

Get Grants Funded



Teacher Awards



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GPFPE

Grosse Pointe Foundation
for Public Education

Enriching. Engaging. Inspiring Our Future

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GPFPE Process



1. Complete grant application. (Please note: Previous grants awarded must have had a **final report** or update. If not, this current grant will not be considered.)
2. A school administrator **must** sign and approve the application. Original signatures are required by our auditors.
3. Forward application to: LawrenK@gpschools.org, 20601 Morningside, GPW
4. The application will then be sent to the GPFPE grant chairperson and the GPPSS Superintendent to determine if it is consistent with the District's Strategic Plan.
5. You will be notified by GPFPE if the grant is not approved by the Superintendent.
6. If approved by the Superintendent, the completed grant request will then be reviewed by the GPFPE Grant Committee for their consideration. You will be notified by the GPFPE when your request is at this stage.
7. As part of the GPFPE Grant Committee review, you may be asked to participate in an interview or informal Q&A of your proposed grant request.
8. You will be notified in writing from the GPFPE (within 90 days of submission deadline) if your grant request is approved, declined, deferred or on hold for further information.

GPFPE Process



If approved by the GPFPE grant committee:

9. Your grant will need to be accepted by the Grosse Pointe Board of Education at a regular monthly board meeting. The GPFPE will notify you of the specific board meeting and invite your attendance.
10. You will need to submit a **final report** form, which is due within 30 days of grant project completion or an annual update for ongoing grants.
11. Visits to the classroom by members of the GPFPE Board to observe your grant project in action as well as photos and testimonials are encouraged once the grant project is underway.
12. Recipients will be expected to work with the GPFPE for possible media coverage and publicity.

GPFPE generally does NOT cover



- Bricks and Mortar
- Staff Salaries
- Technology for the Sake of Technology
- Food/Hospitality
- Travel/Accommodations

What the GPFPE Does Fund



- *Enriching, Engaging, Inspiring Our Future*
- Every School
- Every Grade Level
- Every Discipline
- Every Student

Walking Through the GPFPE Application



Grosse Pointe Foundation for Public Education

Vision

Enriching, Engaging, Inspiring Our Future

GRANT APPLICATION

The primary purpose of the Grosse Pointe Foundation for Public Education (GPFPE) is to provide locally controlled, financial support to the Grosse Pointe Public School System (GPPSS) by direct contribution and through proceeds generated by an endowment. Funds raised by the Foundation will support the school system's strategic plan and invest in areas such as: enhanced educational programming, innovative technology, elementary foreign language, classroom improvement, staff and professional development, extracurricular, co-curricular, and athletic programs and activities.

Funds raised by the Foundation will augment, but not replace, the generous support provided by booster clubs, PTOs and other organizations that are so important to our schools.

- 1. Foundation Grants** – The Foundation Grant is for the enhancement of instruction on a large scale. Examples: fund a new program, materials and support services; building equipment; research project or pilot program. *Applications are due on or before March 1st and October 1st.*

Walking Through the GPFPE Application



Name(s) _____ Date _____

School or Address _____

Home Phone _____ Office Phone _____

Relationship to GPPSS Schools _____

(Teacher, student, parent, etc.)

Title or Topic of Grant _____

Amount Requested from Foundation \$ _____

Start date: _____ Completion date: _____

Grade(s) _____ Building(s) _____

Number of students affected? _____

Have you received other grants from the GPFPE? Yes _____ No _____

Enriching, Engaging, Inspiring Our Future

Walking Through the GPFPE Application



If yes please describe: _____

If yes, is your project completed? Yes _____ No _____

If yes, was a final report submitted? Yes _____ No _____

Please submit a written statement describing your grant (use additional pages if necessary).

a. Please explain your program idea.

- Get your thoughts sorted out.
- Outline what you want to say.
- Avoid jargon.
- Grant makers want to know up front: "What do you want from me?"
- Be compelling, but don't overstate your case.
- Keep it simple.
- Revise and edit.
- Remember: You are trying to help students, not get dollars. The dollars are a means to an end, not the end itself.

Walking Through the GPFPE Application



b. Please explain the goals of your program.

- Does this make sense?
- Is it logical?
- Is it innovative/unusual in some way?
Can we do what we say we can do.

c. How will this enhance classroom instruction?

- Is this integral to the program?

d. How does your program relate to existing curriculum?

e. Please describe how your program aligns with the District Strategic Plan.

f. How will students benefit?

Walking Through the GPFPE Application



g. How will you evaluate your program? (A formal report to the GPFPE is required within 30 days of completion of the Grant activity. An oral report may also be requested.)

