



The Pinnacle Fund's Dr. Lorri S. McCune Classroom Grant Program Timeline – 2011/2012

Putting Arts and Technology Back in the Classroom

DATE:	ACTION/TASK:	PERSON/GROUP RESPONSIBLE:
2011		
August 29	E-blast to sites – Watch for more info	Fran Snelling
September 6 & September 26	2 nd & 3 rd E-blast to sites – Grant Announcement w/note that application and guidelines are on The Pinnacle Fund website.	Fran Snelling
November 14	Applications due by 4:00 p.m. – applications may be mailed to 980 E. Tahquitz Canyon Way, Palm Springs, CA 92262, Attn: The Pinnacle Fund or hand delivered to our office on November 14 th – between the hours of 1:30 and 4:00 – location: corner of Farrell and Baristo – the portable next to the old school district building.	Teachers/Principals
December 7	Grant Committee to review applications.	TPF Grant Committee
December 14	Final decision made on applications	TPF Grant Committee
December 15	Additional meeting if needed.	TPF Grant Committee
2012		
January 4	Follow-up interviews if needed.	TPF Grant Committee
January 9	Announce Grant Awards/Regrets Notices	TPF Board of Directors
January 10	Post Awards to Web	TPF Grant Committee
January 24	BOE Presentation to Recipients TPF Reception/Press	TPF Board of Directors
June 29	Program Evaluation Report DUE to TPF office.	Grant Recipients



The Foundation for Palm Springs Unified School District

980 E. Tahquitz Canyon Way, Palm Springs, CA 92262

Phone: 760-416-8455 ■ Fax: 760-416-8456

Web: www.pinnaclefund.org ■ Email: pinnacle@psusd.us

Grant Guidelines, Applications and Deadlines

Overview

The Pinnacle Fund exists to engage our diverse communities to ensure all students have the resources to reach their full potential. The Pinnacle Fund will award funds to classrooms, school sites and internal/external school/collaboratives in areas of the **fine arts and technology**. The goal of The Pinnacle Fund is to develop long-term relationships with the business community, philanthropic, and service organizations to provide sustainable financial support for the schools in the Palm Springs Unified School District. The Pinnacle Fund expects to offer grants on an annual basis, though the guidelines may be subject to revision.

FOCUS AREAS FUNDED BY THE PINNACLE FUND

Fine Arts (Art, Music, Dance & Drama)	Technology
<ul style="list-style-type: none">▪ Access to community resources▪ In school fine arts programs/projects▪ Special events/performances▪ Artist in residences▪ Teacher collaboration & development	<ul style="list-style-type: none">▪ Applications/equipment to enhance professional practice and engage students in learning▪ Teacher collaboration and development

Three (3) categories of grants are available to Palm Springs Unified School District teachers, counselors, librarians, and other certificated personnel:

Teacher/Classroom Mini-Grants @ \$500 each

School-Site Grants @ \$1000 each

Collaborative Grants @ \$2500 each

Grant Application Deadline for the 2011-2012 Academic Year: November 14, 2011

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 of the completed application to:

The Pinnacle Fund
980 Tahquitz Canyon Way
Palm Springs, CA 92262
Attention: The Pinnacle Fund



**The Pinnacle Fund's Dr. Lorri S. McCune Classroom Grant Program
The Foundation for the Palm Springs Unified School District
Mini-Grant Guidelines – 2011/2012**

