

SHINING STAR  
GRANTS  
2024

# GRANT SUCCESS GUIDE

Our goal is to provide funds that will enhance the learning experience for our Park Hill students through experiential learning opportunities, real world learning experiences and project based learning.

*Greetings, P.H. Staff!*

Thank you for your interest in Park Hill Education Foundation Grants. We hope you find our guide a helpful tool as you consider applying for a grant. As part of our mission, we offer classroom grants that fund impactful learning experiences for our students. We are excited to announce that our grant program has been simplified to make it easier for you to apply for a grant and receive the funding you need to make a difference in your classroom.

- With our new concept approval step, you can now ensure that your idea is in line with our funding priorities before you even begin the application process.
- We have simplified the application form, making it quicker and easier to complete.
- Types of projects we will consider will be tied to district initiatives, ensuring that we are supporting the areas that need it the most.

Together, we can continue to support innovative and effective learning experiences for our students.

Investing in our Future,

*Susan*

Susan Van Hooser  
Executive Director



## WHO CAN APPLY?

Teachers, counselors, media specialists, nurses, and social workers can apply for a Foundation Grant.

## HOW MUCH CAN I REQUEST?

The maximum amount of funds you can request is \$2,000.

## WHAT PRIORITIES SHOULD I KEEP IN MIND?

Grant requests should incorporate one or more of the following PHSD priorities:

### ACADEMIC

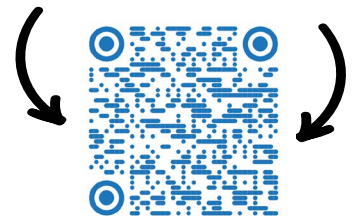
Academic proposals should align with the Park Hill learning model, learning through experiences, learning through inquiry, feedback, key structures, foundational instructional methods, or classroom climate.

### GRADUATE PROFILE

Graduate Profile proposals should align with any of the following:

- Collaborative Skills
- Future Ready Assets
- Resilience
- Thinking Skills
- Content Knowledge
- Learning Disposition

### ...A LITTLE MORE HELP



Scan for more details on these priorities

### CULTURE

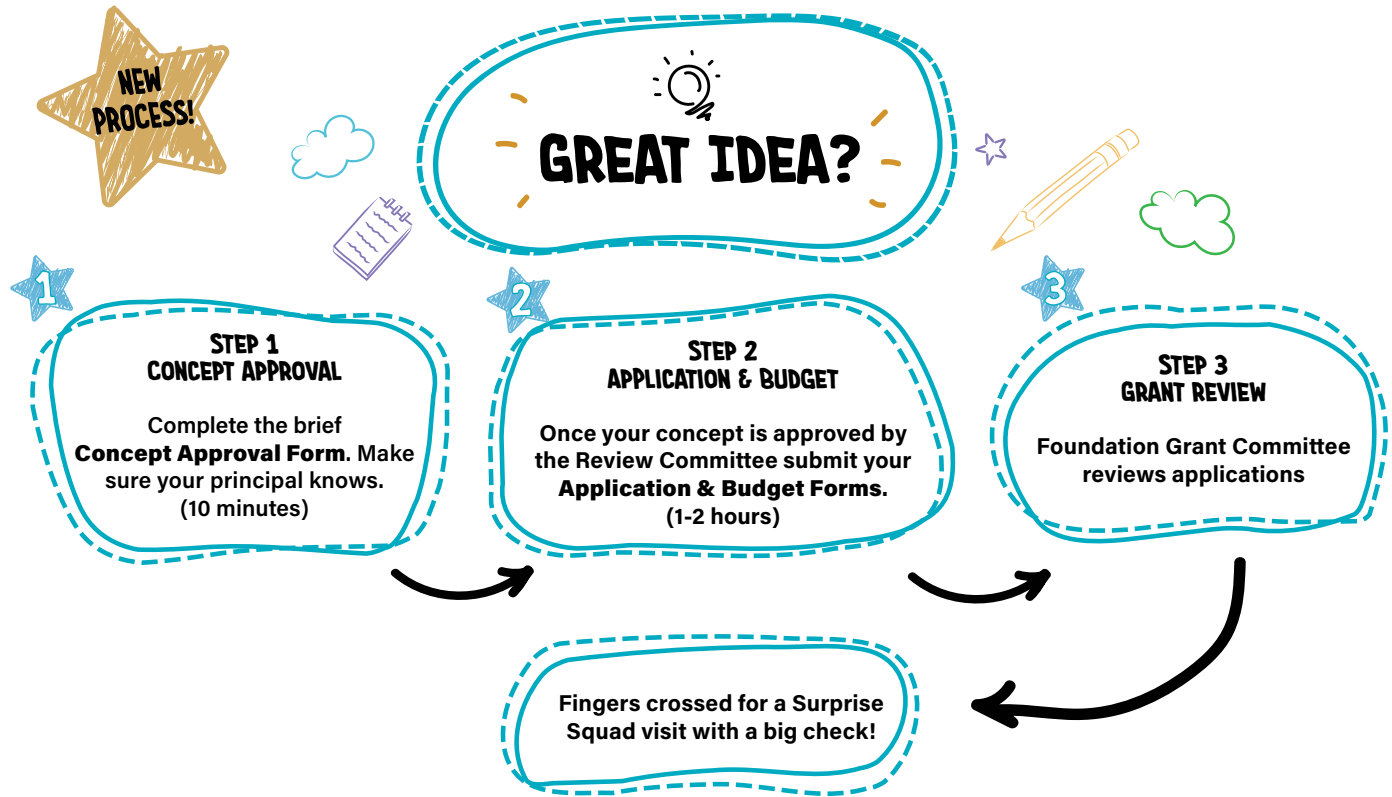
Culture proposals should align with creating an environment that promotes a sense of belonging including our behavior philosophy statements and DEIB Drivers and Narratives.

