

# Capital Region Penny Harvest

a program of National Education Leadership Institute & The  
Community Foundation for the Capital Region

**January 2007**

**Re: Philanthropy Roundtable Funds Application**

Dear Penny Harvest Coach:

Please read the following directions carefully and review them with your students BEFORE you start the roundtable process. Roundtables can make as many grants as they wish with their \$1,000 budget, but if your school has more than one roundtable, a separate application must be filed for each. The Common Cents Board of Directors approves all roundtable decisions, and will only review complete applications.

A complete application includes:

**FORM A:** Complete Roundtable Process Report, *signed by two Penny Harvest Leaders sitting on the roundtable.*

**FORM B:** Grant Decision Report *for each grant that you request.* There are two types of grants:

**Community Grants** fund organizations and programs that address genuine community needs. For example, \$250 for a food pantry for supplies and canned goods or \$700 for a local clinic to help fund their AIDS outreach program. Community grants may be used by charitable organizations to fund general costs (called “general operating”) or for a specific program or project. Community grants may not be awarded to the school and student groups or for sports and music clubs to buy equipment.

**Service Grants** are community grants that involve any form of student action. This includes funding ‘hands-on’ service projects that the roundtable, or another student group, implements, or providing a cash grant to an organization or cause that includes a volunteer service project. Not all projects require money. Your students may make a service grant for \$0.

Be sure to review page 53 in your curriculum guide for a complete description of community and service grants and to review the grant making guidelines.

**FORM C:** 2006-07 Penny Harvest Sign up Form

These forms must be completed and submitted to the Penny Harvest office by Wednesday, April 18th, 2007. **Checks will be sent to the school, attention Penny Harvest Coach. Please allow 2-3 weeks for processing.**

I look forward to seeing your students’ grants. Thank you for your assistance!

Sincerely,

Sarah Shafer and Lisa Drzymala  
Program Managers  
Penny Harvest

## Roundtable Process Report

The Penny Harvest Coach must work with at least two Penny Harvest leaders to complete this form. If your school has more than one roundtable, a separate application must be filed for each roundtable.

### School Information:

District \_\_\_\_\_ School Name \_\_\_\_\_

Penny Harvest Coach \_\_\_\_\_ Phone #: \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

### Roundtable Information:

Roundtable Name \_\_\_\_\_

1. How many and in what grades were these students? *Eg., 3 from 3rd grade, 4 from 4th*

K	<input type="text"/>	1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>	6	<input type="text"/>	7	<input type="text"/>	8	<input type="text"/>	9	<input type="text"/>	10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>
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2. How many boy/girls were on the roundtable? # of boys \_\_\_\_\_ # of girls \_\_\_\_\_

3. Estimate the total number of hours that each roundtable student probably spent on all roundtable related activities, including time spent in school, at home, and in the community. *Circle one.*

0-5 hrs      6-10 hrs      11-15 hrs      16-20 hrs      Other: \_\_\_\_\_

4. How were your student leaders selected? *Check all that apply.*

- Chosen by their peers (voted in, class representatives, etc.)
- Chosen by you and/or other staff
- Self-selection (applied, wrote an essay, etc.)
- Serve as part of last year's roundtable, and/or a part of a year-round Penny Harvest leadership team

5. Which community or communities did your roundtable focus on? *Check all that apply.*

- School Neighborhood
- Local Community/City
- State/Country
- World

6. What were the top three community needs that your roundtable identified? *Choose three.*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Adults in Need                       | <input type="checkbox"/> Educational Issues         | <input type="checkbox"/> Healthcare/Wellness           |
| <input type="checkbox"/> Animal Care                          | <input type="checkbox"/> Elder Care                 | <input type="checkbox"/> Hunger/Homelessness           |
| <input type="checkbox"/> Conflict Resolution/Crime Prevention | <input type="checkbox"/> Environment/Beautification | <input type="checkbox"/> Infant/Children/Youth in Need |
| <input type="checkbox"/> Disabled Persons' Issues             | <input type="checkbox"/> Families in Need           | <input type="checkbox"/> Women's Issues                |
| <input type="checkbox"/> Diversity/Tolerance Issues           | <input type="checkbox"/> Global Issues              | <input type="checkbox"/> Other: _____                  |

