

Phoenix Union Foundation for Education (“Foundation”) MINI-GRANT APPLICATION AND PROCESS

Mini-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. Find out more about us a www.foundation4education.org.

Grant Overview

Mini-Grants are designed to support teachers, student committees, 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. **Please note: Individual schools or programs can receive between \$300 and \$1,000. The maximum amount of \$1,500 will be given to district-wide and multi-campus opportunities. If your total ask is above the maximum, it will not be considered.**

Who Can Apply

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

Eligible Programs

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

- Programs that target interest in science, technology, engineering, math, the arts, etc.
- Professional development opportunities for teacher instruction.
- Develop, improve or expand resources and/or curriculum available in learning environments.
- Ensure that students have the core competencies needed to pursue a career or degree in the field of their choice.
- After-school settings learning opportunities.
- Support student application of classroom knowledge to real-life applications.
- Opportunities for students to get to know positive real-life individuals in various careers.
- Link secondary education with post-secondary career and technical education programs.
- Vocational training / workforce readiness.

- College preparatory for higher education.
- 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.

Application Content – A Brief Overview

A mini-grant request should include all of the following components:

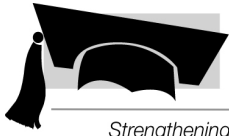
- An explanation of the primary educational need and description of how the program will increase student participation and achievement.
- Evidence-based program activities designed to increase the participation and academic achievement of students. Activities and instruction should engage students in inquiry-based, hands on learning concepts.
- Collaboration is encouraged. If you can collaborate with 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, this is ideal.

HOW TO APPLY

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

REQUIRED ATTACHMENTS AND CONDITIONS

- ***In an effort to support the implementation of your project, please notify the Campus Principal/Admin or District/Division leaders regarding the Application and subsequent awards.***
- ***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.
- ***Request must be consistent with the Phoenix Union High School District Governing Board Policies and Procedures.***



HOW TO SUBMIT

- **Submit requests in writing to:**

Phoenix Union Foundation for Education
Attn: Grants Administrator
7729 E. Greenway Rd., Suite 300
Scottsdale, AZ 85260

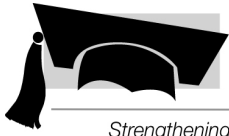
- **Submit requests via e-mail to:**

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 60 days in advance of when funds are needed.**
- **Awards are made throughout the year as applications are submitted and approved.**



APPLICATION FOR MINI-GRANT

An grant request should include all of the following components:

Applicant Name: _____ **Position:** _____

School/Department: _____

Phone: _____ **Email:** _____

Amount Requested*: _____ **Date of Program:** _____

**Please explain how you came up with this dollar amount, quick math is fine. Please keep in mind the maximum of \$1,500 will only be awarded for district-wide or multi-campus projects.*

Program Description: (50 words or less)

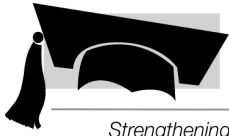
- How many students will participate / be impacted? _____
- Explain the primary educational need and description of how the program will increase student participation and achievement. Include how you are collaborating with others.
- Please provide details on how the funds will be used.

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 Mini-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 Mini-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** _____

School or District Leader Notified – Printed Name _____ **Date** _____



MINI-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.

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** _____