

# 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 2011-2012 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. Different areas include: *Academic Excellence, Athletics, 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 figure is a result of the interest earned on the principal amount of tax-deductible contributions made to the Foundation from the start of its existence. Annual Grant applications must be received by April 30, 2011. These grants can be written for any dollar amount ~ this year, the Board of Trustees has approximately \$10,000 available in grant money.

The Board of Trustees will be meeting on Wednesday, May 25, 2011 to select recipients of our Annual Grant. 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 25<sup>th</sup> 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 2011-2012 school year must be used by the end of the 2011-2012 school year. Funds not used by June 30, 2012 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 June 1, 2012 or allocation of future grants will be jeopardized. Recipients of the Annual Grant awards are encouraged to attend the Board of Education Meeting to be held on June 14, 2011 to receive their grant.

### *Mini-Grant*

Mini-Grant applications are available for the 2011-2012 school year and will be accepted beginning June 6, 2011 on a first-come, first-serve basis. They may be awarded at any time during the school year if funding is available. These are awarded monthly (beginning September 2011) until all funds have been dispersed. 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

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

# Avon Lake City Schools Foundation

## Rules for Grant Application



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 encouraged to take pictures of their projects/participants and submit them to the Foundation for public relations use.
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 25<sup>th</sup> 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 June 1, 2012 or allocation of future grants will be jeopardized.
9. Please note funds awarded for the 2011-2012 school year must be used by the end of the 2011-2012 school year. Funds not used by June 30, 2012 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. *Mini-Grants* are reviewed on a first-come, first-serve basis. *Annual Grants* can be requested for any dollar amount. All guidelines set forth herein must be followed as well as other criteria.
12. *Annual Grant* recipients are encouraged to attend the June 14<sup>th</sup> Board of Education meeting to formally receive their grant and be recognized for their efforts.

**Avon Lake City  
Schools Foundation**  
**Grant Application**



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

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

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

Home 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 June 30, 2012 will be forfeited and returned back to the Foundation. The required final evaluation report must be submitted by June 1, 2012 or allocation of future grants will be jeopardized.*

\_\_\_\_\_  
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**



1. Title of Project:
2. Please give a *brief* explanation, including the total dollar amount requested, of your project/program.
3. Approximately how many students will benefit from this project/program?
4. State the major objectives of this project/program.
5. How will this project/program be implemented?
6. If we don't fully fund this project, will it go ahead?
7. Is there team teaching involved?
8. 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*