



Creative Grant Application and Guidelines

The Averill Park Education Foundation exists solely for charitable and educational purposes to benefit the students of the Averill Park schools and works to support educational and creative initiatives to enrich programs and services for the students.

The Foundation encourages teachers, students, and community members to help identify quality projects for funding opportunities. Funds are distributed in the form of grants and project awards focused primarily in the academic subject areas, as well as technology, cultural enrichment, creative arts, and socio-emotional learning. Consequently, grant requests submitted to the Foundation must demonstrate that the project/program and the funds requested will benefit our academic environment and our students.

All grants are subject to approval by the Foundation Board. In general, awards range from \$1,000 – 10,000, although larger and smaller proposals will be considered. The dollar amount available for grants per year is directly related to the results of the annual fundraising campaign and may vary from year to year. Depending upon the quality and number of proposals submitted each year, the number of grants awarded may also vary. Grant applications over \$5000 are strongly encouraged to seek additional funding sources.

Submission

All grant applications must be signed by the Building Principal and the Assistant Superintendent and received by the twice-yearly deadlines of December 15th and April 15th. Late submissions will not be considered. The Foundation's Board of Trustees will review all proposals. Within 2-3 weeks of the deadlines, applicants will receive notification of the Board's decision.

Grant awardees will be required to accept the following procedures:

- Submit a written progress report at the end of the project identifying completion of all established goals, an overview of the results, and recommendations (if any) for future projects.
- Submit a final accounting of all expenses, including budget v. actual, any income or additional funding, and any in-kind donations, if applicable.

Requests for grant renewals must follow the same procedure as initial grant proposal submissions. A prior award does not guarantee a renewal.

Grant Applications and questions regarding submission process should be directed to: APEF Grant Coordinators at apeducationfoundation@gmail.com with the subject line, "Creative Grant Question"

Grant Information

Name of Applicant _____

Date _____

School Campus _____

Department _____

Telephone _____

Fax _____

Email _____

Supervisor / Principal _____

Project Type

Funding is being sought for what type of project? (Check all that apply)

- Classroom Activity
- Performing Arts
- Special Event/Guest Presenter
- Curriculum development
- Educational outreach
- Equipment
- Conference

Other, please describe:

Project Goals and Description

Please provide a brief description of the project for which you are seeking funding and the goals (what you expect to accomplish) you have set for the project. Please attach additional pages describing your project's timeline, planned activities, and responsibilities of principal staff involved. If your request is specifically for funding for equipment, please list the equipment or product you are seeking to purchase:

What student group(s) will be served by this project /program? Please include an estimate of the number of students served.

Please list any artists, cultural organizations, or other community/business organizations or agencies that will be involved in this project (if applicable):

What are the proposed start and end dates for this project? From _____ To _____

Is additional funding also being sought for this project from other sources? Yes No

If yes, please list any other funding organizations or sources:

Budget

| Description | Unit Cost | Total Cost |
|---|-----------|------------|
| Consultants / Purchased Services | | \$ _____ |
| Supplies and Materials | | \$ _____ |
| Travel | | \$ _____ |
| Equipment (Please specify) | | \$ _____ |
| Printing / Postage | | \$ _____ |
| *Other (Please describe below) | | \$ _____ |
| Total cost of project/program | | \$ _____ |
| Less amount funded by other sources (if applicable) | | \$ _____ |
| Total amount being requested from Averill Park Education Foundation: | | \$ _____ |

*Other budget item(s) Description:

To the best of my knowledge and belief, all the information presented in this application is true and correct. If approved, the Averill Park Education Foundation will be provided a copy of all PO's, requisitions and receipts as documented in the Financial Gifting Letter.

Signature of Applicant

Date

Signature of Supervisor / Principal

Date

Signature of Assistant Superintendent

Date

Additional pages of description of your project may be added if necessary.

Submit all applications to the APEF grant coordinators at apeducationfoundation@gmail.com



Creative Grants Progress Report

Each educator that receives a grant from the Averill Park Education Foundation is required to complete and return this form within 3 months of the completion of the project. Testimonials and Photographs of the project are encouraged, but not required.

Name of Project, Grantees, and District Campus:

Progress Report: (Completion of Goals, overview of results, impact on students, testimonials, recommendations for future projects)

Record of expenditures:

| Date | Amount | Purpose |
|------|--------|---------|
| | | |
| | | |
| | | |
| | | |

Additional funding or in-kind contributions:

| Date | Amount | Purpose |
|------|--------|---------|
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