

February 1, 2019

To: School Districts and Accredited Private Schools in Mason, Kitsap, Jefferson, Clallam and Grays Harbor Counties.

We are pleased to announce the **2019 Peninsula Education Grant** (P.E.G.) program. P.E.G. was developed to provide charitable grants to fund programs, materials, and related financial resources for educators to assist in providing learning and growing opportunities for their students. This is one way Peninsula Credit Union is giving back to the communities we serve.

The grants are available to educators in all primary or secondary classes for both public and accredited private schools within the above listed counties. Please share this information with the schools in your District and, in turn, with teachers and staff.

Grants will be awarded up to \$500.00 for implementation of new programs and continuation of existing programs, materials, equipment, or supplies. Enclosed you will find information about the Grant Program and how to apply.

Please read the grant application materials thoroughly and submit all requested items postmarked by **April 12, 2019**. All applicants are encouraged to be individual members of Peninsula Credit Union (with their own member number), but it is NOT a requirement. Please see our website (www.pcfcu.org) for more details about the Credit Union and the advantages of becoming a member. Grant recipients will be notified by June 1, 2019, and funds distributed to the respective School Districts for allocation to the educator. Incomplete or late applications will be disqualified.

If you have any questions about Peninsula Credit Union or the education grant program, stop by your nearest Peninsula Credit Union branch, call 800-426-1601 or visit us online at www.pcfcu.org.

Sincerely,

Jim Morrell
President/CEO
Peninsula Credit Union

Peninsula Education Grant (PEG)

Check List and Procedures - Return with completed grant application packet.

- _____ Peninsula Credit Union member number (if applicable).
- _____ Original completed and signed grant application, including the Budget Detail.
- _____ Submit completed pages, without staples, in the following order:
 1. PEG Information Page
 2. PEG Application (two to four pages 12 point typed)
 3. PEG Budget Detail
 4. Any supporting documentation
- _____ Postmarked **no later than Friday, April 12, 2019.**

Application Procedure

Eligibility Criteria Applicant must be an educator (grades Pre-K through 12) in a school in Peninsula Credit Union's field of membership, WHICH INCLUDES Mason, Kitsap, Grays Harbor, Jefferson and Clallam counties. Applicant may submit one grant application per year.

Applicants must have completed and signed application and postmarked by **April 12, 2019.** Incomplete applications will not be eligible for consideration. Relatives of Board of Directors, Supervisory Committee or Staff of Peninsula Credit Union are not eligible.

Grants may be used for implementation of new and continuation of existing programs, equipment, supplies, materials, and related financial needs. **Grant funds may not** be used for substitute pay, teacher salaries, teacher training, teacher stipends, or teacher travel related expenses. The number of grants awarded each year is dependent on the amount of grant funds allocated during the year, the number of grant recipients and the amount of the grants requested by the applicants.

Grant Application Criteria

Four application sections are evaluated. The purpose/goals section will be highly considered. Student feedback letters are encouraged to support the need for continuation of an existing program.

For Office Use Only: Application Number: _____

Date Received/Postmarked: _____

PENINSULA EDUCATION GRANT

1. PEG Information Page

Please print clearly in ink or type.

Date _____

Project Title _____

Project Description (Describe your grant in one or two sentences.)

General Information

Grant Amount Requested (up to \$500) \$ _____

Date Grant will be used _____

How did you hear about this grant? (check one or more) Peninsula Credit Union Newsletter
 PCU Web Site PCU Employee PCU Branch Other: _____

Have you been awarded a grant from Peninsula Credit Union in previous year(s)? ___ Yes ___ No If yes, state the years you were awarded. (If yes, the grant evaluation for you and your administrator must be received by **March 1, 2019** to be eligible for a grant this year.) Note: This does **NOT** impact your ability to become a recipient this year. Years awarded: _____

Personal Information

Name (Last, First, Middle initial):

School Address (Street Address, City, State, Zip):

Email Address: _____ Primary Phone: _____

Secondary Phone: _____

School District: _____ School _____

I acknowledge that the application is my original work, and all other personal information is true and correct. I understand that all submitted materials become the property of Peninsula Credit Union (PCU) in promotional activities related to the grant competition, and should I be selected as a recipient, give PCU permission to use my name and photo in promotional activities. I also agree to provide an evaluation/assessment of the project to Peninsula Credit Union. Failure to provide the assessment by March 1, 2020 may prevent the applicant from consideration of future funding. I understand that grants cannot be reassigned without prior PCU approval. Any changes in use of funds from those in the approved budget must be authorized in advance by PCU. I further understand that any equipment/supplies attained through grant funds will remain with the school campus, unless approved by the principal.

X _____
Signature Date

I am aware of this grant application and am in support of the applicant and the educational enrichment this grant funds. (Principal/Supervisor Name and Title)

Printed Name & Title

X _____
Signature Date

2. PEG Application

Retain copy for your records.

Project Title: _____

Please provide the following information in the order presented in about 2 pages in 12 point type.

