

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

Our Goal in Grant Making:

The Emporia Public School Endowment Fund awards grants once a year for non-budgetary items for USD 253 classrooms.

Preference will be awarded to 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 to better serve the students.

Generally, the grants will be up to \$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:

- A. Please email the completed application to emporiacf@emporiacf.org.
- B. Application form must have the principal's signature of approval.

Grant applications are to be submitted during the month of September to the Emporia Community Foundation with the deadline of September 30th. Awardees for these grants will be notified approximately 30 days from the deadline date.

Checklist:

- ☐ Grant Application
- ☐ Project Budget for this project

Email your proposal by 5:00 p.m. on September 30th to:

emporiacf@emporiacf.org
Emporia Community Foundation
527 Commercial Street, Suite B, Emporia, KS 66801

Questions? Contact the ECF office @ 620-342-9304 or emporiacf@emporiacf.org

**Emporia Public School Endowment Fund
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GRANT APPLICATION**

(Email completed form with all 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:

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
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Assistant Superintendent's Name	Assistant Superintendent's Signature	Date
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Narrative Responses: Please respond to the following questions: (Brevity is encouraged.)

1. 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.

Project Budget:

Please attach a one-page budget for the proposed project.

Under the heading **Revenues**, list all committed and potential sources of funds for the project.

Under the headings **Expenses**, list all categories of expense, and estimated amounts.

Example Project: Preschool Classroom Upgrade (amounts for illustration purposes only)

Revenues

<i>Private donations</i>	<i>\$2,000 (committed)</i>
<i>Magazine fundraiser</i>	<i>\$ 500 (projected)</i>
<i>Emporia Community Foundation</i>	<i><u>\$3,000 (requested)</u></i>
<i>Total</i>	<i>\$5,500</i>

Expenses

<i>Carpet and installations</i>	<i>\$2,000</i>
<i>Tables and chairs</i>	<i>\$1,500</i>
<i>Cabinets</i>	<i><u>\$2,000</u></i>
<i>Total</i>	<i>\$5,500</i>