

# Avon Lake City Schools Foundation Grant Application



The Board of Trustees is pleased to announce its **Annual Grant** and **Mini-Grant** award programs for the 2016-2017 school year. The purpose of the Avon Lake City Schools Foundation is to help finance projects that enrich and enhance student learning beyond the scope of normal required school expenditures and the required course of study. Programs/projects that utilize innovative methodology are especially encouraged. Different areas include: *Academic Excellence, Athletics, Technology, Fine & Performing Arts*, along with *General Academic Enrichment Programs and Activities*. The responsibility of awarding the grants rests with the Board of Trustees of the Avon Lake City Schools Foundation. There are two types of grants that are awarded: **Annual Grant** and **Mini-Grant**.

## **Annual Grant**

The **Annual Grant** financial distribution is a result of the interest earned on the principal amount of tax-deductible contributions made to the Foundation. **Annual Grant** applications must be received by May 1, 2017. These grants can be written for any dollar amount. This year, the Board of Trustees expects to have approximately \$15,000 available in grant money. These funds will be released in July for the following school year.

The Board of Trustees will be meeting in May 2016 to select recipients of our **Annual Grant**. All applications submitted will be reviewed at the beginning of May – if your application does not meet the guidelines, you will be notified at that time. Also, applicants ***may be*** required to attend the May evening meeting to give a short (5-10 minute) presentation to the Board of Trustees. We will contact these applicants at the beginning of May to make those arrangements, ***if necessary***.

**Please note funds awarded for the 2017-18 school year will be available after July 1, 2017 and must be used by May 1, 2018. Funds not used by that date will be forfeited and returned back to the Foundation.** If your program is awarded funds, you are required to submit a final typewritten evaluation of your program. The evaluation will cover the program's implementation, progress and overall impact on students. **This final evaluation report must be submitted by May 1, 2018 or allocation of future grants will be jeopardized.**

## **Mini-Grant**

**Mini-Grant** applications are available for the 2016-17 school year and are being accepted now. Grants applications received by September 15, 2016 will be reviewed at the September 2016 board meeting. Grant applications received by January 15, 2017 will be reviewed at the January 2017 board meeting. Any grant applications received after January 15, 2017 will be reviewed in May for the 2017-2018 school year. If a grant request has special extenuating circumstances, please contact Judy Bird at [judithnbird@gmail.com](mailto:judithnbird@gmail.com) or 440-930-2163.

Mini-grants can be requested for any amount (but are typically smaller than annual grant requests. All of these grants follow the same criteria as the **Annual Grant**. A Trustee of the Foundation will notify **Mini-Grant** recipients of the decision within 48 hours of the date of the board meeting at which it is reviewed.

Attached you will find the application to be used for your grant proposal and the rules to be followed. Use the same application for both the **Annual Grant** and the **Mini-Grant**. Please send your completed application to:

The Avon Lake City Schools Foundation  
P.O. Box 231  
Avon Lake, Ohio 44012

The Grant Application is available online at [www.avonlakecityschools.org](http://www.avonlakecityschools.org) under the district tab.

***We look forward to reviewing exciting and innovative programs. Good luck!***

# Avon Lake City Schools Foundation



## Grant Application Guidelines

1. The applicant must either be a parent of a current Avon Lake City School student, a current employee of the Avon Lake City Schools or a resident of Avon Lake who is involved in an activity or project that directly benefits students enrolled in Avon Lake City Schools.
2. All applications require a building principal's signature to verify the project is beyond the scope of the normal curriculum.
3. Grants must benefit students enrolled in the Avon Lake City School district.
4. Normal school policies govern all grant requests. Regular policies pertaining to field trips and use of school property shall be enforced.
5. Grant recipients may be asked to share findings or experiences with other groups or students. Grant recipients are strongly encouraged to take pictures of their projects/participants and submit them to the Foundation for public relations use both during the school year and with their final report.
6. Grant applications must be typed. The forms provided are for your convenience and do not have to be used, although the format must be followed and all of the information requested must be included.
7. All applications submitted will be reviewed at the beginning of May – if your application does not meet our guidelines, you will be notified at that time. Also, applicants **may be** required to attend the May evening meeting to give a short (5-10 minute) presentation to the Board of Trustees. We will contact these applicants at the beginning of May to make those arrangements, **if necessary**.
8. If your program is awarded funds, you are required to submit a final typewritten evaluation of your program. The evaluation will cover the program's implementation, progress and overall impact on students. This final evaluation report must be submitted by May 1, 2017 or allocation of future grants will be jeopardized.
9. Please note funds awarded for the 2016-17 school year will be available after July 1, 2016 and must be used by May 1, 2017. Funds not used by that date will be forfeited and returned back to the Foundation.
10. All items purchased with the grant will become the property of the Avon Lake City Schools.
11. **Annual Grants** can be requested for any dollar amount. **Mini-Grants** can be requested for any amount and are reviewed in September and January as funds are available. All guidelines set forth herein must be followed as well as other criteria.

The Grant Application is available on line at [www.avonlakecityschools.org](http://www.avonlakecityschools.org) under the district tab.

# Avon Lake City Schools Foundation

## Grant Application

Name of Applicant(s): \_\_\_\_\_

Name of contact person if multiple applicants: \_\_\_\_\_

Yes  No Applicant(s) are Avon Lake City School Foundation donors within the last 18 months.

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

Telephone Number: \_\_\_\_\_

E-mail Addresses: \_\_\_\_\_

School in which project/program will be implemented: \_\_\_\_\_

School in which applicant works *or* school and grade which children attend:

\_\_\_\_\_  
*I understand that awarding of all grants and the amount of any grant shall be under the discretion of the Board of Trustees of the Avon Lake City Schools Foundation. I also understand that, in the event I am awarded a grant for the project/program described within, the Board of Trustees shall have every right to supply others with the description of my project/program and to disseminate its underlying concepts and ideas. I also understand that all items purchased with the grant will become the property of the Avon Lake City Schools. Funds not used by May 1, 2017 will be forfeited and returned back to the Foundation. The required final evaluation report must be submitted by May 1, 2017. If a final report is not received, I will be ineligible for future grants.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I have reviewed this application and acknowledge it will support a project that will enrich and enhance student learning beyond the scope of the normal curriculum. If this grant is awarded, it has my permission to be implemented.

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

# **Avon Lake City Schools Foundation**

## **Grant Application**

**Please use additional space/paper as necessary to fully answer each question.**

1. Title of Project:
2. Dollar Amount Requested:
3. Please give a *brief* explanation of your project/program.
4. Approximately how many students will benefit from this project/program?
5. State the major objectives of this project/program.
6. How will this project/program be implemented?
7. What other sources of funding have you sought or do you plan to seek for this project/program?
8. If we don't fully fund this project, will it move forward?
9. Is there team teaching involved?
10. Itemize the expenditures needed to complete the project/program. Include information such as types of materials, equipment needed, supplier and cost. *Be specific.*

**Please circle which grant you are applying for:**

***Annual Grant***

***Mini-Grant***