

**Emporia Public School Endowment Fund
of the
Emporia Community Foundation
Grant Request Guidelines**

Our Goal in Grant Making:

Applications should be for non-budgetary items.

The Emporia Public School Endowment Fund awards grants once a year.

Preference will be given those grants that incorporate alternative learning strategies, represent creative teaching ideas, include innovative approaches to the accomplishment of objectives, or motivate students and activate their eagerness to be life-long learners. The Fund may also assist with the needs of the district nursing staff in order to better serve the students.

Generally the grants will not exceed \$750. The number of grants awarded will depend on the availability of funds. Grant money cannot be used to fund the following items: salaries or stipends, incentives, field trips or transportation, tuition, food, fundraisers, or equipment normally provided through technology or media funds. Goods and services should be purchased in Emporia when possible.

Grant recipients are required to submit a summary report (assessment or some form of documentation) upon completion of the activity or project.

PROCEDURE: Please ONLY provide the following:

- A. Four copies of this completed application together with a detailed budget.
- B. Application form must have the principal's signature of approval.

Grant applications are due to the Emporia Community Foundation by September 30th. Grants should only be submitted no more than 30 days before this cutoff date. Awardees for these grants will be notified approximately 30 days from the cutoff date.

Please respond to the following questions: (narrative summaries to these questions are acceptable & brevity is encouraged.)

1. In 250 words or less, please provide a brief description of the proposed project.
2. Describe the benefit to USD 253 students. How many students will be impacted? Why is this project needed? Be specific about the advantages your project offers.
3. Outline the educational goals and objectives. Please indicate if the project is related to a specific school district goal or curriculum criteria. Describe who will be involved. Detail what will happen, when, where and how the project will be executed.
4. What is the proposed schedule? Describe the project's timeline, including start and completion dates.
5. What are the specific methods of evaluation? How and when will you measure the project's success? Describe the methodology you plan to employ.
6. If applicable, identify additional funding sources for this project.

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GRANT APPLICATION**

(Return complete form with any attachments as described in the Grant Request Guidelines)

Date: _____

Project Title: _____

Requesting Teacher(s): _____

School: _____

Address: _____

Telephone: (____) _____ Email: _____

Total Cost of Project: _____ Amount Requested: _____

Contact Person & title: _____

Other staff working on this project: _____

Narrative Summary of Project (100 words or less):

Please attach a detailed budget for this project along with your responses to questions 1 –6 of the Grant Request Guidelines.

The school principal is only to sign a grant application if it has school approval. The grant application will not be accepted without the school principal's signature indicating support and approval of the grant application.

School Principal's Name

School Principal's Signature

Date

Assistant Superintendent's Name

Assistant Superintendent's Signature

Date