### SYSTEMS

Systems proposals should align with improving facilities/classrooms and supporting staff to remove barriers to learning.

**While we understand the importance of classroom materials like books and STEM supplies, we will only consider funding the purchase of these supplies if they are a necessary component of a larger project.**

## APPLICATION PROCESS



### CONCEPT APPROVAL

The first step in the grant application process is concept approval to ensure your grant idea is compatible with the District's and Foundation's priorities. **This increases the likelihood that your grant will be funded.** If your idea does not align with the priorities, we'll let you know (nicely), so you don't spend valuable time completing an application.

Be prepared to answer these questions:

- Why this grant? What inspired it?
- What is your learning goal?
- What is the type of initiative?
  - School-wide
  - Multiple Grades/Departments
  - Grade Level or Department
  - Classroom/Club
- Estimated number of students who will directly benefit from the grant?
- What topic/subject will your students learn about?
- What student population will your project benefit?
- Which PHSD priorities will your grant best align with?
- How much will you be requesting?
- How will you know if your grant has been successful?

The Concept Review Committee includes District leadership, including Technology, and Foundation representatives to ensure possible grants align with priorities and consider the potential impact on our students.



[▶ Complete Your Great Idea Form ◀](#)

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## APPLICATION & BUDGET

**If your grant proposal gets approved**, it will be time to complete the Shining Star Application. The application asks for this information.

- Amount of request
- What is the type of initiative?
  - School-wide
  - Multiple Grades/Departments
  - Grade Level or Department
  - Classroom/Club
- Student population that will benefit from the grant
- Estimated number of students who will directly benefit from the grant
- Topic/subject your students will be learning about
- Priorities grant best aligns with
- Grant summary and a detailed description
- Grant evaluation plan
- Plan for assessing student learning/growth



### APPLICATION TIPS:

- Don't use jargon. Explain educational concepts clearly.
- If you use an acronym, be sure to spell it out the first time it is used.
- Focus on how your grant will enrich student learning.
- Make the connection crystal clear between your grant and PHSD priorities.

### BUDGET TIPS:

- Don't handwrite your budget.
- Don't pad your budget with unnecessary items.
- Be sure the amount on your application form matches what you submit on the Budget Form.
- You will need to list all the items you plan to purchase, from where, and if they are necessary to make the grant successful.

**IMPORTANT!**  
You must have approval in order to complete these steps.

▶ Complete Application ◀

▶ Complete Budget Info ◀



## GRANT REVIEW

The Foundation Grant Committee will review applications to ensure alignment with priorities and for the potential impact on our students. If there are any concerns the Foundation Grant Committee will consult District leadership.



## APPLICATION FUNDING

If your grant application is accepted, you will receive a surprise visit from our Surprise Squad with the happy news!

Funds will be available within one week once you are notified. To purchase the supplies for your grant you will work with **your building's Administrative Assistant**. If you haven't spent all of the grant funds by December 1st we will make arrangements for the return of the funds.

## SHARE YOUR STORY

We want to hear about the **impact you are making on our students!** You get recognized for all of your dedication to our students and we get the credit for funding your grant!

- Complete a brief final report as soon as your grant is complete. We will provide a form.
- We require photos & videos of your students engaged with the funded grant to share with supporters.
- We will occasionally reach out to you to get a progress update and we might schedule a visit to see the grant in action.
- We will share your grant story on social media and in our newsletters. And we encourage you to do the same.



*A big THANK YOU for making our reading program a huge success! Your grant money provided each family with a copy of Zoey and Sassafra: Dragons and Marshmallows by Asia Citro, and it has been a delight to see our students and their families bonding over this book. From daily trivia questions to fun virtual author visits and STEAM experiment days, we were all fully immersed in this wonderful story. We are happy to report that our students are now eager to read the rest of the series! Your contribution has made a positive impact on every single student at Tiffany Ridge Elementary.*

Amy Hoban  
Reading Interventionist  
Tiffany Ridge Elementary

## QUESTIONS

**We are here for you!**

Please contact Susan if you have any questions.

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