**GRANT APPLICATION REVIEW COMMITTEE CRITERIA**

**Each committee is unique in its makeup and thought processes. The last few years,**

**committee members were quite critical of those proposals lacking in the proper content answers in each category. The members weighed whether the need was established, if there was measurable data to prove the need, the evaluation tools and criteria to measure the success of the program. As well, the objectives of the program as it related to subject content were strongly considered. Budgets are scrutinized to determine need of items or of the availability elsewhere or at a lesser cost.**

**The following criteria, in correspondence with the actual application, by category, will be utilized by the Grant Review Committee to rate each application. A total of 100 points is possible, with the possible categorical points as follows:**

***Category One* – Purpose/Need Served for Project or Program 25 points maximum**

1. **Does the proposal present a clearly established need or problem, relative to the campus improvement plan or district standard and is it compatible with the subject content and requirements.**
2. **Would the program/project or equipment proposed meet the need of the target population?**
3. **Do the needs statements include measurable data to prove the problem exists?**

***Category Two* – Program/Project Objectives & Parameters 25 points maximum**

1. **Are the quantifiable objectives of the programs clearly indicated?**
2. **Is the proposed program described as a clear solution and/or helpful tool to serve the needs as stated above?**
3. **Is it evident that the proposal submitted has been fully researched and that there are attainable and well-planned objectives?**

***Category Three* - Assessing Effectiveness of Program/Project 25 points maximum**

1. **Are there clear tools to assess the effectiveness of the program as related to the objectives defined in Category Two?**
2. **What criteria will determine the success or usefulness of the program?**
3. **What tools will be used to track attainment of the quantifiable objectives?**

***Category Four* – Budget/Funding of Program/Project 10 points maximum**

 **A. Is the budget adequately explained?**

1. **Are the expenditures justified by the proposed outcomes? Are matching funds available or is there indication of the attempt to garner other funding?**
2. **Are there other known sources for obtaining the requested equipment/materials?**

***Category Five* - Innovation or Adaptation *15 points maximum***

 **A, Is this project, or a similar one, being implemented elsewhere in the AISD?**

1. **Are the elements of adaptation/innovation to the stated need evident in your**

**responses?**

1. **If adapted, will the adaptation meet the necessary objectives of the program/**

**project effectiveness?**

1. **If of applicant’s own creation, will the proposal meet the needs/objectives of the**

**proposal?**

**MAKE-UP OF GRANT REVIEW COMMITTEE**

**The purpose of the application approval process is to provide a systematic and even-**

**handed means of reviewing all grant applications with ultimate recommendation for**

**approval of those applications most consistent with the goals and priorities of the Foundation, the AISD, and the campus improvement plan. A critical component of the process is the Grant Review Committee whose make-up is as follows:**

* **One elementary campus administrator, appointed by the AISD superintendent.**
* **One middle school campus administrator appointed by the AISD superintendent.**
* **One high school campus administrator appointed by the AISD superintendent.**
* **Two AISD teacher representatives appointed by the school principal as selected by the AISD superintendent.**
* **Prior year’s AISD Teachers of the Year**
* **The Foundation Vice-President, Treasurer, and two (2) other board members.**
* **The Executive Director as a non-voting member.**

**The Grant Review Committee is responsible for reviewing all applications on the basis**

**of the afore-mentioned guidelines. For each of the grant applications submitted, the Review Committee will make one of the following recommendations:**

* **Disapproval**
* **Approval with conditions and/or modifications, or**
* **Approval.**

**All grants are read and rated by each review committee member based on the**

**criteria enumerated on the previous page. The submitter’s name and school are**

**whited out within the whole of each grant. Therefore, the committee members do not know who the applicant is until the day of the full committee meeting. All members scoring and the average of the scores for each grant have been compiled prior to the committee coming together for a full day to finalize their grant awards recommendation. This is a thorough and**

**very tough process. We stay until it is complete and all agree.**

**The Grant Review Committee does not make the final decision regarding the grant applications approval, denial, or alteration in amount awarded. However, their**

**recommendations weigh heavily in the AEF board’s final decision on each grant.**

**It takes a tremendous amount of time. And, although your grant may be worthy, it might**

**be rejected if the categorical questions are not thoroughly answered. So, take your time**

**and do it well.**

 **If you should have questions, please do not hesitate to call me at Ext. 1480 or by email**

**amarilloeducationfoundation@amaisd.org****. I will be happy to be of assistance.**

**Susan Stevenson**

**AEF Executive Director**

**AEF Mission:**

**“To provide All AISD students the opportunity for successful futures,**

**through community advocacy and financial support”**