



122 E. College Ave., Suite 1B, Appleton, WI 54911
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INSTRUCTIONS FOR GRANT APPLICANTS

AEF favors grant projects that:

- Promote original, creative ideas
- Demonstrate educational innovation
- Focus on content enrichment and skills development
- Are not supported through normal school budgets
- Have measurable indicators of success
- Address one or more academic standards set by AASD

To apply for a grant:

- 1) Completely fill out the AEF grant application forms (Cover Sheet and Outline A or B), including the budget section. Please type the narrative portion of the application.
- 2) Have the application signed by your supervisor or building principal.
- 3) Submit the application by 4:00 p.m. on April 10 or November 10 for “Choose Your Focus” Grants. See Grant Program Descriptions for other grant program deadlines.

Timeline:

The AEF will **notify you** when your application has been received and will announce whether a grant has been awarded or denied approximately **six weeks after the application deadline**. In most cases, projects awarded funding will be implemented in the following school semester.

Guidelines & Restrictions:

- Grant award amounts are generally a maximum of \$500 for an individual classroom project, or up to \$1,500 for a project that involves multiple classrooms, crosses disciplines, or involves more than one school.
- Up to \$2,000 may be requested through the Professional Development Grant Program to support the cost of bringing a speaker in to the AASD.
- Only one project grant and one professional development grant may be awarded to the same educator in the same school year.
- Grantees should carefully track expenses and save receipts for use of grant funds. Any unused grant funding (\$20 or more) should be returned to AEF.
- Grant recipients will be required to submit a final report, to help the AEF ensure effective grant making and data collection.
- AEF typically provides seed money for creative projects and should not be considered a resource for on-going funding.
- AEF does not reimburse for previously incurred expenses.
- Any proposed software must go through the AASD’s software approval process *before* the grant is submitted.
- AEF places a low priority on funding: computer software, classroom sets of books, and food.
- AEF does not provide funding for staff salaries (substitute teachers).



GRANT PROGRAM DESCRIPTIONS

The Appleton Education Foundation currently offers the following grant programs:

1. “CHOOSE YOUR FOCUS” GRANTS (complete Application Cover Sheet and Proposal Outline A)

Proposals will be accepted for projects that creatively enhance the education and instruction of students in *any* academic discipline. Grant money may not be used for operating expenses, such as for payment of substitute teachers or travel.

Eligibility: Applications may be submitted by any Appleton Area School District educator or any community member in partnership with an educator for students in grades pre-K-12. Grants may range from \$100 to a maximum of \$500. Additional funding (up to a maximum of \$1,500) may be available for projects that involve multiple classrooms, cross disciplines, or involve more than one school.

Application Deadline: 4:00 p.m. on April 10 or November 10.

2. PROFESSIONAL DEVELOPMENT GRANTS (complete Application Cover Sheet and Proposal Outline B)

Guest Speakers: The AEF will look favorably at requests for funds to bring speakers to the AASD to address a group of educators on a particular topic of interest.

Eligibility: Applications may be submitted by any Appleton Area School District educator. Up to \$2,000 may be requested; however, the Grants Committee may on occasion recommend that the \$2,000 cap be exceeded. Committee members will consider such factors as total number of staff attending, degree of speaker connection to district/school goals, and available revenue when making the decision.

Application Deadline: 4:00 p.m. on February 10 or September 10.

3. CO-CURRICULAR EDUCATION & TRAINING GRANTS (complete Application Cover Sheet and Proposal Outline A)

Grants support education or training of student or coach participants in co-curricular activities. For this program, co-curricular activities are defined as those involving performance, publication or competition in which students represent the school and do not receive academic credit. These may include interscholastic athletics (but not intramural athletics), debate and other organizations that have competitions (such as DECA), put on performances (such as drama) or produce publications (such as school newspapers or yearbooks) where the group represents the school as part of the competition, performance or publication.

Eligibility: Grant applications may be made in support of any student, employee or affiliate (such as volunteer coaches/advisors) involved in an eligible co-curricular activity in grades K through 12. Grants may not be used for co-curricular operating expenses such as expenses for uniforms, equipment or travel.

Application Deadline: 4:00 p.m. on February 10, April 10, September 10 or November 10.

4. PASS-THROUGH /WISH LIST GRANTS (complete Application Cover Sheet and Proposal Outline A)

Any AASD educator or any community member in partnership with an educator may submit a grant application for any project that meets the mission of the AEF. For accepted proposals, the AEF Board may attempt to match donors with grant applicants, perhaps by publicizing the request in AEF’s newsletter “Wish List” column.

