

Pugh Family Foundation

Creating a better tomorrow through education

Educational Support Programs Grant Application

Foundation mission, values, and strategies

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 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 Educational Support Programs

- Grants will be awarded to organizations whose mission and activities align closely with the mission, values, and strategies of the Pugh Family Foundation.
 - We understand this is a snapshot of your organization and program. If we have questions we will ask.
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. 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 attitude to become a lifelong learner
 - Increase school attendance
 - Increase of character
 - Strengthens families
 - **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)
 - Program strategy: how does your program align with our indented outcomes?
 - Which of following will your program address and how:
 - Increase of attitude to become a lifelong learner
 - Increase school attendance
 - Increase of character
 - Strengthens families
 - Please place the tactic in order of most importance that your program will address
 - How will this program create long term behavior change?
 - Community need assessment:
 - Why is this need important for the community?
 - How did your organization identify the need for this project in the community? You may use statistics in this section to substantiate the response.
 - Plan for sustainability - what are your long-term plans for sustaining this program?
 - Please note that if you are seeking funds for a salary position, please you must indicate your organization's plan to financially sustain that position in future years.
 - Could this program be scaled up? If so, please tell us more.
 - List the other organizations that you are working with to enhance the effectiveness of the program
 4. **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?
 - If you are asking for equipment, what model are you asking for? Why have you selected that particular model? Could another model work?
 - Are you able to accept partial funding?

Educational Support Programs Grant Application

- List other requests for funding both pending and approved
- Provide a table with income sources and expenditures for the project

Grant Application FormatGrant Application Format

Grant applications must be submitted accordingly:

- Applications should follow the following formatting guidelines:
 - Grant Application Cover Page – 1 page
 - Work Plan – 1 page
 - Narrative – 2 pages
 - 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
 - Mock application

Upon review of the applications, representative(s) of the Pugh Family Foundation may request additional information to aid in the funding decisions.

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 must be Fall Grant Cycle 2014

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 at 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

Educational Support Programs Grant Application Cover Page

Organization Name:

Program Name:

Program Director:

Program Director Email:

Phone Number:

Board Chair:

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)

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

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

What is your mission statement?

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

Work Plan

Activities	Outcome as stated in strategy	Timeframe	Who is responsible

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