

## Phoenix Union Foundation for Education (“Foundation”) INNOVATION GRANT APPLICATION AND PROCESS

***Innovation Grants will be awarded to eligible programs implemented for the CURRENT school year. Grants awarded must be used before the end of the current school year, unless the Applicant specifically requests to use the grant at a different time (and states the reasons to do so) and the Foundation specifically awards that request. Programs that will be in place for the summer months can also be eligible – but this must be noted on the Application.***

### ***What is the Phoenix Union Foundation for Education?***

The Foundation is a 501(c)(3) non-profit entity that supports the Phoenix Union High School District’s mission of preparing students for college career and life. The Foundation was founded in 1984 to enhance cooperation and collaboration between the Phoenix business community and the Phoenix Union High School District. The Foundation orchestrates many different fundraising events and campaigns to provide scholarship assistance to college-going students and financial support to district-wide programs. The Foundation’s goals support the strategic plan of the Phoenix Union High School District and include:

- Support pathways for success in college, career and life.
- Support for district-wide, college-going student programs and post-secondary education scholarships.
- Innovative programs and creative ideas that support the mission of the District and the Foundation, but that are not necessarily part of the regular curriculum and not entirely funded by state or local school funding.

### ***Grant Overview***

Innovation Grants are designed to support teachers, administrators and all District employees in their efforts to develop, improve or expand opportunities for high school students to learn and excel in education. Grants can be from \$300 up to \$1,500 each, awarded to support innovative programs that strive to increase interest and academic achievement in all curriculums.

### ***Who Can Apply***

Applicants may be teachers, administrators, student committees, or any District employee.

### ***Eligible Programs***

All innovation grant requests will be considered for funding. Examples include:

- Provide students developmentally appropriate opportunities to grow an innate interest in science, technology, engineering, math, the arts, etc.
- Provide professional development opportunities that improve and develop the content knowledge skills for teacher instruction.
- Develop, improve or expand resources and/or curriculum available in classrooms and other learning environments.
- Ensure that students have the core competencies needed to pursue a career or degree in the field of their choice.
- Strengthen and expand opportunities for students to do and learn in after-school settings.
- Provide activities that support student application of classroom knowledge to real-life applications.
- Increase the number of and types of opportunities for students and teachers to get to know positive real-life individuals in various careers, making all fields more accessible.
- Link secondary education with post-secondary career and technical education programs.
- Vocational training / workforce readiness.
- College preparatory for higher education.
- Provide Social Emotional Learning opportunities for students to gain critical life skills to be successful in college, career and life.

### ***Use of Grant Funds***

Funds may be used for any of the following program-related expenses: classroom equipment, supplies or materials; field trip expenses (transportation, entrance fees, etc.); student participation in school/classroom competitions (as part of a district-wide, state-wide, regional or national program); materials and student rewards or incentives (non-financial, non-monetary) for improvement in academic performance. To see previous grant recipients, visit our website at [www.foundation4education.org](http://www.foundation4education.org).

### ***Application Content – A Brief Overview***

An innovation grant request should include all of the following components:

- An explanation of the primary educational need and description of how the program will increase student participation and achievement.
- Innovative, evidence-based program activities designed to increase the participation and academic achievement of students. Activities and instruction should engage students in inquiry-based, hands on learning concepts.



- Evidence of collaboration with at least one of the following: another teacher, another division/department, school or school district; a two- or four-year college; a statewide, regional or national education program; a business or industry; or a community-based or non-profit organization that serves high school students.

#### HOW TO APPLY

Please fill out the attached Form and send via email or mail to:

#### REQUIRED ATTACHMENTS AND CONDITIONS

- ***It is the responsibility of the Applicant to ensure that the request contained in this Application is consistent with the Phoenix Union High School District Governing Board Policies and Procedures and that the Applicant has notified the relevant persons at the District regarding the Application. Questions regarding the District policies concerning grants should be directed to the appropriate District employee.***
- ***Awards Payable.*** Awards will be payable to the applicant unless otherwise required by Phoenix Union High School District.
- ***Documentation.*** Grant recipient must provide receipts and documentation showing how funds were used and any unused funds must be returned to the Foundation within 30 days of program completion.
- ***Program Summary and Evaluation.*** Grant Recipients must provide a program summary within 30 days of the program completion using the attached form

#### HOW TO SUBMIT

- **Submit requests in writing to:**  
Phoenix Union Foundation for Education  
Attn: Grants Administrator  
7949 E Acoma Drive, Suite 207  
Scottsdale, AZ 85260
- **Submit requests via e-mail to:**  
[Info@foundation4education.org](mailto:Info@foundation4education.org)  
Proposals submitted via e-mail should be in the form of an attached PDF file or Microsoft Word doc. (Please note it is not necessary to mail a hard copy of the proposal.)

#### AWARD TIME FRAME

- **Application must be submitted no later than 45 days in advance of when funds are needed.**
- **Awards are made throughout the year as applications are submitted and approved.**

# APPLICATION FOR INNOVATION GRANT

***An innovation grant request should include all of the following components:***

**Applicant Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Date of Program:** \_\_\_\_\_

**Program Description: (50 words or less)**

- How many students will participate / be impacted? \_\_\_\_\_
- Explain the primary educational need and description of how the program will increase student participation and achievement. Include how you will collaborate with at least one of the following: another teacher, another division/department, school or school district; a two- or four-year college; a statewide, regional or national education program; a business or industry; or a community-based or non-profit organization that serves high school students
- Please provide details on how the funds will be used.

***STATEMENT OF UNDERSTANDING (REQUIRED WITH APPLICATION)***

*I understand that the awarding of all grant amounts shall be at the sole discretion of the Phoenix Union Foundation for Education Grant Committee. I further represent that the Innovation Grant request is for a program that is compliant and consistent with the District Governing Board rules, regulations and guidelines and that I have only submitted one Innovation Grant application for this program. The Foundation has the right to disseminate information and materials developed as a result of the program. Grant funds must be used for developing and implementing the program proposed in this application within one (1) year of date of issue, unless a request to use the funds otherwise is submitted to and approved by the Foundation.*



**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# INNOVATION GRANT REPORT

*This report should be sent to the Foundation's office within 30 days of completion of the program via email to [info@foundation4education.org](mailto:info@foundation4education.org).*

**Applicant Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Amount Used:** \_\_\_\_\_ **Date of Program:** \_\_\_\_\_

**Any Funds leftover?** \_\_\_\_\_

### Completed Program Summary:

- How many actual participants \_\_\_\_\_
- How many expected participants \_\_\_\_\_
- Did the program meet the expected outcomes (goals/objectives)? \_\_\_ YES \_\_\_ NO
- Do you plan to submit an application for funding next year to continue the program? \_\_\_ YES \_\_\_ NO
- What would you do differently next year (any significant program revisions)?

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_