Purpose/Goals: Describe project goals and objectives. What will this project accomplish? Include the level of need and how this will enrich you and describe others that would be impacted and how they would benefit.

Description: Describe your project and provide projected activities/results. Include how it will be collaborative in nature, how it can be shared, and how it will make an impact on you, your students, and your school.

Timeline/Schedule of Significant Events: List the activities or procedures related to the project goals. Include a timeline and resources with each item.

Evaluation: List two or more specific project objectives and for each describe the measurement method to determine whether or not the objective was successfully met. For continuation of existing programs, summarize the program's history, participation and demonstrated results.

3. Peninsula Educational Grant Budget

Return with completed grant application packet.

Project Title: _____

Item Description: _____

Item Quantity: _____

Supply Source: _____

Estimated Costs: _____

Number of classes impacted by grant: _____

Number of students impacted by grant: _____

Grade level(s) impacted by grant: _____

Subjects impacted by grant: _____

(i.e. Science, History, Physical Education, etc.)

Grant cost per student benefiting from project \$ _____

Total Grant Amount Requested Divided by the Number of Students Impacted by Grant

Submit your completed grant application packet via mail postmarked by **April 12, 2019** to:

**Peninsula Credit Union
Educational Grant Program
P.O. Box 2150
Shelton, WA 98584**

Application Packets received after the deadline will not be eligible.

Peninsula Educational Grant

Frequently Asked Questions

What is a PEG (Peninsula Educational Grant)? The program was established to fund programs/projects and financial resources for educators. Peninsula Credit Union receives applications from and provides grants for educators in the schools in our field of membership (Mason, Kitsap, Jefferson, Clallam, and Grays Harbor counties).

Who may apply? All educators (grades Pre-K through 12) in the schools in the Peninsula Credit Union field of membership are eligible. All applicants are encouraged to be individual members of Peninsula Credit Union (with their own member number), **but it is NOT a requirement.** Check out our website (www.pcfcu.org) for more details about the Credit Union and advantages of becoming a member.

How many times may an educator apply? An educator may apply once per year.

What is the deadline for submitting a grant application? Application packets must be postmarked by **April 12, 2019** for consideration.

What are the amounts of the grants? The grants are awarded up to \$500.00. The amount of the grant will be based on the completed Grant Budget Detail sheet, not to exceed \$500.00.

Are there a limited number of grants awarded each year? The number of grants awarded each year is dependent on the amount of grant funds allocated during the year, the number of grant recipients and the amount of the grants requested by the applicants.

What are the procedures for submitting a grant application? - Complete the Grant Application along with the Budget Detail - Sign and obtain your **school principal/supervisor signature** - Mail to: Peninsula Credit Union, Educational Grant Program, P. O. Box 2150, Shelton, WA 98584 by the postmark deadline of **April 12, 2019**.

How many grants may be awarded per educator? Each educator may be awarded one grant each year.

How are grant recipients determined? The Board of Directors appoints a selection committee to evaluate each application. Applications are evaluated on the following criteria:

- Clearly stated realistic measurable objectives and goals
- Well defined project description
- Realistic and clear time schedule
- Measurable evaluation plan directly related to goals and objectives
- Complete and itemized Budget Detail
- Adherence to all grant application requirements.

While there is no established geographical allocation, it is the intent of this program to provide resources for educators in each of our market areas .

PENINSULA EDUCATION GRANT

How are grant recipients notified? Grant recipients and their School Districts are notified by a Grant Award Letter and check from Peninsula Credit Union Board of Directors. Grant recipients are also posted on the Peninsula Education Grant link on our web site: www.pcfcu.org.

When are grant recipients notified? Grant recipients will be notified by June 1, 2019.

What are the specific guidelines for how grant funds may be used? Grants may be used for implementation of new and continuation of existing programs, equipment, supplies, materials and class financial needs. Grant funds **MAY NOT** be used for substitute pay, teacher salaries, stipends, teacher training, or travel related expenses.

How are grant funds distributed? The funds will be provided to the recipient's School District in June and the District will then make payment as costs are incurred.

What are the specific requirements after being awarded a grant? The specific requirements upon being awarded a grant are to use the funds for the project and purpose stated in the grant application and submits to PCU an evaluation of the grant project by March 1, 2020.

Is there a deadline that funds must be utilized? The deadline for fund expenditures is the School year in which the funds were requested and approved. Should funds not be expended by this date, they will be returned to the Credit Union and utilized for future grants.

What is the timeline of important dates associated with the grant application?

February 1, 2019	Grant Application sent out to Schools/School Districts
April 12, 2019	Grant Applications Due
June 1, 2019	Grant Recipients Notified
June 1, 2019	Grant funds disbursed

What type of follow-up is required or expected? The Credit Union asks that each grant recipient complete a brief report to the Credit Union outlining the use of funds, impact to students or classroom, or opportunities provided. The Credit Union may use this information in subsequent marketing or promotions of the program.