

2009 – 2010 Matching Grant Program



\$10,000 in matching funds available to Polk County public schools to help low-performing students and/or promote literacy

This matching grant program is made possible through the AMSCOT “Just One” campaign

DEADLINE: December 1, 2009

Criteria for applying:

- Any Polk County public elementary, middle or high school who secures an equal amount of matching funds can apply. One application per school, however more than one program may benefit from this grant.
- Funds from this grant must be used to increase the academic achievement of low performing students and/or promote literacy. The projects administered with these funds are to be directly aligned with your School Improvement Plan. The funds cannot be expended for the construction of facilities or for the support of interscholastic athletics. For acceptable areas of expenditures, please see the budget page of this application.
- Applicants must agree to spend all funds and start using the new materials or services supplied by this grant before February 1, 2010. No exceptions. Unspent funds must be returned to the PEF by February 15, 2010.
- By March 1, 2010, submit to the Polk Education Foundation, verification that all funds were spent and a final report describing how funds were used and the impact their use made.

Details:

- Schools must secure the promise of funds to match their request to the Foundation. All monies raised by a school must be obtained from the private sector and not from state or federal tax sources. **Because this grant is designed to help schools obtain community donations, no PTA/PTSO-generated funds (fundraisers included) can be used as match.** This is done to help your school solicit new donors by offering a 100% match to them.
- A school may apply for a \$500-\$1,000 match. In the event all school requests exceed the \$10,000 available, requests will be handled on a first come, first served basis, so please get your match verifications in quickly! A space is provided for you to indicate if you would accept partial funding.
- We encourage you to solicit donations using the match as a benefit, but **do not accept or receive funds from a donor who expects a match until your application is approved.** When your school is notified of grant approval, you will be required to send your match amount in a check made payable to the Polk Education Foundation. One final check will be sent back to your school (donation amount + match amount) and must be handled per PCSB policies for purchases and expenditures.

Please return this completed **hard-copy** application via PCSB courier to Miranda Collins, PEF Route E, before December 1, 2009. At that time we will determine if there are left over funds and if so, may open the process again both for first time applicants and for those who can raise a larger match amount for a possible second application.

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Once you are notified of application approval, your matching funds check/s will be required. Please make sure checks are MADE PAYABLE TO THE POLK EDUCATION FOUNDATION and also marked in the memo with your school's name so you receive credit. A thank you note addressed "Dear Donor" for us to share with our sponsors will be due at the same time we receive your match check.

Please type or neatly print

School Name _____

Principal's Name _____

Program Contact Name _____

Contact E-mail/phone number _____ / _____

Total students enrolled at your school _____ Number of low performing students _____

Total students who will benefit from these funds _____

2008-2009 School Score _____ Did you make AYP in 08-09? _____

Funds will be used for: Literacy Low Performing Students Both

Please name the donor of your matching funds (you can have more than one donor contributing to the match)
****Remember- No checks will be accepted from a PTA/PTSO**

Please check the match amount applying for: \$500
 \$1,000
 Other Amount (not to exceed \$1,000) **Amount \$** _____

YES "Our school would accept partial funding and continue with this service on
 NO a smaller scale and budget."

I attest that funds noted above are new monies raised since August 18, 2009. I also agree to the terms described in this application including spending money before February 1, 2010 and submitting a final report and verification of expenditures by March 1, 2010.

Principal's signature and date

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Please computer-generate the following sections (with bold titles) in narrative form for page 3. Extra pages can be used.

- **Program Description** - a description of how you will use the funds allotted to increase the academic achievement of low performing students and/or to promote literacy. If more than one program will benefit, please complete all bulleted areas and a separate budget form for each.
- **Need** –include how the need for this program was identified
- **Evaluation** – describe how you will evaluate the program and be able to provide quantitative and qualitative data in a final report
- **Timeline** - provide an estimated timeline for program implementation not to exceed February 1, 2010
- **Budget** – complete the budget form (separate from this application)

2009-2010 Matching Grant Program Budget Form

Allowable expenditures include:

Programmatic staff, benefits for program staff, training/conferences, professional and technical services, classroom materials, computer software, computer hardware, other equipment, program supplies, travel, and printing.

Non-Allowable expenditures include:

Administrative expenses, capital improvements, support of interscholastic athletics, refreshments, decorative items, awards for outstanding service, and the entertainment of dignitaries.

****Please Note: Your Budget should total your overall requested amount including the match from the PEF.**

Example: \$500 from XYZ Business + \$500 from PEF= \$1,000 Total Budget

Categories Allowed	Item(s) You plan to purchase	\$ Cost
Salaries		
Benefits		
Professional Contracted Workers		
Classroom Materials		
Computer Software		
Computer Hardware		
Other Equipment		
Printing		
Tuition/Training/Conferences		
Admission Fees		
Room Rental Fees		
Internet Service		
Telephone Service		
Postage		
Other (see below)		
	TOTAL	\$
	(Should equal business donation + match from PEF)	

Questions? Please contact Susan Copeland, 534-0434 or susana.copeland@polk-fl.net

or Miranda Collins, 534-0803 or miranda.collins@polk-fl.net