Pugh Family Foundation
Creating a better tomorrow through education

Academic Programs
Grant Application

Mission Statement:
The Pugh Family Foundation supports educational programs that address the root causes of poverty in Acadiana.

Values:
- Programs that create behavior change, outcome driven programs
- Innovation, new creative ideas
- Programs with scale

Strategies:

	Educational Support programs	Academic Programs	Capacity Building / Advocacy
Type of programming	~After school program ~Family based program ~Summer programs ~Mentorship	~Classroom based programs ~New classroom teaching methodology/ curriculum	~Board development ~Advocacy, policy change ~ Capital projects (new buildings) ~technical assistance
Outcomes	~ Increase of attitude to become a lifelong learner ~Increase school attendance ~Increase of character ~Strengthens families	~Increase of college readiness; being on grade level ~Increase in ability: reading, language, and STEM ~Increase school attendance	~more effective non-profits/ school systems
Examples	~Boys and Girls Club ~ Big Brother Big Sister, ~Leader In Me ~Prime Time Reading	~Matching struggling readers with books ~United Way readers program ~Computers/ smart boards WITH programming ~ Dyslexia programs	~new buildings ~LaPESC ~Principal's Academy
Program audience	Lower social economic	All schools, for private schools new methods of teaching	Schools and non-profits
% of yearly giving	50% of giving	30% of giving	15% of giving

If you feel that your program overlaps with other strategies, choose the application that you feel is the best fit. Also feel free to contact Nan and ask.

Grant Application
Academic Classroom Programs

- Grants will be awarded to programs whose mission and activities align closely with the mission, values, and strategies of the Pugh Family Foundation.
- The Pugh Family Fund will grant to organizations that have multi-year programs as well as one-time grants.
- We understand this is a snapshot of your organization and program. If we have questions we will ask.

Applicant organizations must complete the following steps:

1. **Grant Application Cover Page**: Please complete the attached Cover Page and submit it with your grant application.

2. **Work Plan:** Please use the attached Work Plan to list the objectives, activities, measurable outcomes, timetable and person responsible **(1 page)**. Please see the mock application for a sample of a completed Work Plan.
   - Definitions for each column of the work plan are indicated below (See sample Work Plan):
     - **Activities:** Key actions that will produce an outcome
     - **Outcomes:** Which of following will your program address:
       Increase of college readiness; being on grade level
       Increase in ability: reading, language, and STEM
       Increase school attendance
     - **Timeframes:** When each activity will be completed
     - **Responsible:** The individual or job title of the individual responsible for each key activity

3. **Narrative:** Develop a narrative that describes the program which includes the following (2 pages):

   - Brief summary of the proposed project. (100 words or less, same on cover page)
   - What is the academic need or issue does this project address? How have you identified the need for this project?
   - How does this program align with our strategies as stated above?
   - How are you going to measure the effectiveness of the project?
   - How will project create long term behavior change?
   - How is this project innovative?
   - How many students will be affected by this project? Please explain this number. Could this project be scaled up? If so, please tell us more.
   - If you are asking for equipment, what model are you asking for? Why have you selected that particular model? Could another model work?

4. **Group/ School Wide Form (1 page):**
   - Form to help describe each person's role within the project. See attached form.

5. **Budget:** Submit a project budget that includes the following information (less than 2 pages):
   - Monetary amount requested
   - Budget narrative:
     - Are you seeking funding for a single year or for multiple years?
     - Is this a matching grant? If so, with whom?
     - Are you able to accept partial funding?
     - List other requests for funding both pending and approved
   - Provide a table with income sources and expenditures for the project

Grant Application Format

Grant applications must be submitted accordingly:
Grant application cover page – 1 page
Work plan – 1 page
Narrative – 2 pages
Group form- 1 page (if needed)
Project budget - 2 pages

Each page of the application should contain a header that lists your organization's name and the page number along with the total number of pages. For example:
Great Non-profit of Acadiana
Page 1 of 5

We understand this is just a snapshot of your program, if we have questions we will ask.

Grantmaking Schedule

Submit applications electronically to Nan Pugh at nanpugh@pughfamilyfoundation.org

EMAILED APPLICATIONS ARE REQUIRED IN ONE, WORD DOCUMENT ONLY. (Please do not submit Excel or PDF documents.) The subject line of the email: Spring Grant Cycle 2015

All applicants will receive an email confirmation within 48 hours of submission. If an email confirmation is not received, please send a copy of the original email and the attachment to the same email address. If you have any questions or concerns, please contact Nan directly at 337.247.5527

Timeline: **Applications are due via email to Nan Pugh on Monday March 30th by noon.**

Grant Reporting Requirement

Organizations will be required to complete a 6-month and 12-month evaluation for each year of funding received. Thus, organizations who have not expended the funds within 12 months will be required to submit ongoing evaluations every 6 months.

For More Information

For more information, contact Nan Pugh at nanpugh@pughfamilyfoundation.org

Academic Classroom Program
Grant Application Cover Page

Organization Name:

Program Name:

Program Director:

Program Director Email:

Phone Number:

Principal:

Physical Address:

City: State: Zip:

Mailing Address:

City: State: Zip:

Funding amount requested: $

Is your organization able to accept partial funding for this program?   (Yes or No)

Is the requested funding part of a matching program?   (Yes or No)

Are you oaky if the Pugh Family Foundation shares this grant application? (Yes or No)

Has your principal approved this project if funding is received? (Yes or No)

Brief summary of the proposed project (100 words or less, same that is in the narrative):

Academic Classroom Programs

Work Plan

Activities	Outcome as stated in strategy	Timeframe	Who is responsible

(don't feel that you need to fill in every row)

School wide/ group form

This form is for projects that cross more than one classroom to understand each educator's role within the project. Please indicate leader and supporting roles and a brief description of responsibilities.

Name	Role