

Community Education Foundation of PW-S

Educational Grants Guidelines

Foundation Mission

The Community Education Foundation of Port Washington-Saukville, Inc., in partnership with the community, will seek private funding to support and encourage innovative, enriching educational opportunities for students in the Port Washington-Saukville School District.

Foundation Vision

We believe that students become active citizens of the global community by engaging in challenging and inspiring learning experiences.

Funding Policies

The CEF of PW-S's Educational Grants Committee will accept grant proposals from employees of the public and private schools within the Port Washington-Saukville School District. Grants are awarded to faculty and staff members in accordance with the Foundation's mission.

The CEF of PW-S Educational Grants Committee will give priority consideration for grants to:

- Pilot, teach, and promote innovations and emerging best practices designed to enhance student learning in the district;
- Provide enrichment in knowledge or skills beyond what is already available in a course or curriculum;
- Purchase materials, technology, equipment or supplies to enhance learning beyond the scope of the standard curriculum or operating budgeted funds; and
- Obtain authors, speakers, artists, musicians or experts who educate and inspire students and teachers.
- Impact on the greatest number of students.

Consideration may also be given for grants to:

- Facilitate professional development, including special projects beyond what are available through the district professional development plans; this includes release time for educational projects and professional development.

Monies awarded by the CEF of PW-S cannot be re-allocated by district personnel once approved by the CEF of PW-S Board of Directors.

The CEF of PW-S Educational Grants Committee will not fund:

- Personnel or salary costs with the exception of substitute pay necessary to attend training opportunities associated with an approved grant proposal;
- Grants inconsistent with the mission and goals of the PW-S School District and the Community Education Foundation of Port Washington-Saukville, Inc.;
- Projects that dictate curriculum changes to the PW-S School District;
- Projects, materials, technology or equipment that are currently procured through the standard operating budget of the PW-S School District;
- Projects that relate to political activities, extra-curricular sports and activities, travel expenses for staff to off-campus trips, or general operations; and
- Projects that require further maintenance or support by the PW-S School District.

Grant Proposal Procedures

- Each January, the official Grant Application Packet will be posted on the CEF of PW-S website (<http://www.porthighscholarship.org/>).
- There is no minimum or maximum grant request limit per applicant, but only one grant proposal application per applicant will be considered each granting cycle.
- Applicants are required to include at least one signed letter of endorsement from their building principal or other district administrator.
- Applicants will submit five complete, printed copies of their full grant proposal application.
- All grant proposal applications must be submitted to the CEF of PW-S mailbox in the PW-S District Office (100 West Monroe, PW) no later than 4:00 PM on March 1st of the current year, unless March 1st falls on Saturday or Sunday. Applications are then due the proceeding Friday. Applications submitted after this deadline WILL NOT be reviewed, and WILL NOT be automatically submitted on behalf of the applicant for future consideration.
- The CEF of PW-S Educational Grants Committee will review and evaluate all valid grant applications in their entirety and evaluate them for their educational merit and impact.

- The CEF of PW-S Educational Grants Committee will consult with any appropriate parties it deems necessary, including personnel from the PW-S School District, to evaluate the fidelity of proposed grants.
- The CEF of PW-S Educational Grants Committee reserves the right to contact grant applicants directly during the evaluation process for the purpose of clarifying questions related to current grant proposals.
- The CEF of PW-S Educational Grants Committee will submit recommendations for awarded grants to the CEF of PW-S Board for approval at its annual May meeting.
- Notification will be made to all grant applicants of awarded grants by the CEF of PW-S President within one week of the Board's May meeting.
- Grant awardees must complete a grant evaluation form no later than June 30th of the following year and submit it to the CEF of PW-S Educational Grants Committee. This evaluation will be distributed to the CEF of PW-S Board for discussion at the July CEF of PW-S Board meeting. Failure to submit a grant evaluation form will exclude the awardee from eligibility to submit an application in the following grant cycle, and the awardee will not regain eligibility to submit an application in subsequent grant cycles until the missing grant evaluation form is submitted.
- All grant decisions are final.

Grant Applicant Timeline

- January 2: Grant Application Packet is available online
- March 1: Grant Applications due at 4:00 P.M.
- March/April: Applications evaluated
- May: Awards approved by CEF of PW-S Board, applicants notified by Board President
- June: Coordination of purchasing with district
- June 30 of the following year: Project Evaluation due by 4:00 P.M., completed by awardee

Grant Proposal Evaluations

- The CEF PW-S Educational Grants Committee will consist of five members, two of which are currently serving on the CEF of PW-S Board of Directors.
- The CEF of PW-S Educational Grants Committee will not include any paid personnel of the PW-S School District or any current member of the PW-S Board of Education.
- The school district superintendent or business manager may serve as non-voting advisors to the CEF of PW-S Educational Grants Committee.

- Annual funding available for grant awards depends on the resources available to the CEF of PW-S.
- The CEF of PW-S Board will not discriminate in the administration of awards on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap.
- The CEF of PW-S Board and the CEF of PW-S Educational Grants Committee reserves the right to modify these guidelines, including granting exceptions for grant application and reporting timelines, duration of grant cycles, and any other applicable and related information at any time.
- The CEF of PW-S Board and the CEF of PW-S Educational Grants Committee reserves the right to pull/withhold remaining funds to selected projects that are discovered to not meet the CEF of PW-S criteria.

Approved: 10-25-12 – CEF of PW-S Board