7. How did your roundtable identify and research community needs and organizations? *Check all that apply.*

- Interviewing or talking with others, such as
  - Penny Harvest students
  - Parents, family members, neighbors, or community members
  - Teachers or other school staff
- General research, such as
  - Internet, newspaper, television
  - Penny Harvest resources, past yearbook
  - The Penny Harvest Coach did the research
- Other – please explain: \_\_\_\_\_

*Continued on next page*

7. What helped you make your decision about how to give away your pennies? *Check all that apply.*
- Worked with potential organizations
    - By hosting a presentation
    - By meeting an organization on a site visit
    - By talking with an organization on the phone
  - Reviewed organization/service project partner literature, brochure or other materials
  - Used previously determined funding criteria
  - Other – please explain: \_\_\_\_\_
8. How did you tell/involve others about the roundtable’s work and funding decisions? *(Check all that apply.)*
- Held classroom presentations about the roundtable’s work in progress and decisions
  - Updated the Penny Harvest Bulletin Board
  - Hosted a school-wide assembly or check presentation
  - Wrote an article for a school publication or web site
  - Received local press attention, or a visit from a local official
  - Other – please explain: \_\_\_\_\_
9. How will you reflect, evaluate, and celebrate? *(Check all that apply.)*
- Host a Check Award Ceremony
  - Conduct reflection activities
  - Other – please explain: \_\_\_\_\_
10. How will you plan for next year’s Penny Harvest, 2007-08? *(Check all that apply.)*
- Create a Penny Harvest Plan
  - Fill out a registration form and set goals
  - Pass on the leadership roles to new students
  - Recruit a new coach, if necessary
  - Other - explain \_\_\_\_\_

**Signatures:**

We, \_\_\_\_\_ and \_\_\_\_\_, declare that the roundtable  
Student leader #1 signature Student leader #2 signature  
 decisions were made by roundtable students and are consistent with the roundtable grant making guidelines. I,  
 \_\_\_\_\_, declare that the roundtable decisions were made by roundtable students  
Penny Harvest Coach signature  
 and that I served in a facilitative role.

**To be completed by Penny Harvest Coach:**

How do you think students changed as a result of doing the roundtable as compared to students who do not participate in the roundtable? *(check all that apply)*

	Strongly Agree	Agree	Disagree	Strongly Disagree
Being on the roundtable increases students’ belief that they can make a difference.	1	2	3	4
Roundtable students believe that they can do more by working together than by themselves.	1	2	3	4
Students who participate in the roundtable do not have greater empathy for the needs of others than those students who do not participate in the roundtable.	1	2	3	4
Roundtable students become more likely to be involved in another community or civic activity.	1	2	3	4
By participating in the roundtable, students develop stronger research and observation skills.	1	2	3	4
Students on the roundtable are likely to feel more comfortable in taking on a leadership role in the future.	1	2	3	4
Roundtable students do not have an increased interest and effort in their school work.	1	2	3	4
Being on the roundtable increases students’ abilities to make decisions and solve problems.	1	2	3	4
<b>For experienced Penny Harvest Coaches ONLY:</b> Changes I saw in students who participated in the roundtable last year <u>did not</u> continue into this year.	1	2	3	4

## Grant Decision Report

This form should be completed by the Penny Harvest Coach. Complete a different Grant Decision Report for each grant (decision) the roundtable makes.

### School Information:

Region \_\_\_\_\_ School # and Name \_\_\_\_\_

Roundtable Name \_\_\_\_\_ Project Name (if applicable) \_\_\_\_\_

### Organizational Information:

Organization Name: \_\_\_\_\_ Web address: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Director \_\_\_\_\_ Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1. Has the school's Penny Harvest donated to or partnered on a service project with this organization in the past?

