\_\_\_ Position: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ School(s) targeted for grant: \_\_\_\_\_

Group/Grades

impacted \_\_\_\_\_

Approx. # of students impacted: \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_ Total PHMEF Funds Requested: \$ \_\_\_\_\_

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to:

- Submit a detailed accounting of all P-H-M Educational Foundation funds expended as part of this grant.
- Submit a Grant Project Evaluation Online Form within thirty (30) days of completing the project, but no later than January 1, **2026**. (Grant recipients will receive this form via email.)
- Take digital photographs, collect work samples, and/or other visuals for publicity purposes and submit to the PHMEF office in the ESC at 55900 Bittersweet Road.

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Project Director(s) signature(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments and signature of the Director of Information and Technology Services (if requesting

funds for technology equipment) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Principal(s) signature(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PHMEF does not provide funding for substitute teachers or transportation.** If either will be required to implement your project, please indicate the funding source that will underwrite those costs.

PHMEF encourages partnerships with other funders. Please list any other sources of funding you are applying to or which have already granted financial support to your project.

<u>Expense Category</u>	<u>Amount Requested from PHMEF</u>	<u>Amount(s) Requested from Other Sources</u>	<u>Total Project Funding</u>
<u>Materials</u>	_____	_____	_____
<u>Equipment</u>	_____	_____	_____
<u>Fees</u>	_____	_____	_____
<u>Other</u> (Specify)	_____	_____	_____
<u>Total</u>	_____	_____	_____

Sources and amounts of non-PHMEF funding

<u>Funding Source:</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

If you have questions about whether your project would merit consideration by the PHMEF Grants Committee or you have questions regarding the Grant Application process, please contact:

Jennifer Turnblom  
 Executive Director  
[jturnblom@phmef.org](mailto:jturnblom@phmef.org)  
 574-370-1254

**Thank you for your interest in the PHMEF Grant process  
 and for your commitment to excellence in education!**