

MONTOURSVILLE AREA SCHOOL DISTRICT
GRANT APPLICATION

APPLICANT(S)

DATE

SCHOOL

PROJECT TITLE

GRADE LEVEL/DEPT.

\$
AMOUNT OF REQUEST

TYPE OF GRANT: *Please review the accompanying descriptive information before completing this form.*

Please choose one:

Educator-in-Residence Grant

If you are requesting funds for an Educator-In-Residence grant, please provide information about the educator. Include a resume or information brochure, if possible.

Venture Grant

Write a one-paragraph description summarizing the project you are proposing:

Expected start & completion date:

6. Do you have any other sources of funding for the project? If yes, please describe.
7. EVALUATION - How will you determine whether your objectives have been achieved? **You will be required to write a one-page evaluation at the conclusion of your project.**
8. Will this project be repeated? If so, how will it be funded in the future?

PLEASE NOTE: Any unused money, along with your financial report and receipts, must be returned to the school's Business Office within two weeks of the conclusion of your project. The Business Office will forward this report to the Foundation for their records.

APPLICANT SIGNATURE

DEPT. HEAD SIGNATURE (SECONDARY)

HOME PHONE NUMBER

BUILDING PRINCIPAL SIGNATURE

E-MAIL ADDRESS

SUPERINTENDENT SIGNATURE

Return your proposal by _____ to the District Superintendent.

Venture Grants for Teachers Program

The Concept

Venture grant programs have evolved throughout the nation to meet two needs present today in most public school districts. First is the need to bring new resources to bear in the classroom, the focal point of education. Second is the need to break down the school district's isolation from business and civic leaders, from municipal members who may not have children in the public school system.

Venture grants programs are not a new idea. Their primary goal is to grant a teacher an opportunity to put exciting and often long cherished ideas into practice. Material developed in venture grants projects frequently become part of the school's regular curriculum. The excitement generated by a single grant can influence the learning climate of an entire school. Venture grants are effective because they put funds directly into the classroom where they can do the most good.

Application Procedure

Interested applicants should complete the following process:

1. Think of a project you would like to try in your classroom. You may wish to work with other teachers, administrators, and/or parents. Involve the students – get their ideas.
2. Calculate the cost of the project. Obtain prices for the materials and supplies you'll need.
3. Carefully complete the application form. These forms are available in the principal's office of each school.
4. Submit your application to the District Superintendent's Office no later than _____.

Selection Process

All applications will be reviewed by business and civic leaders who make up the Montoursville Area School District Allocations Committee. Based on the availability of funds, the projects will be chosen on a competitive basis. The Montoursville Area School District in conjunction with the First Community Foundation of Pennsylvania will give final approval to all funded projects.

Interested teachers should fill out the application carefully. Each proposal will be reviewed with respect to the following criteria:

1. Is the project both innovative and curriculum-related?
2. Is the proposed project clearly stated? Are the goals realistic and worthwhile?
3. Are the procedures to be followed clearly described? Are the methods, needed materials, resource personnel, tentative schedule and completion date specified?
4. Is the budget request reasonable and sufficiently detailed? All proposals must include an itemized budget.
5. Could this project be funded through the regular Montoursville Area School District's budget?
6. Does the project have the potential to involve the community in some way?
7. Can this project become part of the regular curriculum? Does it have the potential to affect large numbers of pupils?

Important to Note

Projects which will take several weeks to complete and have potential to become part of the regular curriculum have a better chance of being funded than "once and done" projects.

Applications from elementary teachers must have the signature of the building principal. Secondary applications must be signed by the department head and the principal.

Frequently Asked Questions

- Q Does this involve a lot of paperwork?*
- A No. In addition to application, should you receive a grant, you will be asked to submit a one-page final evaluation report upon completion of your project.*
- Q What kind of project can I propose?*
- A Almost anything that is innovative related to the curriculum and directly involves your students. Your project will be judged along with the other proposals according to the criteria listed on this sheet.*
- Q Can my project include the purchase of equipment such as a camera?*
- A Only if it is an integral part of your project. The purchase of electronic hardware not vital to the project will not be funded. Project funds can be used to purchase equipment or to provide field trip transportation, but not when they are ends in themselves.*
- Q If I am awarded a grant, how soon can I start my project?*
- A Almost immediately. Applications are reviewed and decisions are made quickly. Funds are available shortly after approval is given.*
- Q If my project involves a large number of students, will that improve my chances of receiving a grant?*
- A Not necessarily. Having a large number of students involved in a project can be a plus, but this is only one factor that's considered.*
- Q What happens if I have "leftover" funds upon the completion of my project?*
- A Unused money, along with your financial report, must be returned to the Allocation Committee and the First Community Foundation of Pennsylvania at the conclusion of your project.*

Educator-In-Residence Program

A Valuable Experience

Exciting things have occurred in schools when a guest educator has taken up "residence" in a classroom. In recent years, numerous Educator-In-Residence programs have taken place throughout the United States and were highly motivational for both students and staff.

Noted authors and illustrators of children's books have spent an entire week in elementary schools. Their discussions with students and staff about the process of writing and illustrating books have been enthusiastically received. World-class musicians have conducted inter-disciplinary workshops in elementary and secondary schools. As a result, hundreds of students enjoyed an unforgettable experience in the arts. Programs of this type have a maximum impact as they provide an extra special opportunity for learning.

How Does The Educator-In-Residence Program Work?

There are many excellent resource people in the area who are willing to share their time and talents without expecting any remuneration. When there is a cost involved in bringing an Educator-In-Residence to the School District, the Montoursville Area School District is a possible source.

Completed applications from elementary teachers must have the signature of the building principal and applications from secondary teachers must be signed by the department head and the building principal. Completed applications must then be submitted to the District Superintendent by _____. Application forms are available in the Principal's office of each school.

The Allocations Committee will meet in _____ to consider the proposals. Based on the merit of the proposed projects and the availability of funds, projects will be chosen on a competitive basis.

Frequently Asked Questions

Q. Who can apply?

A. Virtually any member of the district's professional staff. This would include teachers and principals.

Q. How can the program be organized?

A. Educator-In-Residence programs can be set up for the entire district, a school, a department or a specific grade level.

Q. How will projects be selected for funding?

A. The Allocations Committee will consider the merits of each proposal on an individual basis. Innovative programs that have the potential for a lasting impact on students and teachers will be given top priority.

Q. Can the Educator-In-Residence program be linked to the community?

A. Most definitely! Visiting educators could meet with parents and/or civic groups while they are in Montoursville Area School District in an effort to broaden the base of interest and support for improved schools.

Q. Can I obtain matching funds for my project?

A. Yes! For projects with a large budget, this may be essential. When additional funds are available from PTO or community organizations, Districts' resources can be used more efficiently.