Yes

No

If yes, how many times? \_\_\_\_\_

2. Please check one of the following two options:

If your grant is for an organization, check here to confirm that you have attached the organization's 501(c) 3 IRS letter. Ask the organization to provide this for you. If a 501(c)3 is not available, what is the organization's EIN number? \_\_\_\_\_

If your grant is to an individual, please record his/her social security #: \_\_\_\_\_

### Grant Information:

1. This grant is a:  Service grant – a grant involving any form of student service

Community grant – a grant made to an organization that addresses a community need

2. Grant Amount: \$ \_\_\_\_\_ 3. Check payable to: \_\_\_\_\_

4. What community need does this grant or service project seek to address? (Check only one.)

Adults in Need

Educational Issues

Healthcare/Wellness

Animal Care

Elder Care

Hunger/Homelessness

Conflict Resolution/Crime Prevention

Environment/Beautification

Infant/Children/Youth in Need

Disabled Persons' Issues

Families in Need

Women's Issues

Diversity/Tolerance Issues

Global Issues

Other: \_\_\_\_\_

5. Please describe the grant, explaining how (1) the funds will be used, (2) the grant will address a genuine community need, (3) the students benefit from making the grant, (4) and the community benefits from the grant. This will be used to ensure the grant is approvable by the Board of Directors. Please use a separate sheet of paper if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### For those funding a Service Project Grant ONLY

1. If you are making a service grant, the grant funds is a:  One-time project  Ongoing throughout the year

An annual project  Other- explain: \_\_\_\_\_

2. When do you plan on implementing project. Please give specific date(s): \_\_\_\_\_

3. On a separate sheet of paper, please provide a simple budget itemizing the expenses associated with the project.

# Capital Region Penny Harvest

FORM C

a program of National Education Leadership Institute & The  
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## Sign Up TODAY for Penny Harvest 2007—2008!

Start generating excitement for next year's program! Begin transitioning student leadership responsibilities (pg. 115 of the Penny Harvest Curriculum Guide).

### Will you be the Penny Harvest Coach next year?

If not, please work with your principal **now** to identify a new coach. Coach turnover is the primary reason schools discontinue the program—DON'T LET THIS HAPPEN TO YOUR SCHOOL.  
Let us know who the new coach will be so we can contact him/her in the fall.

#### School Information

Region: \_\_\_\_\_ School # / Name: \_\_\_\_\_

Grades in your school: \_\_\_\_\_ Est. # of students at your school: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Principal Information

Name: \_\_\_\_\_ Email (important!): \_\_\_\_\_

Phone #: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Rank your preferred method of contact (1, 2): \_\_\_\_\_ Phone \_\_\_\_\_ Email

#### Penny Harvest Coach (PHC) Information

Name: \_\_\_\_\_ Email (important!): \_\_\_\_\_

Phone #: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

PHC's Home/Cell Phone #: \_\_\_\_\_ PHC's Title \_\_\_\_\_

Rank your preferred method of contact (1, 2, 3): \_\_\_\_\_ School Phone \_\_\_\_\_ Home/Cell Phone  
\_\_\_\_\_ Email

I hereby verify that my school will participate in the 2007-08 Penny Harvest and I will provide the coach and student leaders with the necessary support and resources to use our Penny Harvest funds to improve our community.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Name: \_\_\_\_\_

# Penny Harvest

## **SUMMARY - Checklist of Attachments**

To ensure that you have attached all of the relevant information for any community or service grants that you would like to make, please review this checklist:

<b>Community Grants</b>	<b>Service Grants</b>
<p>___ If the grant is for an organization; you have attached their 501(c) 3 IRS letter. Alternatively you may have recorded their EIN number or for a grant made to an individual you have recorded that person's social security number.</p> <p>___ A grant description addressing how (1) the funds will be used, (2) the grant will address a genuine community need, (3) the students benefit from making the grant, (4) and the community benefits from the grant.</p> <p>___ Your school's 2007-08 Penny Harvest Sign-up Form</p>	<p>___ If the grant involves giving some funds to an organization; you have attached their 501(c) 3 IRS letter. Alternatively you may have recorded their EIN number.</p> <p>___ A grant description addressing how (1) the funds will be used, (2) the grant will address a genuine community need, (3) the students benefit from making the grant, (4) and the community benefits from the grant.</p> <p>___ A simple budget template itemizing the expenses associated with the project.</p> <p>___ Your schools 2007-08 Penny Harvest Sign-up Form</p>

\_\_\_ I have also included the Roundtable Process Report signed by two Penny Harvest Leaders serving on the roundtable.

\_\_\_ I have also include the 2007-08 Penny Harvest Signup Form for my school.