



# Grant Application

## Funding Cycles Deadlines

Fall Application | Due October 15 by 5 p.m.  
Spring Application | Due February 15 by 5 p.m.

Project Title:

School:

Amount Requested:

Number of Students Impacted by  
this Program:

Have you received funds for this project  
from AEF before? Implementation Dates:  Yes  No

1. Project Abstract. *(50 word limit)*
2. Describe the area of student achievement you wish to address. Please include how this grant addresses district and campus goals. *(200 word limit)*
3. State measurable objectives in terms of student behavior or performance.
4. Describe what you want to do with the grant funds. List activities and timeline. *(200 word limit)*
5. Describe how you will know if your objectives are met. How will you share your program's successes with your peers? *(200 word limit)*
6. Identify any school and/or community partners involved in the project and their respective roles.
7. If funded, how will you continue the program/project in the future? What will be the recurring costs? How will this program/project be funded in the future? *(200 word limit)*

**Name of Applicant**

**Applicant Signature**

**Signature of Principal**

**Date**

Signature of Technology Coordinator\*

Date

*\*required when funds will be used to purchase technology and/or media equipment*

### **Project/Program Narrative Guidelines:**

Your project/program narrative is a description of your project/program and should be no more than 3 pages in length. Take time to plan and work out the details of your project/program before writing the narrative portion of your proposal, keeping in mind the criteria by which all proposals will be evaluated when reviewed by the Awards Committee. Be persuasive! Some guidelines for writing your narrative include:

- Begin your narrative with a brief introduction of your project/program and goals you hope to achieve, using words the general public would understand. A description of the activities and timetable should be written with a student-centered approach. Specify clearly what students will be doing/learning and how they will benefit. Emphasize the innovative features of your project/program i.e. unique ways to motivate students, ignite intellectual curiosity, or master material. Include information about any new technology or teaching tools that will be included in your project/program.
- Include the measures of evaluation of your project/program. Describe what measures will be used to demonstrate the program's success, when it should be evaluated, and by whom.
- Before submitting your proposal, test the content against the Selection Criteria listed on the Application.

### **Project Budget Guidelines:**

- Detail your budget request. Include specific information such as kinds of materials and equipment needed, supply sources, staff involvement/responsibilities, travel expenses, possible non-employee services, etc. Shipping costs for materials/equipment should be calculated into the total budget cost.
- Proposals for materials/equipment must clearly demonstrate its relationship to the proposed student-related project/program. Sports equipment will not be funded unless it is related to the Physical Education Curriculum. Equipment/materials purchased through the Auburn Education Foundation become the property of the Auburn Enlarged City School District.
- Candidates for grants who have applied for funding from other sources agree to notify the Foundation of any other monies received so that the Foundation grant amount can be revised to reflect the amount needed to complete the project.
- List any annual or ongoing expenses that might be required to maintain the program/project and source of funding.
- Only items included in the projected budget may be purchased with Foundation funds. All unused funds must be returned to the Foundation before the next grant cycle.
- Please note that all expenses, including billable hours, must be submitted to the Foundation for reimbursement. No monies will be awarded in advance of the program being completed. Any additional expenses incurred, above the grant amount, will not be reimbursed. Receipts and/or invoice for hours should be submitted to the Foundation for payment. Payment will be made within 30 days of receipt of documentation.

Budget Worksheet

Budget Items	Amount
Supplies (please list)	
Equipment	
Contracted Services	
Other	
Total	

### *Criteria for Grant Approval Reviewer Score Sheet - Sample for Applicants*

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Below is a sample of the rubric that will be used to evaluate your application. Do not include this page with your application.

Total Points	Description
30	Well thought-out, clear, thorough <ul style="list-style-type: none"><li>• Completed application (not an email); typed not handwritten</li><li>• likelihood of success</li></ul>
30	Innovative <ul style="list-style-type: none"><li>• Project rather than equipment request</li><li>• Captures interest of students</li><li>• Collaborative</li><li>• ability to replicate/adapt/build upon</li></ul>
15	Complements District initiatives
15	Outside of school budget
10	Reasonable cost <ul style="list-style-type: none"><li>• Does it benefit substantial number of students</li></ul>