

**WELCOME
TO**

“APPLYING FOR GRANT FUNDS”

**BEGINNING
JANUARY 1, 2004**

HOUSEKEEPING ITEMS

EMERGENCY EXIT PROCEDURE

REST ROOMS

BREAK

INTRODUCTION

My Name is Joanne Dempsey

I have been a Pioneer for 16 years

I am currently the KOC Advisor for the Financial team.

I live in Warwick, RI with my partner Don & dog DJ

I love to Snowmobile in the winter and spend the weekends in the summer on Cape Cod in our RV.

MATERIALS NEEDED

In this session you are going to go learn how to apply for the funds associated with the Verizon Foundation Grant or any other Corporate Grant which may be awarded to your Chapter.

- 1.** You should already have completed your Chapter's Business Plan and have it on hand to refer to.

- 2.** Financial availability of Grant funds.

- 3.** Forms that you need are the:
 - a.** Pioneer Finance Voucher
 - b.** Pioneer Project Form

- 4.** All necessary bill(s) or receipts

- 5.** Send to: Pioneer Administration Center
P.O. Box 4406
Salem, MA 01970

EXAMPLE 1-BILL SUBMISSION

You are purchasing Scholastic Books for Brown Elementary School grades K-3.

Books are ordered, delivered and you have received the bill.

What is needed?

1. Pioneer Finance Voucher form
(fill in all required info)
2. Attach original bill(s) or receipts
3. Complete PA7 (Pioneer Project Form) send copy to Pioneer Administration Center and a copy to your Chapter Coordinator
4. Send all info to the Pioneer Administration Center within 30 days of the Project completion date.
5. Pioneer Administration Center will close project account and return any overages to the main grant account.

EXAMPLE 2 – GRANT ADVANCE

You are going to be doing a project for Literacy Week and need to purchase materials (pencils, books, etc.) before the project date.

What is needed?

1. Pioneer Finance Voucher form
(fill in all required info)
2. Send to Pioneer Administration Center

EXAMPLE 2 – GRANT ADVANCE (cont.)

Project is now over

What do you do?

1. Pioneer Finance Voucher form
(all required info filled in)
2. All bill(s) & or receipts attached
3. Complete PA7 (Pioneer Project Form),
 - a. send a copy to the Pioneer Administration Center
 - b. send a copy to Chapter Participation Coordinator
4. Send all info to Pioneer Administration Center
(within 30 days of Project completion date)
5. Pioneer Administration Center will close project account and return any unused funds to the main grant account.

GRANT REQUEST PROCESS

Business Plan is developed

Funding is identified

Pioneer Finance Voucher is submitted

Grant request is reviewed and matched with Business Plan along with Pioneer Finance Voucher

If **APPROVED** – funds are transferred to the requesting Chapter under the Project Name.

At the completion of the Project all forms are filled out, bill(s) or receipts are attached and all info is sent to the Pioneer Administration Center to close out the account. Any money not used will then be transferred back to the Chapter Grant Account and data will be provided for the Verizon Grant Reports.

If **NOT APPROVED** – Grant is sent back to the requesting Chapter with an explanation why it is not approved.

REASONS WHY IT MAY NOT BE APPROVED:

1. Does not match Business Plan
2. Forms not filled out correctly
3. Not an Educational Project
4. Not in line with Verizon Foundation or other Corporate Grant expectations
5. Not enough Grant Money in account

VERIZON GRANT REQUEST PROCESS

WHY:

Standard Expenditure Process

Tied To Business Plan

Central Processing Center

Availability Of Immediate On-Line
Expenditure Reports

Provide Financial Reassurance To Our
Sponsors & Stake Holders That Their

Philanthropic Funds Are Being Spent
Based On Their Expectations.

BUSINESS PLAN DEVELOPMENT

The following objectives are ones which the _____
Chapter of the TelecomPioneers will align themselves during 2004.

Category: _____ **Total: \$** _____

Project Name: _____

Business Statement:

Corporate Alignment:

Pioneer Alignment:

Funding:

BUSINESS PLAN DEVELOPMENT

The following objectives are ones which the **William J. Denver** Chapter of the TelecomPioneers will align themselves during 2004.

Category: LITERACY **Total:** \$3,000.00

Project Name: SPRINGFIELD SCHOOL VOLUNTEERS

Business Statement: Springfield School Volunteers are responsible for the recruitment, training and coordination for all business and community involvement within the public school system. The organization is professionally staffed and run. This past year 3034 volunteers at an estimated \$2.8 million in savings were active in the school system, 1681 worked one on one as mentors and reading tutors. Corporate and community support for this organization is strong and Verizon has received strong recognition for our participation. Verizon's Regional Director of Public Affairs serves on the board of directors. Partnerships with the Verizon TelecomPioneers are common and value is multiplied. The school system is diverse with 35% African Americans, 35% Hispanic, 4% Asian and 26% White. Emphasis is placed on reading and the organizations program Springfield A City That Reads fits well with the VerizonReads campaign. The funding also supports the Employee Volunteerism funding priority.

Corporate Alignment: Geography education through the use of playground maps and student/teacher literature. Verizon Volunteers provide time to paint map and reproduction of literature.

Pioneer Alignment: Verizon TelecomPioneers will continue their efforts with the Springfield School Volunteers by coordinating the Playground Map project at 30 schools in the Springfield School System. Using a grant from the Verizon, volunteers of the Verizon Corporation and Springfield School will paint 20'x30' maps on the school playgrounds and provide literature to enhanced the learning process through games played on the maps.

Funding: Verizon Foundation Grant and Pioneer Foundation Grant

Staples Company
365 State Street
Springfield, MA 01013

100 pencils \$ 50.00

100 bookmarks \$100.00

Total \$150.00