

## **TVEF Classroom Grant Requirements and Information**

Grants must address our mission of enhancing and expanding student learning opportunities with new and innovative programs. We look to fund high impact ideas that serve a significant number of students, and if possible bring additional funding sources to the project. We primarily fund one-time expenses rather than ongoing programs and will no longer fund school stores.

### **Grant Application Requirements**

The Principal of the school who will benefit from the proposed project MUST sign the grant application. If the proposed project benefits the entire district, the District Superintendent must sign the application in place of the Principal.

**We accept grant applications through email.** Please email application and attachment (optional) to [ExecutiveDirector@TetonEducation.org](mailto:ExecutiveDirector@TetonEducation.org)

### **Deadlines**

Applications are due on September 10, January 10, and March 10. The board will review applications at the following monthly meeting. Applications received after this date will be reviewed at the next cycle. Please note that the Foundation receives more requests than it can fund. Applications may receive partial funding. Please let us know if you can complete the project with partial funding.

### **Notification**

All grant applicants will be notified via email as to the status of their application after board review.

### **Grant Contract and Final Grant Report**

If funds are awarded, paperwork will be sent with the notification. A grant contract must be signed prior to any expenditure of funds. At the completion of the project, a final grant report must be submitted. No further funds will be awarded to the applicant from the Foundation, until a final grant report is received.

Questions? Contact Pam Walker at 307-277-5093 or by email at [ExecutiveDirector@TetonEducation.org](mailto:ExecutiveDirector@TetonEducation.org)

**(Do not attach this page to the grant application)**

## TVEF Classroom Grant Cover Sheet

*The mission of the Teton Valley Education Foundation is to enhance opportunities for excellence in Teton School District #401 through educational programs and community partnerships.*

**Date Submitted:** \_\_\_\_\_ **Grant cycle:** \_\_ September \_\_ January \_\_ March

**Project Title:** \_\_\_\_\_

**Applicant / Sponsor Information**

Lead Applicant's Name: \_\_\_\_\_  
 How many years teaching at TSD #401: \_\_\_\_\_  
 Other Teachers/Staff Involved: \_\_\_\_\_  
 Benefiting School: \_\_\_\_\_  
 Applicant's Email: \_\_\_\_\_  
 Phone (Extension): \_\_\_\_\_

**Type of project (mark all that apply):**

Student Field Trip                       Classroom Equipment  
 New Program/Curriculum               Enhancement to Existing Program/Curriculum  
 Technology                                     Building Improvement  
 Other (please define) \_\_\_\_\_

**Number of students who will benefit from funding:** \_\_\_\_\_

<b>Amount of application request</b>	<b>\$</b>
<b>Total project cost</b>	<b>\$</b>
<b>List other sources and amounts of funding obtained (if applicable)</b>	
	<b>\$</b>
	<b>\$</b>
	<b>\$</b>
	<b>\$</b>
<b>Please provide a list of materials and costs</b>	
	<b>\$</b>
	<b>\$</b>
	<b>\$</b>

**Start date: (mo/day/yr):** \_\_\_\_\_ **Completion date (mo/day/yr):** \_\_\_\_\_

## TVEF Classroom Grant Narrative Information

### Project description and justification:

Please limit to a 1 to 2-page narrative and 1 attachment as necessary. TVEF uses the rubric below to guide its board in the decision-making process. After reviewing the rubric, please address the following questions:

1. Provide a brief summary of your project including at least two objectives along with their expected outcomes. \*

Objectives	Outcomes
1	1
2	2

2. Explain how your project aligns with the TVEF mission (see rubric for mission statement).
3. Why is your project needed?
4. Explain the impact of your project on students. How does it enhance students' education?
5. How will you evaluate your project's success? (You must provide an evaluation which could be a before and after survey, etc.)

The TVEF uses this rubric to guide its decision making during each classroom grant cycle.

