



BUILDING HEALTHY STUDENT BODIES – ONE AT A TIMESM

**So...
You Want to
Apply for a
PEP Grant**

A Word about PEP Grants

The Carol M. White Physical Education Program will provide funds for local educational agencies (LEAs) to initiate, expand, and improve physical education programs and assist LEAs in meeting state standards for physical education. Non-profit organizations can apply. In authorizing this program, Congress recognizes the role of physical education in the development of growing children. Physical education improves the overall health of children, and also helps improve the self-esteem, interpersonal relationships, responsible behavior, and independence of children.

High-quality physical education programs provide long-term benefits for our country by introducing students to activities that encourage a lifelong commitment to physical fitness and reduce the significant health care costs that result from obesity, inactivity, and poor diet. These programs provide opportunities for students to enhance physical skills and acquire a core knowledge base about healthy behaviors as well as an understanding of how physical fitness can contribute to life-long health.

**For more information, contact PE4life at
816-472-7345 or www.pe4life.org.**

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Introduction

By their very nature, grant proposals can seem daunting. Most grant applications require a great deal of planning, information gathering, goal setting and teamwork — and the PEP Grant application process is no exception.

However, the benefits far outweigh the sweat. Keep in mind that planning, information gathering, goal setting and teamwork are good in and of themselves, whether or not there's a PEP Grant waiting at the end. The work that you and your program's PEP team puts into developing the proposal will build a stronger physical education program for your school and your students.

Note: While the information contained in this handbook is based on 2006 PEP Grant application guidelines, it can help in any grant application process.

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Developing the PEP Team

Gather a team to prepare for your proposal. You'll need help and support from the following people:

- Program manager (the leader of the initiative within your school or district)
- Financial officer
- Principal
- Superintendent
- Cross-disciplinary staff
 - Dietitian/school lunch program
 - School nurse(s)
 - Special education staff
 - PE staff
- Other stakeholders
 - Parent(s)
 - Community or business leader(s)
 - School board member(s)
 - Other teachers
 - Vendors
 - University faculty
 - Local hospital/medical staff
- Grant writer

Before the first meeting, you may want to draft a “case statement” to help demonstrate the need for PEP Grant funding. Some district administrators may need to see documentation to grasp the implications of childhood obesity and the important role PE can play in improving the health of the students you serve.

PE4life has great overall data on the rising rates of childhood obesity and inactivity and the importance of a quality PE program. (See www.pe4life.org.)

The case statement may also include a request for help from your district grant writer or an outside grant writer. The writing involved in a PEP Grant proposal is time intensive. If your district has a grant writer on staff, inquire about his/her other deadlines during the two months leading up to submission. You may discover the grant writer has other grants due at the same time. If you can hire an outside grant writer, start working with the writer as soon as possible. The earlier the person comes on board, the better he or she will be in articulating your program. A well-written proposal is critical. Ideally, choose a grant writer who has experience in writing federal grants.

You may want to consider an outside facilitator to lead the early discussions with your PEP team. It's possible that this could be the grant writer. A facilitator can keep the group on track, solidify buy-in for the project, and ensure that the group addresses key items you will need to complete a PEP proposal.

PEP Talk

It is difficult to put into words the impact this funding has had on our community. It has brought together educators and health experts for a common mission: to help prevent childhood obesity and improve the health of the children we serve. The funds have provided our physical education teachers the opportunity to learn from experts in the field of physical education and observe model classes being taught. The funds have given students equipment, which also serve as motivational tools, to use in order for them to take charge of their own well-being.

—Sheila Ochowicz, Redwood City, CA

Gathering the Data

You'll need existing data about your target population in order to construct your statement of need. The more specific your data to your target population, the better.

