



About the AEF "Building Futures" Grant

READ THIS CAREFULLY!

PLEASE REMEMBER!

DO NOT include THE NAME OF YOUR SCHOOL or SCHOOL PERSONNEL NAMES in the summary or in Categories ONE through FIVE,

ONLY ON THE COVER PAGE AND SIGNATORY PAGE.

In other words, uses phrases such as "our school" or "our principal" or "our fourth grade team", etc.

The purpose of excluding all names is to ensure a fair review by each member of the Grant Review Committee upon their initial rating of each grant. In years past, many hours were spent going through each grant, marking through any info to indicate who or which school was applying.

As educators, we are ever aware of the possibilities for success of every student. AEF is gratified by the support that allows us to offer educators the opportunity to apply for grants for your students, no matter their circumstances or abilities. Each deserves the best you can give.

In keeping with the mission of the AISD, which encapsulates the true purpose of educating children, AEF's mission is **"to contribute to an environment of success for all AISD students."**

In providing opportunity for extra tools, incentives, or exciting experiences to enhance your student's desire to be successful, we encourage you to apply.

READ THE INFORMATIONAL MATERIALS FOLLOWING THE ACTUAL GRANT APPLICATION prior to beginning. IT WILL GIVE YOU INSIGHT INTO THE PROCESS.

Susan E. Stevenson

Extension 1480

amarilloeducationfoundation@amaisd.org



Amarillo Education Foundation

“BUILDING FUTURES” GRANT Application

GRANT SUBMISSION DEADLINE: March 30, 2022

SPECIAL INSTRUCTIONS

Save this document to a Microsoft Word file before completing the form.

Make note of the new format. You may enter as much text as required to fully answer each category effectively. As you complete one line under a category, the box will automatically expand when you scroll to the next line.

PLEASE SUBMIT THE ORIGINAL OF YOUR GRANT. PAPERCLIP THE PAGES TOGETHER. DO NOT STAPLE!!!

Forward, by interschool mail, the completed application to:

AISD Education Support Center

Amarillo Education Foundation

Attention: Susan Stevenson, Executive Director

You may also hand deliver and place in the AEF mailbox at ESC.

YOU MAY EMAIL AS AN ATTACHMENT ONLY UNDER SPECIAL CIRCUMSTANCES AND WITH PRIOR PERMISSION. PLEASE CALL OR EMAIL IF YOU HAVE ANY UNUSUAL CIRCUMSTANCES.

AEF phone number is Extension 1480.

Email is amarilloeducationfoundation@amaisd.org.

THANK YOU FOR YOUR APPLICATION.

INSTRUCTIONS FOR COMPLETING THE BUDGET/REQUESTED FUNDS PORTION ARE DETAILED AS A "NOTE" UNDER CATEGORY FOUR.

Reminder: No use of school names, personnel names in the body of the grant, in any category within the submitted application.



Place a check mark to the right if this is an emergency needs application.

**AMARILLO EDUCATION FOUNDATION
BUILDING FUTURES GRANT APPLICATION
GRANT SUBMISSION DEADLINE IS **March 27, 2020.****

DATE OF SUBMISSION:

Applicant's Name(s)

AISD Position

	AISD Campus:	
	Amount Requested: \$	
	Total Amount of Project, if more than requested: \$	
	Title Of Project/Program/Need:	

SUMMARY OF PROJECT/PROGRAM/NEED (20 points)

Provide a one paragraph summary, of 600 words or less, explaining the project/program/need for which this grant applies.

CATEGORY ONE: Purpose Served (20 points)

Describe the purpose of the project/program. . Include supporting data such as points in the CIP for your school, district standards, essentials of TEKS, etc., along with the perception of its integration into the classroom lesson plans.

CATEGORY TWO: Objectives/Parameters of Program/Project (20 points)

- A. Provide a detailed description of the quantifiable objectives of the project/program proposal.

- B. Approximately how many students will be directly, or indirectly, impacted by this project or program:

CATEGORY THREE: Effectiveness of Program/Project (20 points)

- A. How will the effectiveness of the program/project be assessed as it relates to the objectives noted in Category Two?

- B. What criteria will be utilized to determine the success of this program/project?

- C. What tools will be utilized to track the attainment of the specified objectives?

- D. What classroom/curriculum needs prompted applying for this grant?

CATEGORY FOUR: Proposed Budget for Program/Project (15 points)

- A. Have other funding sources been explored/obtained prior to this submittal? Is this request only a portion of the total budget for this program/project? If there is other funding source, indicate the source, whether Title funds or other.

