



980 E. Tahquitz Canyon Way, Palm Springs, CA 92262  
Phone: (760) 416-8455 Fax: (760) 416-8456

## The Foundation for the Palm Springs Unified School District 2016-2017 Classroom Grant Instructions, Application and Deadline

### Mission

As the nonprofit for the Palm Springs Unified School District, our Foundation builds public-private partnerships to strengthen our schools and create opportunities for students to achieve.

### Vision

Our Foundation's vision is to mobilize individual investors, businesses, teachers, parents, and community leaders to ensure the success of all our students. By tapping into passion and power, we will unite our community members and join forces to fulfill the promise of public education and prepare every student for success.

### Grant Category:

Academics  Arts  Health & Well Being  Technology  Field Trip (RAP Foundation)

### GRANT FOCUS AREAS

- Access to community resources
- In school programs/projects
- Special events/performances
- Artist, teacher and scholar in residences
- Teacher collaboration & development
- Apps and or equipment to enhance professional practice and engage students
- Field trips

Four (4) categories of grants are available to Palm Springs Unified School District teachers, counselors, librarians, and other certificated personnel:

Classroom Mini-Grant \$500  School Site Grant \$1000  Collaborative Grant \$2500  
 RAP Foundation Field Trip Funding \$500

### THE FOUNDATION CLASSROOM GRANT INSTRUCTIONS

On a maximum of two (2) sheets of paper (typed, double-spaced, no less than 12 point font and 1-inch margins), in 500 words, include the following:

- Describe your project and how the funds will be used in as much detail that would allow for your project to be replicated.
  - Provide an explanation of how additional funds will be obtained when the final cost of the project exceeds the grant amount.
  - Explain how the project relates to academics, arts, health & wellness and/or technology.
  - Submit a one-page summary report of your project upon completion (only required for projects that have been funded). The report can include relevant video footage, photographs, testimonials, and other interesting participant observations that document the success of your project.
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- All applicants must adhere to the grant application guidelines. By submitting a proposal, applicants agree to follow these guidelines if the proposal is funded.
  - Applicants must submit one (1) original packet (3-Hole Punched) and nine (9) photo copies (3-Hole Punched) of the completed application.
  - Applications will be evaluated by The Foundation for the Palm Springs Unified School District Board of Directors. Grant awards to be made in early October 2016.

## RAP FOUNDATION – FIELD TRIP GRANT INSTRUCTIONS

- 80% of Field Trip Funding must be provided by grant requester, RAP Foundation grant request should not exceed \$500
  - Example: Field Trip Cost \$2,500.00, you must fund 80% which equals \$2000.00
- Provide documentation of all field trip sponsorship funds including school site/district support (Excluding RAP Foundation)
- Approval of Field Trip by School Site Principal.
- Acquire Liability Insurance.
- Field Trip must be educational in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities to and from places in the state or out of state.
- One request per: Instructor / School Site / Fiscal Year
- Volunteers participating in Field Trip should have completed a background check/Live Scan.

**Grant Applicant must agree to compile a report within 30 days of completion of field trip which should include the following:**

- A. Summary letters from students
- B. Number of students who participated in field trip
- C. Summary from teacher
- D. Copy of Receipts/Invoices

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## DEADLINE/SUBMISSION

- Grant Application packets must be received not later than **Tuesday September 20, 2016 (No Exceptions)**
- Please submit via Intra-District mail in attention:

**THE FOUNDATION – CLASSROOM GRANT PROGRAM**

### **The Foundation for the Palm Springs Unified School District**

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Palm Springs, CA 92262  
(760) 416-8455

[www.psusd.us/thefoundation](http://www.psusd.us/thefoundation)



**The Foundation for the Palm Springs Unified School District  
2016-2017 Classroom Grant Application**

- Classroom Mini-Grant \$500** (Funding Projects up to \$500)    
  **School Site Grant \$1000** (Funding Projects up to \$1000)    
  **Collaborative Grant \$2500** (Funding Projects up to \$2500)  
 **RAP Foundation Field Trip Funding \$500**

PLEASE PRINT LEGIBLY

Name:		Date:	
Email Address		Contact Number	
School Site		Grade(s)	
Principal's Name		School Phone	
School Address			
City	State	Zip	
Site Administrator		Email Address	
Dollar Amount Requested	Est. Project Start Date	End Date	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Principals Signature

**Grant Category:**

- Academics**   
  **Arts**   
  **Health & Well Being**   
  **Technology**   
  **Field Trip (RAP Foundation)**

Project Title:
Number of Students Impacted:

**To Submit please include the following:**

- Cover Letter                     
  Completed Application                     
  Maximum Two-page Project Description  
 Estimated Project Budget                     
  Required Signatures                     
  (1) Original (9) Photocopies (All 3-Hole Punched)

\_\_\_\_\_  
 Initials                      Upon being selected for a grant, I agree to submit a one-page summary report upon the completion of my project which can include relevant video footage, photographs, testimonials, and other interesting participant observations that support/supplement the summary.

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