

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

Deadlines

Applications are typically 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 typically 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

(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 Which Schools: _____
 Applicant's Email: _____
 Phone (Extension): _____

Type of project (mark all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Student Field Trip | <input type="checkbox"/> Classroom Equipment/Basic Supplies |
| <input type="checkbox"/> New Program/Curriculum | <input type="checkbox"/> Enhancement to Existing Program/Curriculum |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Building Improvement |
| <input type="checkbox"/> Other (please define) _____ | |

Number of students who will benefit from funding each year: _____

Start date: (mo/day/yr): _____ **Completion date (mo/day/yr):** _____

Total Project Amount: \$ _____

Can you complete the project with partial funding? ___ yes ___ no

Income (List your income sources)	
TVEF Requested Amount	\$
Other Funding Sources (please list)	
	\$
	\$
Total	\$
Expenses (Itemize each item)	
Shipping	
Taxes	
Total	\$

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. Is the item requested a basic necessity or an innovative project for your classroom?
4. If it is a basic necessity, have you been turned down this year by the principal?
5. Why is your project needed?
6. Explain the impact of your project on students. How does it enhance students' education?
7. 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.

TVEF Classroom Grant Rubric				
	4	3	2	1
Alignment	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
Innovation	New, creative ideas; new to district; new methodology	New to school or grade	New idea to teacher	A needed item
Quality of Impact	Significant student growth	High potential for student growth	Likely to yield student growth	Informational
Quantity of Students	District wide	School wide	more than 3 teachers	1-2 teachers
Years	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. This can be done through a separate email to the ExecutiveDirector@TetonEducation.org by the principal.
- 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)

Please have the principal send a separate email if the grant is submitted online.

Teton Valley Education Foundation Classroom Grant Checklist and Signature Page

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.**

Please acknowledge that you have read this and understand all the rules!

Signature:



TVEF Reimbursement Form

Please make check payable to (who purchased items – you, school or district office):

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
Subtotal			\$
Total Reimbursement Amount			\$

Please attach original receipts.

If there is a balance left, please indicate if you will use those later this year or if you want to credit them back to the Foundation.

I will use later this year: _____ Credit back to foundation: _____

Signature: _____ Date: _____

Approved by: _____ Date: _____
Executive Director

Approved by: _____ Date: _____
Authorized Board Member