- B. Would the project be viable if full funding were not awarded?

Is this a request for technological equipment, hardware, or software? If so, contact Jeff Roller, Chuck

Higley, or John Holman. by e-mail, of AISD technology for approval to apply. Include their response with this application.

- C. **Detail the budget for requested funds:** Include specifics such as kinds of materials and/or equipment needed, sources and costs of supplies. Categories such as materials, equipment, transportation, honorariums, food, lodging, etc. must be itemized. In other words, all expenses being requested by this application must be itemized. If there is another funding source, please do not include it in your requested total to AEF only the items you have applied for in this application.

Example:	<i>Item & Quantity</i>	<i>Supplier</i>	<i>Budget Amount</i>
	Six (6) BOO BOO Widgets	Cole Teachers Supply	\$50.00

Note: **To scroll to the next indicated line**, hit the TAB key. **To expand the line space**, hit the ENTER key. **To delete unused lines**, highlight the unused lines and hit DELETE.

ITEM	QTY	SUPPLIER
	COST	

Total of Requested Funding

CATEGORY FIVE: Innovation? Adaptation? Necessity (10 points)

- A. Is this proposed program/project is your own creation? It is my own creation.
- B. Or, is this a program/project currently being implemented within the district or elsewhere? Have adaptation been made to accommodate your students' needs?
- C. If an adopted project/program, have you observed/seen evidence of the success that was achieved?

ANY TECHNOLOGICAL FUNDING REQUESTS MUST FIRST BE DISCUSSED AND APPROVED BY JEFF ROLLER OR JOHN HOLMAN IN TECHNOLOGY AT ESC. Please contact one of them at: jeff.roller@amaisd.org or john.holman@amaisd.org. **Include the written approval with your application.**

Reminder: No use of school or your school's personnel names in the body of the grant. Please check to be sure you have not inadvertently included ANY identifying . The first and last page will be the only page referencing your school and applicant(s). Applicant and principal signature will be deleted prior to going to committee for scoring. Only when the all-day meeting convenes will the identifying information be revealed.

Do you contribute to the AEF through the Payroll Deduction plan? ___Yes ___No

Note: Whether you contribute to AEF through Payroll Deduction or not plays no role in whether your grant is considered or ultimately funded. It does, however, serve as a reminder of the importance of contributions to grow the amount set aside for funding of our Building Futures Grants. If you contribute, thank you. If not, please consider it next year during our enrollment period in the fall. Any amount is appreciated.

The applicant and the campus principal acknowledge that funding is not guaranteed under this program and that this application may be declined for any and all reasons based upon the discretion of the Building Futures Application Review Committee and the Amarillo Education Foundation Board of Directors. The applicant and the campus principal certify that all information in the this application is true and correct, accepting the responsibility of implementation of the project/program as described in this document upon approval of all or portions thereof.

PLEASE REVIEW YOUR GRANT THOROUGHLY BEFORE SUBMITTING.

As well, it is understood that any funds left unexpended at the end of the school year following receipt of the grant will revert to the Campus Activity Fund for that campus or, if over \$100, be returned to the Amarillo Education Foundation unless special circumstances arise. It is the responsibility of the recipient to contact the Executive Director of any special circumstances.

Applicant Signature (Only one required, if multiple applicants)

Date

Principal or Department Head Signature

Title

Date

Validation of your submittal is complete only with the appropriate signatures above.

CHECK TO BE SURE YOU DID NOT INCLUDE ANY SCHOOL IDENTIFYING INFORMATION IN THE BODY OF THE DOCUMENT. THIS EXCLUDES THE FIRST PAGE OF THE APPLICATION. THANKS SO MUCH FOR APPLYING.



PERUSE THE INFORMATION BELOW CAREFULLY. . It will assist you in completing the grant application in a most expert manner. It is also suggested that you ask someone to proof, and critique the finished application prior to submissions

GUIDELINES

AEF GRANTS-TO-TEACHERS

Persons submitting an AEF Building Futures Grant application shall consider the following guidelines carefully:

