



2007-2008 Chuck Miller Grant Application

What are the Chuck Miller Grants?

The grants are named in honor of the former Palos Verdes Peninsula Unified School District principal, past president of the Peninsula Education Foundation, and local business leader. The funds for the grants come from an annual donation made by Chuck Miller, coupled with additional funding from PEF. Any K-12 teacher in the PVPUSD is eligible and encouraged to apply.

What is the purpose?

The purpose of the grant is to enhance and complement curriculum already being taught. The topics covered should not be so directly related that they duplicate or are limited by material currently being offered. The project's theme, purpose and goals should be clearly stated.

How much may be requested?

This year the Chuck Miller Grants will be considered up to \$1,000. Please do not submit applications for projects where the total funding required from all sources exceeds \$1000. Chuck Miller grants can only be used to fund entire projects totaling \$1000. The Foundation board of trustees has approved a maximum total amount to be granted of \$25,000, an increase of \$8,000 over last year. The number of students who will benefit from the grant will be considered when the grant amount is evaluated and also whether the materials or equipment purchased can be reused.

What are examples of how the funds can be used?

Examples of how grant funds have been used in the past include:

- purchase of materials and/or equipment
- costs to attend conferences, workshops, and visits to other schools with exemplary programs
- field trips and assemblies

What can I do to make my request more likely to be selected?

- If you're applying for training, a seminar or conference, please specify exactly what skills you expect to learn, how you will implement them in our district, and whether you would intend to further train other teachers in our district in these methods. Please note that we are unlikely to sponsor more than one attendee at the same event. Also, please be sure that travel and accommodation expense allowances appear reasonable.



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- We encourage you to apply for funding for anything that think will benefit the children in your classrooms, but in evaluating proposals we give extra weight to ideas that are original. Grants are often provided to implement things being done elsewhere in the district, but are more likely to be selected if they represent something new and innovative.
- Be sure you specify how many students will be impacted by the grant (including future years if applicable).
- As stated elsewhere, judging the requests is blind in the first selection rounds, but a sincere effort is made to fund requests from all schools in the district.

May I modify my application after the deadline?

No. If the selection committee has minor clarifying questions, you will be contacted. Even this information is limited as we will not consider new information if it changes the intent or scope of the project.

What should be included in the budget?

Your budget should be a detailed list of all expenses, including materials, fees, compensation, taxes, shipping, etc. Reimbursement will not be made for items not specifically listed in the original budget sheet. Legitimate substitutions for original items must be approved in advance.

When will I receive the funds?

When you receive the contract, sign it and send it to the Foundation office. You will be invited to attend the PEF's Autumn Harvest event on November 7th, where you will be recognized and receive a check equal to 75% of the project budget. At the end of the project, you should send all your receipts along with a final accounting to the Foundation office. You will then receive an amount equal to your expenses less the 75% already paid.

If you do not wish to pay for the materials directly, you can submit the information to the Foundation and it will arrange for payment directly to the vendor.

May I apply for more than one grant?

Yes, you may submit as many applications as your time, creativity and initiative allow. The selection committee will assume that you will implement all of them should they all be funded.

What happens if I exceed my grant amount?

The Foundation does not pay for cost overruns. Please be realistic when you prepare your budget. The Foundation will not pay for items not included in the original grant.



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How are recipients selected?

A select committee of volunteers from the PEF board of trustees will read application and select eventual recipients. Applications will be judged blindly; that is, the school name of the teacher will be blacked out. Please do not include the school name in the body of your application. An effort will be made to distribute grant money as equitably as possible throughout the district, based on applications received. Consideration will be given to completeness, reasonableness of budget estimates, benefit to students, and how the proposal complements grade-level curriculum.

What is the timeline?

- October 5 – Deadline for grant applications to be received by the Peninsula Education Foundation office
- October 26 – Grant recipients to be notified of selection
- November 1 – Deadline for grant contracts to be received by the Peninsula Education Foundation office
- November 7 – Grant recipients to be honored at the Peninsula Education Foundation's *Autumn Harvest* Major Donor reception. Checks for 75% of the grant to be distributed to recipients.
- March 31, 2007 - Grant recipients must submit financial reimbursement receipts to receive an amount equal to your expenses less the 75% already paid.



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Project Title:

Project Leader

Name (print): _____ Signature: _____

Home Address: _____

Email: _____

School:

Other Faculty Participants (if any)

Name (Print)

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Principal's Signature:

NOTE: The grant selection process will be anonymous. Your application will be considered according to an ID number only. Please do not include the name of your school in the body of your application.



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Project Title:

ID# (office use only):

Grade(s) involved:

Number of students involved:

Amount of Funding Requested:



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1. Purpose and goals



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2. Description of activities and how they relate to the project goals

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed description of their activities and how they relate to the project goals.



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3. Budget details

Item description	Amount

TOTAL: _____



PENINSULA EDUCATION FOUNDATION

**2007-08 Chuck Miller Grant Contract
Due by November 1, 2007**

I (We) accept the 2007-08 Chuck Miller Grant in the amount of _____, and agree to complete the project, _____, as outlined in my (our) proposal.

I (We) understand that after the Peninsula Education Foundation receives this signed contract on or before **November 1, 2007**, I (we) will receive **75%** of the project funding.

I (We) understand that the Peninsula Education Foundation will not pay for cost overruns.

I (We) understand that the Palos Verdes Peninsula Unified School District owns all the materials and equipment paid for by the Chuck Miller Grants program.

I (We) agree to submit a one-page project summary and photographs (and any ancillary materials) to the Peninsula Education Foundation no later than **March 31, 2008**, even if the grant project is not yet completed, for publicity purposes.

I (We) agree to submit a completed reimbursement form and final expense receipts to the Peninsula Education Foundation no later than **March 31, 2008**. After all of these remaining materials have been received by the Foundation, the remaining amount of the project funding will be forwarded to me.

The Peninsula Education Foundation is willing to facilitate grant purchases by funding 100% of the grant as long as payment is made directly to the vendor(s). To select this option, please provide the vendor information below:

_____ Yes, please pay 100% directly to the following vendor(s).

Vendor Name: _____ Amount \$ _____

Vendor Name: _____ Amount \$ _____

Project Leader (please print): _____

Project Leader (signature): _____

Date signed: _____

Additional teachers involved (please print): _____

Please return one copy of this signed & dated contract no later than November 1, 2007 to:

**Andrea Sala, Executive Director
Peninsula Education Foundation
P.O. Box 2632
Palos Verdes Peninsula, CA 90274
Phone: 310-378-2278 -- Fax: 310-378-2078**

(Please keep a copy of this contract for your records.)



PENINSULA EDUCATION FOUNDATION

2006-07 Chuck Miller Grant Reimbursement Form
Due by March 31, 2008

Project Title: _____

Project Leader (person to receive payment): _____

School: _____

Home address: _____

Total Grant Award \$ _____

SUMMARY OF ATTACHED RECEIPTS (use additional space if needed)

<i>Item</i>	<i>Amount</i>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

<i>Total expenses</i>	\$
<i>Less 75% advance</i>	\$
<i>Amount to be reimbursed</i>	\$

Submit receipts and this request for reimbursement to:

Andrea Sala, Executive Director

sala@pvpef.org

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Palos Verdes Peninsula, CA 90274

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