Putting Arts and Technology Back in the Classroom

Classroom Mini-Grant	Up to \$500
Description & Criteria	<p>Classroom Mini-Grants are to support projects in the areas of fine arts and technology. Grant proposals must be related to student learning and participation in the fine arts (art, music, dance, drama) or use of technology to enhance instruction</p> <p>Grant monies can be used for, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Honorariums ▪ Expenses for attendance at teacher development workshops in the areas of fine arts or technology ▪ Equipment to support instruction in the fine arts and technology ▪ Student transportation for fine arts or technology related activities ▪ Materials to implement student activities related to the fine arts and technology
Expected Outcomes	<ul style="list-style-type: none"> ▪ Active student learning and participation in fine arts and technology
Application Information	<p>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 or less, include the following:</p> <ul style="list-style-type: none"> ▪ Description of project and how the funds will be used. ▪ Clear and concise explanation for use of funds (if funds are to be used as part of a project whose final cost exceeds \$500, include how additional funds will be obtained). ▪ How the project relates to fine arts and technology. ▪ Applications due by 4:00 pm, November 14, 2011 – mailed to: 980 E. Tahquitz Canyon Way, Palm Springs, CA 92262 or hand delivered to The Pinnacle Fund office between 1:30 & 4:00 p.m. on November 14th – location: corner of Farrell & Baristo – the portable next to the old school district building. ▪ Applications to be evaluated by The Pinnacle Fund –The Foundation for the Palm Springs Unified School District Board of Directors. Grant awards to be made January 2012. ▪ All applicants must follow Grant Guidelines. By submitting a proposal, applicant agrees to adhere to these guidelines if project is funded. ▪ Applications must be complete to be considered for funding. Completed Applications Include: One (1) <u>original (hard copy) packet</u>. Please refer to checklist provided on application. <u>No e-mail versions accepted.</u> <p>For questions or to clarify procedures, please call 760-416-8455 or e-mail: pinnacle@psusd.us</p>
Evaluation Component	Upon completion of grant funded project – a project narrative and description of expenses (2 page limit) is due by June 29, 2012.



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**Classroom Mini-Grant Application – 2011
(Funding projects up to \$500)**

Please type or print clearly.

Teacher's Name

Date

School Site

Grade(s)

Principal's Name

School Phone

School Address

City

State

Zip

Dollar Amount Requested (\$500 Maximum)

*Estimated date when project will start: _____ *Estimated date when project will end: _____

Teacher's Signature

Principal's Signature

Project Title: _____

Number of students impacted: _____

Category of Grant Request: Fine Arts Technology

To Submit: Submit one (1) original to include:

- Cover letter
- Completed application form
- Maximum two page project description
- Estimated project budget
- Required signatures *in blue ink*



The Pinnacle Fund's Dr. Lorri S. McCune Classroom Grant Program
The Foundation for the Palm Springs Unified School District
School Site-Grant Guidelines – 2011-2012
Putting Arts and Technology Back in the Classroom

School Site Grant	Up to \$1000
Description & Criteria	<p>School Site Grants are to support projects in the areas of fine arts and technology. Grant proposals must be related to student learning and participation in the fine arts (art, music, dance, drama) or use of technology to enhance instruction</p> <p>Grant monies can be used for, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Honorariums ▪ Expenses for attendance at teacher development workshops in the areas of fine arts or technology ▪ Equipment to support instruction in the fine arts and technology ▪ Student transportation for fine arts or technology related activities ▪ Materials to implement student activities related to the fine arts and technology
Expected Outcomes	<ul style="list-style-type: none"> ▪ Active student learning and participation in fine arts and technology
Application Information	<p>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 or less, include the following:</p> <ul style="list-style-type: none"> ▪ Description of project and how the funds will be used. ▪ Clear and concise explanation for use of funds (if funds are to be used as part of a project whose final cost exceeds \$1000, include how additional funds will be obtained). ▪ How the project relates to fine arts and technology. ▪ Applications due by 4:00 pm, November 14, 2011 – mailed to 980 E. Tahquitz Canyon Way, Palm Springs, CA 92262 or hand delivered to The Pinnacle Fund office on November 14th between 1:30 & 4:00 p.m. – location: corner of Farrell & Baristo – the portable next to the old school district building. ▪ Applications to be evaluated by The Pinnacle Fund –The Foundation for the Palm Springs Unified School District Board of Directors. Grant awards to be made in January 2012. ▪ All applicants must follow Grant Guidelines. By submitting a proposal, applicant agrees to adhere to these guidelines if project is funded. ▪ Applications must be complete to be considered for funding. Completed Applications Include: One (1) <u>original (hard copy) packet.</u> Please refer to checklist provided on application. <u>No email versions accepted.</u> <p>For questions or to clarify procedures, please call 760-416-8455 or e-mail: pinnacle@psusd.us</p>
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**School Site Grant Application – 2011
(Funding projects up to \$1000)**

Please type or print clearly.