- A. Program/project applications should be based on the funding priorities reflected in the application form and the grant rating sheet criteria. Applications must be consistent with your school's Campus Improvement Plan, District standards, and to the elements of the subject criteria. Successful grant applications will provide direct benefit to the target students, the more the better, and will focus on measurable student achievement.
- B. The Foundation has made the application process a fairly simple one. Therefore, it is necessary to:
 1. Fully complete the application form, providing thorough answers to questions in all categories. The Grant Review Committee considers, heavily, the thoroughness each categorical section is answered. If the categorical section is incomplete, points will be deducted.
 2. It is suggested that you ask a colleague to proof and/or edit your application prior to submittal.
 3. Applications must be as neat and easy to read as possible. A handwritten application will be accepted but a Word copy is strongly encouraged.
 4. Adhere to the **March 30, 2020** due date. No late applications will be accepted.
- C. Your submitted budget can range from **\$250 to \$1,500**. DO NOT APPLY FOR MORE THAN \$1,500. MULTIPLE APPLICANTS does not allow for THE REQUESTED AMOUNT to BE INCREASED ACCORDINGLY. The Foundation attempts to fund as many grants as possible each year. Therefore, applicants must be cost-effective in the budgetary requests while balancing the anticipated outcomes against the requested funds.
- D. An extension or continuation of funds for same project, from year to year, requires a re-application for an extension of a successful project to include current data and any new information.

- E. A submittal will be judged on the anticipated direct benefit to students as well as the the completion of answers to each categorical questions. Project/program grant submittals directly involve and/or affect student outcomes.
- F. Grants may be submitted, in certain instances, for compensation to experts who will work directly with students.
- G. Grants may be submitted for computer software. However, computer hardware will not be funded. **Note the requirement of contacting Jeff Roller, of the AISD IT department for compatibility approval prior to application for computer/program applicable requests.**
- H. Grants submitted for digital cameras, iPads and/or **other technological innovations that might be quickly outmoded, incompatible, or require licensing MUST BE APPROVED BY EITHER JEFF ROLLER OF THE AISD TECHNOLOGY DEPARTMENT**. To be considered, student outcomes must be directly affected and relative to TEKS. This type of equipment will not be considered without a well thought out curriculum. Therefore, it must be evident the project/program equipment/software can be effective **for several years**
- I. The investigation into the possibilities of other funding is a sign of commitment. The Foundation encourages the attempt at incorporation of funding from other sources.

However, it is not required.
- J. Interdisciplinary teaming and multiple applicant submittals are encouraged. Because this will be perceived as having a greater impact on the most students, it is cost effective in its percentage of students impacted. But, remember, the total request is still \$1,500.00

However, the committee does realize that some application requests are not appropriate for multiple use.
- K. Grant submittals for programs/projects/needs that can serve in the classroom for multiple years is strongly encouraged.
- L. Applications must be for materials, services, and/or projects that are different from, or extend beyond, and/or compliment the present instructional offerings. While innovation is encouraged, an application for a proven program is not discouraged.
- M. All applications will be read and considered carefully. Therefore, all grant submissions must adhere to the criteria indicated to be considered.
- N. We will also consider needs, such as emergency grants and applications for special programs or of off campus programs complimenting TEKS.
- O. Each year, the committee make-up is different and unique. Each individual's rating of the grant submissions is dependent upon your answering each category thoroughly. Lack of adequate response to each category will cause committee members to deduct points from your total score. As well, a student-engaging application is given strong consideration.

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:

Summary of Program/Project/Need

20 points maximum

- A. Is the summary concise?
- B. is the summary definitive enough to prepare the reader to properly understand the project/program/ need?

Category One – Purpose/Need Served by Program/Project/Need

20 points maximum

- A. 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.
- B. Would the program/project or equipment proposed meet the need of the target population?
- C. Do the needs statements include measurable data to prove the problem exists?

Category Two – Program/Project Objectives & Parameters

20 points maximum

- A. Are the quantifiable objectives of the programs clearly indicated?
- B. Is the proposed program described as a clear solution and/or helpful tool to serve the needs as stated above?
- C. 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

15 points maximum

- A. Are there clear tools to assess the effectiveness of the program as related to the objectives defined in Category Two?

B. What criteria will determine the success or usefulness of the program?

C. What tools will be used to track attainment of the quantifiable objectives?

Category Four – Budget/Funding of Program/Project

15 points maximum

A. Is the budget adequately explained?

B. Are the expenditures justified by the proposed outcomes? Are matching funds available or is there indication of the attempt to garner other funding?

C. Are there other known sources for obtaining the requested equipment/materials?

Category Five - Innovation or Adaptation

10 points maximum

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

B. Are the elements of adaptation/innovation to the stated need evident in your responses?

C. If adapted, will the adaptation meet the necessary objectives of the program/project effectiveness?

D. If of applicant's own creation, will the proposal meet the needs/objectives indicated.

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.
- 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
- Full 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