<b>TVEF Classroom Grant Rubric</b>				
	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Alignment</b>	Grant aligns with district strategic plan AND TVEF mission	Grant aligns with district strategic plan OR TVEF mission	Grant aligns with school goals.	Does not align with district strategic plan or mission
<b>Innovation</b>	New, creative ideas; new to district; new methodology	New to school or grade	New idea to teacher	A needed item
<b>Quality of Impact</b>	Significant student growth	High potential for student growth	Likely to yield student growth	Informational
<b>Quantity of Students</b>	District wide	School wide	more than 3 teachers	1-2 teachers
<b>Years</b>	3+ years of use	2-3 years of use	1 year	1 semester

## **TVEF Classroom Grant Signature Sheet**

Name: \_\_\_\_\_

Project Title \_\_\_\_\_

Your signature below indicates you attest to the following:

- I, the undersigned, hereby state that all of the information provided in my/our application is accurate and up-to-date.
- I agree that if funded, I/we will comply with all requirements set forth by the Foundation for the receipt of funds.
- I also agree to provide to Teton Valley Education Foundation Board of Directors a final written report upon completion of the project.
- If this grant application is submitted by a teacher, a principal or other appropriate District personnel must sign off on the application to evidence their approval.
- All items purchased is the property of the TSD 401 and must remain in the classroom upon any teacher leaving the School District.

### **Your Proposal May Become the Basis for a Funding Contract or Shared with Others**

- Should your funding request be approved, you will be required to adhere to your project budget and other information in your proposal. Prior to the release of grant funds, grantees are required to sign a funding agreement indicating that you will utilize Teton Valley Education Foundation funds as indicated in your proposal. It is the applicant's responsibility to keep a copy of the proposal for this use.
- Information from your proposal may be used on our website, in press releases, Foundation marketing work, shared with potential donors and/or Education Foundation Committee, Board and Staff Members.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Principal or Superintendent's Signature

\_\_\_\_\_  
Applicant's Name (Print Name)

\_\_\_\_\_  
Principal or Superintendent's Name (Print Name)

## **Teton Valley Education Foundation Classroom Grant Checklist**

1. TVEF Classroom Grant Applications are due typically on September 10, January 10 and March 10 by 5 p.m. If this date falls on a weekend the date will be adjusted to the following Monday.
2. If you are leaving the grant application at the District Office, it is your responsibility to let the TVEF know that it is there.
3. Grant application documents are reviewed by the Executive Director to ensure that the grant application is complete.
4. Grants are assembled and sent via email to the TVEF Board of Directors with a summary sheet for judging.
5. The TVEF Board of Directors uses the rubric included on the grant application to score and rank the grants.
6. The Executive Director notifies each grant requestor by email and then follows up by sending each recipient a grant contract, a reimbursement form and a final report form.
7. The grant awardee must sign the grant contract and send it back to the Executive Director prior to any reimbursements.

To receive reimbursement, the teacher has three choices:

1. Purchase the item themselves and send the reimbursement form and the receipt to the TVEF for immediate reimbursement.
2. Make arrangements with the TVEF to purchase the item directly for the instructor.
3. If the district receives a discount or there is district money involved, have the district office (Carl Church) purchase it. YOU are responsible for giving a copy of the invoice and the amount owed to the TVEF. *Please only use this option if the conditions regarding district money or discounts are involved.*

**Grantees are highly encouraged to submit photos of your activity to the TVEF for use via electronic format as well as a story on how the grant impacted your students. Please make sure that all students involved have media releases on file.**

Following the implementation of the project, or within six months, whichever comes first, the grantee must submit a final report form to the TVEF. **Future grant applications cannot be submitted until all final report reports from previous grants are submitted.**



**TVEF Reimbursement Form**

*Please make check payable to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**EXPENSES:**

**Please submit this form within 30 days of incurred expense.**

Date	Explanation of Expense	Account/Purpose Admin use only	Amount
<b>Subtotal</b>			\$
<b>Total Reimbursement Amount</b>			\$

***Please attach original receipts.***

\_\_\_ Please direct any remaining funds back to the TVEF Classroom Grants fund.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Board Member