Teacher's Name

Date

School Site

Grade(s)

Principal's Name

School Phone

School Address

City

State

Zip

Dollar Amount Requested (\$1000 Maximum)

*Estimated date when project will start: _____ *Estimated date when project will end: _____

Teacher's Signature

Principal's Signature

Project Title: _____

Number of students impacted: _____

Category of Grant Request: Fine Arts Technology

To Submit: Submit one (1) original to include:

- Cover letter
- Completed application form
- Maximum two page project description
- Estimated project budget
- Required signatures *in blue ink*



The Pinnacle Fund's Dr. Lorri S. McCune Classroom Grant Program
The Foundation for the Palm Springs Unified School District
Collaborative-Grant Guidelines – 2011-2012
Putting Arts and Technology Back in the Classroom

Classroom Collaborative Grant	Up to \$2500
Description & Criteria	<p>Collaborative Grants are to support projects in the areas of fine arts and technology. Grant proposals must be related to student learning and participation in the fine arts (art, music, dance, drama) or use of technology to enhance instruction</p> <p>Grant monies can be used for, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Honorariums ▪ Expenses for attendance at teacher development workshops in the areas of fine arts or technology ▪ Equipment to support instruction in the fine arts and technology ▪ Student transportation for fine arts or technology related activities ▪ Materials to implement student activities related to the fine arts and technology
Expected Outcomes	<ul style="list-style-type: none"> ▪ Active student learning and participation in fine arts and technology
Application Information	<p>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 or less, include the following:</p> <ul style="list-style-type: none"> ▪ Description of project and how the funds will be used. ▪ Clear and concise explanation for use of funds (if funds are to be used as part of a project whose final cost exceeds \$2500, include how additional funds will be obtained). ▪ How the project relates to fine arts and technology. ▪ Applications due by 4:00 pm, November 14, 2011 – mailed to 980 E. Tahquitz Canyon Way, Palm Springs, CA 92262 or hand delivered to The Pinnacle Fund office on November 14th between 1:30 & 4:00 p.m. – location: corner of Farrell & Baristo – the portable next to the old school district building. ▪ Applications to be evaluated by The Pinnacle Fund –The Foundation for the Palm Springs Unified School District Board of Directors. Grant awards to be made in January 2012. ▪ All applicants must follow Grant Guidelines. By submitting a proposal, applicant agrees to adhere to these guidelines if project is funded. ▪ Applications must be complete to be considered for funding. Completed Applications Include: One (1) <u>original (hard copy) packet</u>. Please refer to checklist provided on application. No email versions <u>accepted</u>. <p>For questions or to clarify procedures, please call 760-416-8455 or e-mail: pinnacle@psusd.us</p>
Evaluation Component	Upon completion of the grant funded project – a project narrative and description of expenses (2 page limit) is due by June 29, 2012



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**Collaborative Grant Application – 2011
(Funding projects up to \$2500)**

Please type or print clearly.

Teacher's Name

Date

School Site

Grade(s)

Principal's Name

School Phone

School Address

City

State

Zip

Dollar Amount Requested (\$2500 Maximum)

*Estimated date when project will start: _____ *Estimated date when project will end: _____

Teacher's Signature

Principal's Signature

Project Title: _____

Number of students impacted: _____

Category of Grant Request: Fine Arts Technology

To Submit: Submit one (1) original to include:

- Cover letter
- Completed application form
- Maximum two page project description
- Estimated project budget
- Required signatures *in blue ink*



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Frequently Asked Questions (FAQ's)

When are applications due?

For 2011-2012, The Pinnacle Fund will have one application cycle. Applications for the 2011-2012 school year are due on November 14, 2011. Application templates may be downloaded from this Web site. Application guidelines are also available on this Web site.

Who is eligible to apply for a Pinnacle Fund grant?

The Pinnacle Fund grants are available to all Palm Springs Unified School District teachers (including librarians, counselors, and specialists). Grants are also available to school sites and to school-initiated community collaboratives at a school site, and/or between school sites and community.

What are the areas of focus for The Pinnacle Fund grants?

