



January 5, 2012

Dear Applicant(s):

The Pleasantville Fund for Learning Excellence in Education grants are awarded to promote educational enhancement of the classroom curriculum in all Pleasantville public schools. Teachers and administrators in the school district and students in the High School may apply for grants.

As a general policy, the Pleasantville Fund for Learning seeks to fund new and innovative projects that enhance curricula or offer hands on experiential learning, enrichment materials for new and existing curricula, enhancements to programs already in existence, and specialized equipment that cannot be purchased through the school district's budget process. A grant request for standard equipment such as computers, laptops, smartboards, etc. must be signed-off by Sam Aidala or Drew Marino prior to submitting it to the school principal to ensure the request is compatible with District technology. A grant request pertaining to the needs of special education students must be signed-off by Dr. Carolyn McGuffog prior to submitting it to the school principal. Please work with your building principal as they may see areas of cross department cooperation, or know of history that may affect your application. **Please note that the Fund generally will not consider grants for after school clubs/programs, travel, teacher stipends, continuation of previously granted or established programs, or incidental supplies for general classroom use.**

Your completed application should be submitted to your building principal by Wednesday February 1, 2012 for her comments. Applications will be reviewed by the Grants Committee, the Superintendent, Principals, and the Director of Educational Services. Awards will be announced at a School Board meeting in Spring of 2012.

The Grants Committee of the Fund for Learning encourages applicants to request help in preparing grant application forms. We are eager to do whatever we can to clarify the application process for you, assist you with determining if your project is suitable for consideration by the fund or answer any questions that you might have. Please feel free to contact us.

Veronica Costanza, 769-4665 or jvcsc@aol.com

Lisa Ultan, 741-0882 or melbu@verizon.net

Co-Chairs, Grants Committee

**Note: Grant approval is discretionary, and the PFFL board reserves the right to deviate from the guidelines based on need and yearly resources*



Excellence in Education Grants Application

Due to Principal on February 1, 2012

Date: _____

Name of Applicant(s): _____
 ___ Student ___ Teacher ___ Administrator

School: _____

Telephone Number: _____

E-Mail: _____

Address of Applicant: _____
(Students only)

Name of Parent/Guardian: _____
(Students only)

Name of Project: _____

Content Area of Project: _____

Amount Requested: _____
(Do not include shipping and handling.)

Students Who Will Benefit:

 Grade Level: _____

 Number Directly Involved: _____

Brief Description of the Project:

I. Describe your project, including the area it will affect or change, and which other departments it might coordinate with.

II. Project Objectives. The Pleasantville Fund for Learning seeks to fund innovative programs that enrich the educational experience of students. Please describe how the project is innovative and would enrich curriculum, as well as how once granted it would be sustained in years to come. Please mention which and how many students will be affected.

III. Develop Project Plan of Action. List specific activities and timelines for completing project objectives.

IV. Explain how completion of the objectives will be measured and what criteria will be used to determine the success of the project.

III. Project Budget (do not include shipping and handling)

Purchased Services Costs

Name of Service/Person	Total Hours	Cost per Hour	Total Cost
Total Purchased Services			

Supplies and Miscellaneous Costs

Item	Supplier	Quantity	Cost/Item	Total Cost
Total Supplies and Miscellaneous Cost				

Equipment

Item	Supplier	Use	Total Cost
Total Equipment Cost			

Total Grant Request Budget	
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IV. Faculty Advisor Commitment of Support (for Student grants only)

I certify that this application was substantially completed by the student(s) applicant(s) and I agree to provide support if the application is granted.

Faculty Advisor’s Signature

V. A grant request for standard equipment such as computers, laptop, smartboards, etc., must be signed-off by Sam Aidala or Drew Marino to ensure it is compatible with District technology.

**Sam Aidala
Drew Marino
Technology Specialists**

VI. A grant request involving the Special Education Department must be signed-off by Dr. McGuffog.

**Dr. Carolyn McGuffog
Director of Educational Services**

VII. Signature of Grant Applicant(s):

Principal's Comment Form

Due February 8, 2012

(Please have ready for pick up 15 copies of each grant -- thank you)

Application Submitted By: _____

Name of Project: _____

Amount Requested: _____

Do you believe this project should be funded at this time?

Yes ___

No ___

Comments:

If yes, in what specific way(s) do you believe that the project will enhance the curriculum in your school?

One of the main goals of the Pleasantville Fund for Learning is to provide seed money for projects that will continue for many years. Do you think this project is sustainable? If this project was granted, how would it be funded in future years?

Comments:

Is there any further information you would like us to have before we decide whether to fund this grant proposal or an alternative way to accomplish this grant through inter-department cooperation (i.e. sharing resources, or adding curricula components)

Principal's Signature: _____ Date: _____