



Grant Proposal Guidelines

Foundation Mission

The Grafton Education Foundation, in partnership with the community, will seek private funding to support and encourage the implementation of ideas, programs and equipment that enrich and enhance educational opportunities for students in the School District of Grafton.

Foundation Vision

We believe that students become active citizens of the global community by engaging in challenging and inspiring learning experiences.

Grant Funding Policies

The Grafton Education Foundation (GEF) will accept grant proposals from employees of the School District of Grafton. Grants are awarded to faculty and staff members in accordance with the Foundation's mission. Annual funding available for grant awards is dependent upon the resources available to the GEF. The total annual amount funded is decided yearly at the sole discretion of the GEF Board of Directors. All grant approvals are at the sole discretion of the GEF Board of Directors.

The GEF will consider funding grants that:

- Promote ideas, programs and equipment that are designed to improve the quality of learning in the district.
- Provide enrichment in knowledge or skills that build upon or extend beyond what is already available in a course or curriculum.
- Purchase materials, technology, equipment or supplies that encourage learning opportunities that build upon or extend beyond the scope of the standard curriculum or operating budget funds.
- Fund authors, speakers, or experts who educate and inspire students and teachers
- Facilitate and fund professional development, including special projects beyond what is available through the district professional development plans; this includes release time for educational projects and professional development.



The GEF will not fund:

- Personnel or salary costs with the exception of substitute pay necessary to attend training opportunities associated with the grant proposal.
 - Grants inconsistent with the mission and goals of the School District of Grafton and the GEF.
 - Projects that dictate curriculum changes to the School District of Grafton.
 - Projects, materials, technology or equipment that is currently procured through the standard operating budget of the school district unless it is a significant need that benefits a great number of students.
 - Projects that relate to political activities or general operations.
 - Projects that require further maintenance or ongoing financial support by the school district.
 - Any travel expenses to off-campus trips.
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- **Annual funding available for grant awards depends on the resources available to the GEF.**
 - **Annual funding and grant acceptance is at the sole discretion of the GEF Board of Directors.**
 - **Once funding has been approved by the GEF and the funds disbursed to the School District of Grafton, the GEF relinquishes further responsibility for the items purchased and will not track or replace items purchased with grant funds.**
 - **Monies awarded by the GEF cannot be re-allocated by district personnel once approved by the GEF Board of Directors.**
 - **Monies awarded by the GEF are intended to cover the cost of the specified components of the grant proposal. Any excess funds that remain due to a discrepancy between estimated and actual costs after the purchase order process is complete must be returned to the GEF.**

Grant Applicant Timeline

- **February (2.29.2024):** Technology Impact Form due to District Technology Director (form required for all submission).
- **February (2.23.2024): Grant Applications due by 5 P.M.**
- **March:** Applications evaluated.
- **March:** Awards approved at annual meeting of GEF.



- April: Awards announced at the U.S Bank - A Night of Giving
- Second Monday of July (7.08.2024): Purchase orders may be submitted to the district office.
- First Monday of February (2.3.2025) of the following year: Project Evaluation due, completed by awardee.

Grant Proposal Procedures

- Applicants are asked to electronically submit the Grant Application Packet and Technology Impact Form completed in their entirety to the GEF at graftonfoundation@gmail.com by February 23rd.
- Applicants are required to include at least one signed letter of endorsement from their building principal or other district administrator by February 23rd.
- **All grant proposals applications must be electronically submitted to the GEF email: graftonfoundation@gmail.com no later than 5pm on February 23rd. Applications submitted after the deadline WILL NOT be reviewed.**
- The GEF Grant Evaluation Committee will review grant applications in their entirety and evaluate them for their educational merit and impact, project planning, and enhancement capabilities.
- The GEF Grant Evaluation Committee will consult with appropriate parties, including personnel from the School District of Grafton, to evaluate the fidelity of proposed grants.
- The GEF Grant Evaluation Committee may contact grant applicants directly for the purpose of clarifying questions related to current grant proposals.
- The GEF Grant Evaluation Committee will submit recommendations for awarded grants to the GEF board at the annual meeting which is held the 2nd Monday in March (3.11.2024).
- Notification will be made to all grant applicants of results and awarded grants no later than the second week of April.
- Grant awardees must complete a grant evaluation form by the 1st Monday of February (2.3.2025) of the following year. The grant evaluation form must be submitted electronically to the GEF email: graftonfoundation@gmail.com. This evaluation will be reviewed and discussed by the GEF Board of Directors at the February meeting.