- State the problem. Use data that best supports your case
- What objectives need to be met in order to achieve the goal? These must be specific and measurable.
- How will you accomplish your objective? (Consider a timeline)
- Evaluation process: This is the outcome you expect, and this is how you will measure it.

h. When is the Grant activity expected to be complete?

Walking Through the GPFPE Application



Program Budget

Please state the amount you are requesting and itemize the project costs. Please describe other sources of funding (donations, school fundraisers, classroom budget, other).

Itemized Costs (Shipping and handling, materials, supplies, software, etc.) of Grant Request:

Description

Amount

- Detail the money you will need.
- Be sure to check with Chris Stanley, Technology Manager for the District for any technology devices. He can often get them at a better price.
- Please be sure to include shipping and handling.
- The district does not pay sales tax on most items. You can obtain a sales tax ID from pavlikb@gpschools.org or your school secretary

Funding from Additional Sources:

Description

Amount

- PTO's, Booster Clubs, Outside of the District Grants and Fundraisers.

Tell a Story



WHY IS IT GOOD FOR KIDS

HOW IT IMPACTS STUDENT LEARNING
SHOW YOU DID YOUR RESEARCH
TARGET A SPECIFIC NEED – TIE IT TO DATA

Getting Grant is Just the Beginning



- Collect Data
- Take Photos
- Do the Analysis
- Prepare Final Report
- Those who don't cannot submit another grant

GPFPE Final Report – due within 30 days



Evaluation of Grants Funded

The Grosse Pointe Foundation for Public Education requires grant recipients to submit a brief evaluation of the project, including how your goals were met and pictures, within 30 days of the grant project's conclusion. These evaluations will assist the GPFPE in better understanding and supporting future requests. Any money not used for the project by the end of the grant period will be returned to the GPFPE. Any equipment purchased with foundation money becomes the property of the Grosse Pointe Public School System.

GPFPE also requests that grant recipients secure appropriate media opportunities within the school and the larger community. Photographs, press releases and other publicity items related to the project should be submitted with the final report form, with student names and permissions. Please also attach any news publication or media stories related to this project.

In order to promote sharing of successful projects, GPFPE encourages teachers, principals and administrators to actively promote dissemination of positive experiences gained from projects in their departments, their schools, and if appropriate, throughout the system.

1. Name of Project: _____
2. Dates of Project: _____ Today's Date _____
3. Project Contact Name: _____
4. Amount Awarded: _____ 5. Final Project Cost: _____
6. How many students were served by the grant funds? _____
7. Which schools were impacted? : _____

8. **Project Summary:** Describe your project, including the main goal(s) and how specific objectives were achieved. You may attach additional sheets as necessary, but brevity is encouraged. Please keep the entire final report within 3-5 pages.

GPFPE Final Report – due within 30 days



9. **Evaluation:** Describe your assessment and monitoring method(s) and evaluate your success in reaching the project's intended goals. Explain how you shared information and results with your collaborators, parents and/or the public. Describe what elements you would change to improve the outcome of the project.

10. **Benefits:** How has your project helped further GPPSS educational priorities and district initiatives? Can you identify any lasting benefits to the participants, the district, or the community from this project?

11. **Project Quote** (for publicity purposes): Please insert one quotation here that captures the success or uniqueness of your project (remember to list the name of the person who said the quote and their relationship to your organization). Attach any additional quotations or testimonials for our use in promoting your project and other work of the GPFPE. Please feel welcome to use students and parents for this feedback.

12. **Suggestions:** Do you have any related comments/suggestions to improve the GPFPE grant process and/or future projects?