- District demographics (check your area profile at www.census.gov):
 - Race
 - Gender mix
 - Economic indicators
 - Average household income
 - Number of students who qualify for free/reduced lunch
 - Special needs populations
 - Number of students who will be impacted by your PEP program and/or number of students enrolled by age group and by grade
- Existing physical fitness data (this can come from one or more of the following sources):
 - President's Physical Fitness Test
 - FitnessGram
 - Other fitness test data
- Existing test data showing district achievement as compared with state PE/health standards (check your state's department of education for statistics)
- Existing data showing rates of obesity and diabetes in your area (information may be available from your local health department or municipal government)

- District or school-level fitness and health infrastructure:
 - CDC School Health Index
 - Current curriculum
 - Existing resources such as PE equipment, facilities, technology, etc.
 - Data and description of existing PE classes. Your current curriculum may answer the following questions; if not, draft a brief description:
 - How many minutes of PE do students currently receive?
 - What kinds of activities do students engage in during PE?
 - Is there continuity in PE as students move from grade to grade?
 - Required proficiency levels and ongoing professional development for PE/health teachers

PEP Talk

We have changed our PE schedule at the middle school to let the students have PE two to three times per week instead of in nine-week terms. We have also allowed our PE teachers the resources to do Fitness Testing and Professional Development so there is no guesswork in evaluating the students' progress.

—Steve Spangler, Middleboro, KY

Designing a Program

You'll need to craft a proposed program that will meet the objectives of the PEP Grant program. Your proposal must address the following issues (be specific):

- Determine the number of minutes of moderate or vigorous physical activity that students engage in daily
- Determine comprehensive student progress toward meeting state PE/health standards
- Describe professional development for PE/health staff
- Describe your program activities with minimal attention to equipment utilization and purchases
- Describe how your program uses an evidence-based curriculum
- Develop a plan to capture program data and to evaluate the data

As you design your program, please make a note of PEP grant requirements regarding multiple year funding. In 2006, for instance, districts could apply for funding for up to 36 months of support. If applicants can apply for more than one year of support, consider what you would do over the course of the funding period. It is very helpful to factor in program improvements, roll out different stages of the program at different times, address how you will incorporate lessons learned throughout the program period, etc.

PEP Talk

We now have a physical education curriculum in progress, we can assess student performance in PE, and we can improve overall student mental and physical performances throughout the school. Additionally, we are working to increase physical education time in grades K-8 and begin a program in grades 9-12. We are changing students' schedules to accommodate this increase in PE time. We have made students aware of their own wellness and have defined fitness at a new level for everyone. We have implemented more quality activities for PE participation using up-to-date technology, such as heart rate monitors and pedometers.

—*Misti Mitchell-Bain, Comanche, OK*

Creating a Budget

You will need an itemized budget. It should look something like this:

	YEAR 1 Federal Contribution	YEAR 1 Local Match	YEAR 2 Federal Contribution	YEAR 2 Local Match	YEAR 3 Federal Contribution	YEAR 3 Local Match
PERSONNEL						
Project Coordinator	\$30,000	\$10,000	\$30,000	\$10,000	\$30,000	\$10,000
Benefits (20% salary)	\$3,000	\$1,000	\$3,000	\$1,000	\$3,000	\$1,000
Total Personnel	\$33,000	\$11,000	\$33,000	\$11,000	\$33,000	\$11,000
TRAVEL						
PE4life Academy training fee and travel (for team of 10)	\$6,000		\$6,000		\$6,000	
AAHPERD meeting (3 staff to attend in 2007, 2008, 2009)		\$1,000		\$1,000		\$1,000
Total Travel	\$6,000	\$1,000	\$6,000	\$1,000	\$6,000	\$1,000
CATEGORY 3 (Ex: Equipment)	\$15,000	\$30,000	\$10,000	\$10,000	\$5,000	\$5,000
CATEGORY 4 (Ex: Supplies)	\$5,000	\$10,000	\$5,000	\$10,000	\$1,000	\$5,000
CATEGORY 5 (Ex: Training)	\$2,000	\$5,000	\$2,000	\$5,000	\$2,000	\$5,000
Total Costs	\$61,000	\$57,000	\$56,000	\$37,000	\$47,000	\$27,000

Federal Total: \$164,000

Local Match Total: \$121,000

Project Total: \$285,000

Consider the cost per student as you draft your budget. For instance, if you plan to impact 100 students but you are requesting \$200,000 per year, that would mean an investment of \$2,000 per child. Remember that these grants are competitive — if another school can provide the same outcome per student for less of an investment, their proposal will receive higher marks.

In 2006, school districts had to show that they would secure “matching funds.” Make a list of local businesses or other funders that might invest in your program and include the amount of money the school district would allocate toward a new PE program.

In addition to financial contributions, other kinds of donations were counted toward the match in 2006. These included the value of time volunteered and the amount of money a school district paid for substitutes, allowing training time for PE teachers.