Grant Proposal Evaluations

- The GEF Grant Evaluation Committee will consist of five to eight members, two of which are currently serving on the GEF Board of Directors and none of which are paid personnel of the School District of Grafton or any current member of the Grafton Board of Education.
- The Grafton School District Superintendent, Business Manager, and Technology Director may serve as non-voting advisors to the Grant Evaluation Committee.
- The GEF Board will not discriminate in the administration of awards on the basis of sex, gender identity, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap.



GEF Grant Application Checklist

INSTRUCTIONS

All proposals should be formatted according to the following guidelines:

Word processed, double-spaced, size 12 font

Please submit the proposal in the following order:

- (1) GEF Grant Application Cover Sheet **(due 2.23.2024 by 5pm)**
- (2) GEF Grant Application Proposal **(due 2.23.2024 by 5pm)**
- (3) GEF Grant Budget Worksheet **(due 2.23.2024 by 5pm)**
- (4) Administrator Letter(s) of Endorsement **(due 2.23.2024 by 5pm)**
- (5) Signed Technology Impact Form (Required for all submissions) **(due 2.29.2024 by 5pm)**

Proposal Submission Deadline:

Proposal must be submitted no later than 5pm on February 23rd, 2024

Proposal must be electronically submitted in its entirety to the GEF at graftonfoundation@gmail.com



GEF Grant Application Cover Sheet

Application Date:

Grant Request Title:

Project Description:

{Please write a separate **one-paragraph** description of your project that is suitable for use in GEF publicity and communications materials.}

Amount of Grant Request from Grafton Education Foundation (\$):

Total Project Budget (if different from Grant Request) (\$):

School(s) Impacted:

Proposed Project Start Date:

Expected Project Duration:

Primary Applicant:

Building Assignment(s):

Job Title:

School Email:

Business Phone:

Home/Cell Phone:

Secondary Applicant (if applicable):

Building Assignment(s):

Job Title:

School Email:

Business Phone:

Home/Cell Phone:

Please attach a separate sheet for additional applicants or involved individuals.

Project endorsed by (Name(s) of building principal(s) or district administrator(s)):



GEF Grant Application Proposal

This form serves as a comprehensive description of the project for which you are requesting funding. Please complete every field below.

Project Goal Statement:

I/We will so that students will .

Project Description: Describe the project in detail by providing a specific explanation of each component (i.e., resources, materials, implementation, etc.)

Anticipated Project Outcomes: Specifically describe the impact the project will have on student learning. Included references to applicable research.

Population Served: Describe who will benefit, including the grade level(s) and school(s) of students who will be served, both directly and indirectly, by the project.

Contact Information: List a minimum of one contact person for each school that will receive funds/materials. Include an email address and phone number for each person listed. Each person listed should be provided with a copy of this grant document before it is submitted to the GEF, in case there are specific questions.

Project Timeline: Include the expected beginning and ending dates for the project.



GEF Grant Budget Worksheet

Item/Description	Unit Cost	Quantity	Total Cost	Vendor
Shipping/Handling/Tax			\$	
TOTAL			\$	

List any other sources of funding not requested by this proposal but which will contribute to the total cost of this project:

Funding Source	Amount
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TOTAL	\$

Notes:



GEF Grant Technology Impact Form

Submit to District Technology Director by February 29th, 2024

The GEF cannot fund grant proposals that place any additional financial or support staffing burdens on the School District of Grafton. To ensure this, all grant proposals must bear the signature of the District Technology Director. Proposals should align with current technology and curricular goals. If technology infrastructure (electrical power, network cabling, wireless) or technology staff implementation time is required, the proposal should include a description of anticipated needs and any associated costs. In consultation with the District Technology Director, a timeline should be developed indicating the anticipated deployment of technology resources required for successful implementation of the grant proposal.

Technology Requirements of Grant Proposal:

- 1) Describe any technology components of your grant proposal and the compatibility of those components with current district resources and infrastructure.
- 2) Describe any new facility needs or changes to current configurations in the classroom (electrical power, network, wireless, equipment storage, furniture modifications).
- 3) Will this project require technology support staff time for project implementation?
If Yes, describe below. ☐ Yes ☐ No

To be completed by District Technology Director (Rick Seybold)

This grant will require additional technology support as described below:

Additional Technology Needed	Cost

Signature of District Technology Director (Rick Seybold):

Signature

Date