Application Deadline: 4:00 p.m. on February 10, April 10, September 10 or November 10.



GRANT APPLICATION COVER SHEET

Please Check Type of Grant Being Applied For:

- | | |
|---|---|
| <input type="checkbox"/> "Choose Your Focus" | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> Co-Curricular Education & Training | <input type="checkbox"/> Pass-Through/Wish List |
| <input type="checkbox"/> Other _____ | |

Amount Requested: \$ _____

Total Project Budget: \$ _____

District Staff Person Submitting Request: _____

Position or Title: _____ Subject or Grade: _____

E-mail Address: _____

School Name: _____ School Phone Number: _____

School Street Address: _____ School ZIP Code: _____

Project Title: _____

Population to be Served by Project: _____

Duration of Project: From _____ To _____

Applicant Signature

Date

I am aware of this grant application and confirm that there is no other Appleton Area School District funding available for the applicant.

Building Principal (or Supervisor) Signature

Date

For AEF Office Use Only

Grants Committee/Board Meeting Dates: _____ Total Amount Approved: _____

Grant Number: _____ Pay Grant From: _____ Final Report Due Date: _____

NTEE Code: _____



AEF Grant Proposal Outline A

FOR “CHOOSE YOUR FOCUS”, CO-CURRICULAR, PASS-THROUGH/WISH LIST & MELZER GRANT APPLICANTS

Applicants should use this outline to present their case clearly and concisely.

1. PROJECT SUMMARY (Do not exceed one paragraph)

Briefly summarize the proposed project. Identify the need to be addressed, the project's objectives and the proposed strategy for achieving them.

2. PROJECT NARRATIVE (Do not exceed three pages)

- a. Describe the special need or problem the proposed project addresses.
- b. Explain how the proposed project is particularly innovative/unique to the AASD.
- c. Describe the objectives of the proposed project in measurable terms, the methods used to implement them and the materials that will be needed. Include a timeline for implementation.
- d. Identify the number of students in which grades will be affected by this project.
- e. Detail how you will determine whether your objectives have been achieved and whether your project is successful. What are the potential long-range benefits?

3. BUDGET – Detail your budget request using the format below. The AEF does not generally fund transportation costs, except for delivery of materials. Refer to descriptions of specific grant programs for expense guidelines.

| <u>Materials/Equipment/Services</u> | <u>Quantity</u> | <u>Supplier</u> | <u>Amount</u> |
|-------------------------------------|-----------------|-----------------|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| | | TOTAL | \$ _____ |

Sources of Revenue

If AEF is not the only source of revenue for this project, please list the other sources:

| | <u>Proposed/Pending</u> | <u>Approved/Received</u> |
|-----------|-------------------------|--------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| AEF _____ | _____ | _____ |
| | TOTAL | \$ _____ |

Mail or Fax Completed Application to: **Appleton Education Foundation**
 122 E. College Ave., Suite 1B
 Appleton, WI 54911
 Phone: 920-832-1517 Fax: 920-832-1301



AEF Grant Proposal Outline B

FOR PROFESSIONAL DEVELOPMENT GRANT APPLICANTS

Applications to bring Guest Speakers into the AASD:

- a) Briefly summarize the development opportunity and needs of educators that the proposed speaker would address.
- b) Establish credibility of the proposed speaker, including a brief bio if available.
- c) Describe how this opportunity enhances school or department goals.
- d) Detail how you will determine the success of this learning opportunity. How many staff members will benefit? What is the eventual benefit for AASD students?
- e) BUDGET – Detail your budget request using the format below. The AEF does not generally fund transportation costs, except for delivery of materials. Refer to descriptions of specific grant programs for expense guidelines.

BUDGET

| <u>Materials/Equipment/Services</u> | <u>Quantity</u> | <u>Supplier</u> | <u>Amount</u> |
|-------------------------------------|-----------------|-----------------|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| | | TOTAL | \$ _____ |

Sources of Revenue

If AEF is not the only source of revenue for this project, please list the other sources:

| <u>Funding Source</u> | <u>Proposed/Pending</u> | <u>Approved/Received</u> |
|-------------------------------|-------------------------|--------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Appleton Education Foundation | _____ | _____ |
| | TOTAL | \$ _____ |

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