PEP Talk

Receiving federal funding through the PEP grant has made all the difference in the world to the quality of physical education programs that we were able to deliver. In financially strapped times when the emphasis is on reading and mathematics, little funding was available to buy anything but the basic bats and balls for physical education.

—Dr. Jayne Greenberg, Miami-Dade County Public Schools, FL

PEP Resources

There are many resources you can use in crafting your proposal.

- Federal resources:
 - Home page for Carol M. White Physical Education Program—www.ed.gov/programs/whitephysed/index.html
 - Technical Resources may be found here—www.ed.gov/admins/grants/apply/techassist/index.html
 - Resources for planning your physical education program, as well as links to data and statistics—www.cdc.gov/HealthyYouth/index.htm
 - Information from the CDC about adolescents and physical activity—www.cdc.gov/nccdphp/sgr/adoles.htm
- Organizations offering resources:
 - NASPE (National Association for Sport and Physical Education)—www.aahperd.org/naspe/template.cfm?template=pep_tips.html
 - **PE4life**—www.pe4life.org/resources.php
 - PElinks4U—www.pelinks4u.org/
 - Winning Grants for Physical Education - Turning Vision into Reality Conference in Myrtle Beach, SC, July 2005 (PowerPoint presentations from this conference are available for download)—www.aahperd.org/naspe/grantconference/template.cfm?template=presentations.html

- Companies offering assistance:
 - POLAR (This site offers a wealth of information about preparing for and writing your PEP Grant proposal)—www.pepgrant.info
 - Project Adventure (This non-profit adventure learning company has grant resources on its site)—www.pa.org
 - School Specialty (This is another vendor site offering tips for grant writing, short summaries of award-winning proposals and sample language)—www.sportime.com/sportime-shared/pegrants/index.jsp
- Sample grants: Remember that guidelines change with each grant cycle. What worked for these schools may not be appropriate to the guidelines you are following. Also, the PEP reviewers are on the lookout for boilerplate grants. Please don't copy anyone else's proposal; it should be crafted for your unique school situation.
 - www.k12grants.org/samples/pep.doc
 - www.k12grants.org/samples/pep%202003.pdf
 - www.k12grants.org/samples/PEP2004.pdf

Other Helpful Hints

- **Gain the support and commitment from school administration and the rest of the PEP team first.**

You will need a commitment from the stakeholders before you begin writing your proposal. No one wants to complete a first draft and then discover one of the school principals is not interested in allowing more time for PE or is opposed to bringing in new equipment. By gaining early support and keeping your team in the loop as you create a draft and a budget, you can avoid last-minute problems.

- **Use the Frequently Asked Questions section.**

This part of the application contains helpful information about submission, eligibility, budget allowances, etc. School districts who read the FAQ section in 2006 learned that schools could not charge students an activity fee — important information to know before you even begin your narrative and budget. You may want to read this section first.

- **Allow yourself plenty of time to meet the deadline.**

A superintendent's signature is required as are other forms and attachments. In 2006, grants were submitted electronically through e-grants.ed.gov. Over the next few years, the U.S. Department of Education (ED) will be transitioning its discretionary grants application process to use the federal government-wide www.grants.gov website. During this transition, a particular discretionary application package and the location for submitting it could appear at any one

of several locations. You may need to register in order to submit. Here are tips for using www.grants.gov if the PEP grant submission process is moved there for the next funding cycle:

- **Tips for electronic submission using www.grants.gov.**

- Register early. The one-time registration process can take up to five days or more. Registration must be completed in order to submit an application.
- The Pure Edge Viewer must be used to download the application package. This can be downloaded from the Grants.gov "Apply for Grants" page.
- To search for application notices and packages, enter the CFDA number (format 84.XXX) without the letter. For example: enter 84.133 to search for 84.133A.

PEP Talk

Obviously it is the ideal scenario to have government money to do good things for the wellness of our students. We would not do this without the money. It is that simple. We could not afford to.

—James Walsh, Aliquippa, PA

Through the evaluation conducted by the University of Miami, we have seen significant changes in student fitness levels, changes in the amount of time students are physically active, changes in attitudes (through both a written assessment and focus groups), changes in weight loss and weight gain (for those who wanted to add muscle mass), and overall nutrition awareness.

—Dr. Jayne Greenberg, Miami-Dade County Public Schools, FL



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