

PSAHPERD SPECIAL RULES AND PROCEDURES
(FEBRUARY 23, 2002)

PURPOSE

The PSAHPERD Special Projects Committee was established to provide financial assistance for activities and projects, which benefit students and teachers at all levels, and/or the citizens of the Commonwealth of Pennsylvania. Grant programs are designed to encourage innovative projects, which further enhance attempts to achieve the goals and objectives of PSAHPERD.

ELIGIBILITY

A proposal *must be typed and double spaced, and will not be considered* if it fails to comply with stated guidelines, is not received in a timely manner, and/or is incomplete or incorrect.

1. Project Directors must be PSAHPERD members, Allied or other Affiliated Organizations may apply for Special Project Grants, but must have a member of PSAHPERD serve as Project Director. Fiscal accountability is the responsibility of the Project Director
2. The *goals and benchmarks* of the proposed project must be consistent with the goals and objectives of PSAHPERD.
3. Proposals which focus on traditional school functions or expected PSAHPERD committee work will not be considered.

TIME FRAME FOR PROJECT PROPOSAL AND COMPLETION

1. Special Projects Proposals are Action Items on the Spring (March) and Fall (October) PSAHPERD Executive Committee meetings. Proposals must be received at least four (4) weeks prior to the meeting so as to allow for Committee input and recommendations, *if deemed necessary by the PSAHPERD Board and/or Executive Committee.*
2. Special Projects are to be completed within a fiscal year from the time funding is granted. A thorough follow-up report *based on completion of project goals*, must be submitted to the Executive Director and presented to the Executive Committee upon completion of the project.
3. The Executive Board shall determine the appropriate action to be taken should a Special Project fail to reach completion or be terminated during the process (Requires Executive Committee Action).

PROJECT NARRATIVE:

1.) Description of Project

2.) Purpose

3.) *Target Population to Benefit*

4.) Procedures:

5.) Project Time Frame:

- a. Beginning Date:
- b. Completion Date:

6.) Goals

7.) Benchmarks Anticipated Date of Completion for Each Benchmark
(steps to reach goal)

8.) Rationale/Justification: (eq., need, how the results will be used, value to PSAHPERD)

9.) Follow up commitment (check at least one)

- a. _____ workshop at PSAHPERD convention
- b. _____ article in the PSAHPERD journal

PSAHPERD SPECIAL PROJECTS GRANT PROPOSAL page 3

BUDGET SUMMARY

This budget summary is rounded off the nearest dollar and estimates the expenditures/revenue as of the date of submission.

LINE ITEM	FUNDING REQUEST FROM PSAHPERD	ORGANIZATION/AGENCY CONTRIBUTIONS
Materials:	_____	_____
Printing:	_____	_____
Postage:	_____	_____
Travel:	_____	_____
Lodging:	_____	_____
Consultants:	_____	_____
Other: (Specify)	_____	_____
TOTALS:	_____	_____

Agency, organization, or group providing matching or additional funds (name and address, contact person, phone, e-mail, fax)

If revenue income is to be generated from this project, what is the projected income?

How will income be generated?

Where will this revenue be directed?

Forward five (5) completed copies of the PSAHPERD Special Projects Grant Proposal to the special Projects Committee Chairperson. Copies should also be sent to the current PSAHPERD President and the PSAHPERD Executive Director.