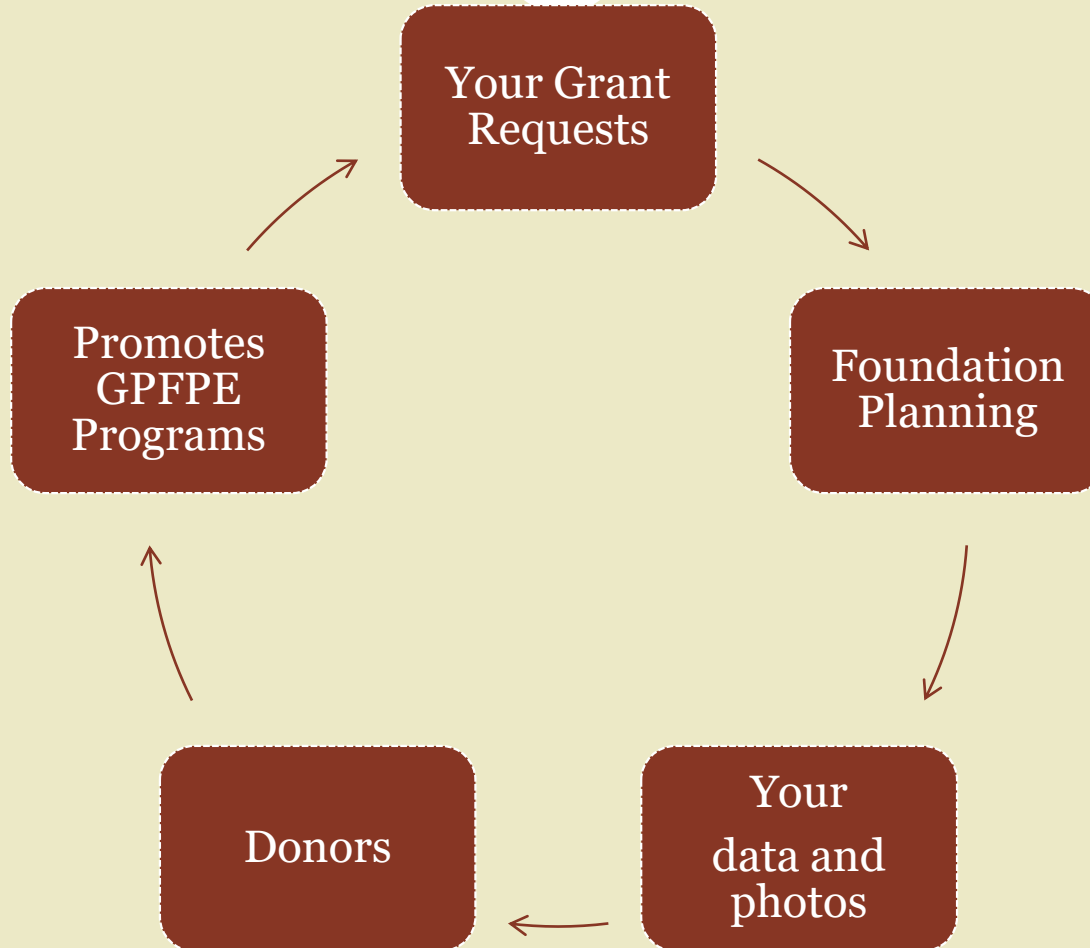
GPFPE Final Report – due within 30 days



13. Final Financial Report: Please include a financial report that accounts for your project's actual expenses, in comparison with your original budget. Explain any significant variances between the budget and actual expenses in narrative form. GPFPE may also require you to submit receipts. The financial report will be used for internal purposes only.

SAMPLE: Final Financial Report			
REVENUE—DETAIL			
Sources and amounts of funds		<u>Budgeted</u>	<u>ACTUAL</u>
PTO		\$1,000	\$
GPFPE		\$1,000	\$
	Total	\$2,000	\$
EXPENSES—DETAIL			
Materials and Supplies—Program Development		<u>Budgeted</u>	<u>ACTUAL</u>
Training supplies		\$500	\$
Recruitment supplies		\$100	\$
Meeting supplies and hospitality		\$100	\$
	Sub-total	\$700	\$
Materials and Supplies—Program Implementation			
Curriculum materials		\$1,000	\$
Curriculum printing		\$300	\$
	Sub-total	\$1,300	\$
	Total	\$2,000	\$

Final Report



Spreading the Word



- Telling our school community about the GPFPE (not The Foundation) helps build relationships with future donors
 - Back to School Night
 - Photo stands in classrooms/offices
 - Parent Teacher Conferences
 - Your classroom communication
 - School newsletter
 - Website
 - Other ideas welcome

Simple Back to School Night Marketing



GPFPE

Grosse Pointe Foundation
for Public Education

iStudies Raspberry Pis

Grant Awarded Through
Grosse Pointe Foundation for
Public Education



Other Grant Sources



- <http://www.ralphwilsonjrfoundation.org>
- www.meemic.com \$500
- <http://www.edutopia.org/grants-and-resources>
- <http://teach.com/what/grants-for-teachers>

Best Advice Hall of Fame



- Avoid alphabet soup
- Never, ever assume the funder knows ANYTHING
- Keep it simple –not measured by the pound
- Is it laid out logically?
- Is it innovative?
- Did you connect with Buildings & Grounds and IT?
- Use data (yes, real numbers) in need and evaluation
- Who will edit your proposal? – partner, peer, friend
- Volunteer to review