



Panera Bread's *Rising Above* Individual School Initiative Grant

APPLICATION GUIDELINES

Panera Bread of Jefferson City believes in giving back to the community it serves. Thus, Panera Bread of Jefferson City is happy to announce one school in the Jefferson City Public School District will be awarded up to \$1,000 for a School Initiative Grant in December 2009. Please see below for details.

- **Award Range:** (up to \$1,000) for initiatives unique to the individual school that compliment and align with the Comprehensive School Improvement Plan.
- **Eligibility, Submission Deadline, Notification of Recipients:** Initiatives are limited to Jefferson City Public Schools. Initiatives are limited to the JCPS established curriculum framework and associated co-curricular activities. All initiatives must identify and address needs, challenges and concerns unique to the respective school. The identified areas must reflect the school's Improvement Plan. **The submission deadline is the third Monday in November, by 4:00 p.m.** *If the deadline falls on a student holiday, the application must be received by 4:00 p.m. the following school day.* Applications will be competitively reviewed by the Programs Committee or its designated sub-committee. All applications will be number-coded rather than identified by school name. Any specific reference to school name should be limited to the application cover page. The Initiative Chair will be notified of application approval status approximately 4-6 weeks following the application deadline.
- **Application Sources:**
 - Foundation website: www.jcpsfoundation.org
 - Foundation phone: (573) 659-3549 (leave your name and email address).
- **Initiative Funding:** Funds for the approved initiative are *payable at the time to meet the intended schedule of the approved initiative.* Funds will be deposited in a designated account of the recipient's school. Slight change in starting date is negotiable, based on unique needs of the initiative. *Recipients must adhere to all Jefferson City Public Schools budgetary policies and procedures. **Items purchased with initiative funds or anything developed or built with initiative funds become the property of the District, not the individual(s).*** Initiatives may cover travel or honorariums. Any unexpended funds will revert to the JCPS Foundation at the conclusion of the initiative.
- **Initiative Evaluation:** A summary evaluation of the initiative is due within 10 days of completion of the initiative.

- **Length of Initiative:** Initiatives are generally funded for twelve (12) months.
- **Guidelines for Eligibility:**
The initiative is appropriate for submission only if the following questions can be answered in the affirmative:
 - Is the initiative congruent with the District's Strategic and School Improvement Plan?
 - Does the initiative directly or indirectly affect students?
 - Can the initiative be completed in the timeframe allowed?
 - Are the objectives measurable?

Application Deadline: Third Monday in November by 4:00 p.m.



**Panera Bread *Rising Above*
Individual School Initiative Grant**

NOTE: PLEASE TYPE.

School: _____
Submitted by: _____
Title(s): _____
Name of Initiative Chair: _____
School Phone: _____ Initiative Chair E-mail Address: _____

Title of Proposed Initiative: _____
Anticipated Date of Implementation: _____
Anticipated Date of Completion: _____
Total Dollar Amount Requested: _____

Principal Signature: _____ Date: _____

Application Deadline: Third Monday in November by 4:00 p.m.

If this date falls on a student holiday, the initiative application must be submitted by 4:00 p.m. the following school day.

Send application and four (4) copies to:
Jefferson City Public Schools Foundation
P.O. Box 2152
Jefferson City, MO 65102

DO NOT FAX OR EMAIL

NOTE: School initiative reviews are anonymous. This cover sheet will not be included as a part of the actual selection process by the Programs Committee. Consideration of your request will be based entirely on the following proposal.
PLEASE TYPE.



Panera Bread *Rising Above* Individual School Initiative Grant

DIRECTIONS: Please **TYPE**. If an appendix is needed for supplemental material, it must be limited to a maximum of three (3) pages. Use no smaller than 11-point type and no script font.

Proposed Initiative Title _____
Implementation Date _____
Evaluation Date _____
Total Amount of Request _____ Date of Proposal _____

1. In one paragraph summarize the rationale of the initiative. **(5 pts.)**

2. How did you identify the need of the initiative and why is it unique to your school? **(10 pts.)**
Why do you consider this initiative to be an innovative solution to this need? **(10 pts.)**
 - a. What are the major objectives and expected outcome of the initiative? **(10 pts.)**

 - b. What is the implementation plan for the initiative? **(15 pts.)**

3. Approximately how many students and staff members will be affected by this initiative, both directly and indirectly? What is the potential for expansion of this initiative to other schools? **(15 pts.)**

4. How will you evaluate whether your objectives and outcome have been achieved? **(30 pts.)**

5. Give a time schedule for implementation. **(5 pts.)**

6. Detail your budget request in order of priority. Include specific information, such as what materials and equipment will be needed, sources of supply cost, (including transportation, honorariums, shipping/handling, etc.) **NOTE: If this initiative is approved, all expenditure receipt copies must be attached to a written final evaluation and returned to the JCPS Foundation within 10 days of completion of initiative.**

QTY	ITEM	COST	SUPPLIER	DATE NEEDED	BUDGET AMT.
INITIATIVE TOTAL					