The Pinnacle Fund is limited to funding grants to enhance student learning through the fine arts (art, music, drama, & dance) and the use of technology.

What type of grants does the Pinnacle Fund offer?

There are three types of Pinnacle Fund Grants for 2011-2012:

- Classroom Mini-Grants
- School-Site Grants
- Collaborative Learning Grants

Can I write a grant with someone from another school(s)?

The Board of Directors of the Pinnacle Fund encourages partnerships between teachers, grade levels, schools and with collaborative partners. There are many local businesses, nonprofit organizations, government agencies and service clubs that desire to work in partnership with schools and teachers.

Do grants have to address certain subject areas?

The Pinnacle Fund grants are targeted to enhance student learning through fine arts and technology. There are multiple pathways to incorporate either or both of the fine arts and technology into core subject areas aligned to the California standards.

Budget and Financial Questions

How will The Pinnacle Fund choose which proposals to fund?

The Pinnacle Fund grant proposals shall be competitively reviewed by a designated committee of the Pinnacle Fund Board of Directors. The selection process for the Collaborative Grant (\$2,500) may require a phone or site interview between the committee and applicants. The Pinnacle Fund Board of Directors approves all grant funding decisions.

What kinds of items/services may be purchased with Pinnacle Fund grants?

All funds to be expended must be outlined in the project proposal and aligned with project goals and activities. Expenditures may include:

- materials & supplies
- equipment
- teacher stipends
- payments to consultants
- honoraria for guest lecturers/artists

- substitute teachers providing release time for teachers
- software
- teacher professional development workshops

The Pinnacle Fund will not pay for school staff salaries. Budgets may include stipends for teachers' participation in project events or workshops that take place either within or outside the school day, during the summer or off-track time. Funds may not be used for promotional merchandise, political labor or fraternal organization activities.

How will teachers/schools receive the grant funds?

The Pinnacle Fund will disburse grant funds directly to school site representative. Grant funds will be disbursed in one installment. Materials, supplies, equipment purchased with grant funds become the property of the Palm Springs Unified School District. Principals will submit the appropriate forms to the Business Service office for acceptance by the Board of Education of the Palm Springs Unified School District and the check for grant funds will go to Fiscal Services for processing into appropriate school accounts.

What are the timelines for disbursement and use of funds?

The Pinnacle Fund Board will disburse funds in January 2012. The Pinnacle Fund grants for the 2011-2012 school year must be spent in entirety by June 29, 2012. All applicants will be notified in writing. Funds that remain unspent after June 29, 2012 will revert back to The Pinnacle Fund.

Can I use the entire grant to purchase materials/equipment/services for a project or program?

The Pinnacle Fund supports actions and ideas that enhance teacher capacity and student learning, not solely the acquisition of materials and equipment. Materials, equipment and supplies must support project objectives and the budget should be more than just a request for materials, supplies and equipment.

What is an in-kind donation?

In-kind donations are contributions from the school, parents, community or community-based groups working with teachers and schools to increase funding support for project implantation. In-kind donations often demonstrate school or community support for a project/program and may indicate an increased likelihood of sustainability. In-kind donations may consist of services, use of facilities or types of equipment or volunteer support.

What are matching funds?

Matching funds are funds that come from a source outside The Pinnacle Fund. The funds may come from the school site, businesses, service or non-profit organizations, or a governmental agency. Matching funds may also be partial or a portion of grant funds requested.

Implementation and Follow Up

What happens if I change schools after I receive a grant?

The Pinnacle Fund will work with the site principals involved to come up with a solution on a case-by-case basis. In some cases, the grant may stay at the original school. In certain other cases, it may be possible to move the grant to the new school site.

What evaluation and reporting is required of The Pinnacle Fund grant recipients?

A final report must be submitted for each grant project. The report form is online and also a part of the application packet. Reports are due by June 29, 2012.

Do the project activities have to take place during school hours?

Grants may be funded to support after school programs or extracurricular clubs that take place outside of the regular school day. In addition, summer or off-track activities for teachers such as conferences and collaborative meetings may also be funded. However, the grant proposal must demonstrate that the project will address specific student learning objectives and support the professional development goals of the participating teachers.