

apple foundation

AWARDING PROGRAMS THAT PROMOTE LEARNING EXCELLENCE

apple foundation Grant Application and Guidelines 2008-2009

TO: Guntersville City Public Teachers and Staff
FROM: Greg Driskill
President, *apple foundation* Board of Directors
RE: Grant Application for 2008-2009

The apple foundation has been created by interested parents, business leaders and other persons in Guntersville who are interested in the education of children. The purpose is to provide funding for programs and events that will increase interest and achievement in the educational process for teachers and students in the Guntersville public school system.

Mission Statement

The *apple foundation* is a non-profit organization created to supplement the usual and ordinary curriculum of the Guntersville public school system. The *foundation* seeks to accomplish this by encouraging student and teacher leadership and by identifying and funding unique educational opportunities. The *foundation* shall have the authority to raise and administer monies in ways deemed appropriate. All activities of the *foundation* are designed for the ultimate benefit of the students of the school system.

Attached is the application form, which will provide the Review and Allocations Committee with the information to make a decision on the funding of projects. Please note that the signature of the principal and the superintendent is required. This ensures that the administration is aware of the submission of the grant proposal. It is not to be interpreted as "permission" to submit the proposal.

Guidelines

1. The 2008-2009 application form must be used. No other form will be accepted.
2. The number of grants awarded per person, participating either as an individual or in a group, will be limited to a maximum of two. However, there is no limit to the number of proposals an individual can submit.
3. Grant awards will be made on the last day of school for the 2008-09 academic year. Funds will be deposited in an account at the respective school and be used as needed to implement the grant. Awards will not be made to an individual(s) who will not be working in the 2008-2009 school year. Approval must be obtained from the *apple foundation* Review and Allocations Committee before an award can be made to a group where one or more members will not be working in 2008-2009.

4. **The deadline to submit grant proposals for the 2008-2009 academic year is Friday, April 25, 2008.** Recipients will be announced the last day of school in May 2008. Funds will be available for use as of July 2008. A public, formal announcement will be made and each recipient will be recognized at the first home football game of the 2008 season. Recipients will be expected to attend.
5. Each fund must be expended by the last day of the current school year, and unexpended funds should be returned to the *apple foundation* at that time.
6. The Review and Allocations Committee will review each application using the following criteria:
 - a. Is the project unique and motivational?
 - b. Will the project fulfill the Mission Statement of the *apple foundation*?
 - c. Are other sources of funding available and have they been explored?
 - d. Are the objectives clearly stated, realistic and worthwhile?
 - e. Are the procedures to be followed, needed materials, use of requested materials, schedule and budget clearly described?
 - f. Does the project have the potential of being useful in the future to other teachers and students?
 - g. Is the proposed evaluation adequate?

IMPORTANT

- **Please submit the original form and three copies. Email copies will NOT be accepted!**
- **All signatures are to be in BLUE ink.**
- Grants will not be made for:
 - Vehicles or vehicle maintenance
 - Permanent personnel
 - General operating funds or capital fund drives
 - Normal school expenses
 - Expenditures without the support of a well-defined, innovative teaching program
- Grants will be awarded only for projects that enhance curriculums that are in place.
- Please DO NOT include attachments, video or audio tapes.

Grant applications are due on or before Friday, April 25, 2008, to be used during the 2008 -2009 academic school year.

The Grant Review, Allocation and Evaluation committee will consider proposals during the year that address special needs such as student travel expenses for competitions. Forms to submit a proposal for these situations can be obtained by contacting the Community Education Office.

The project evaluation form and copies of all expenditures are due prior to the end of the current school year.

Grant Application 2008-2009

Project Leader: _____ Date: _____

Co-Leader: _____

Co-Leader: _____

School: _____

Position: _____

Project Title: _____

Amount Requested: _____

Signature of Project Leader: _____

Signature of Principal: _____ Date: _____

Signature of Superintendent: _____ Date: _____

ONLY THE ORIGINAL NEEDS AN ORIGINAL SIGNATURE! Make copies after you obtain signatures.

Grant applications will be picked up in the office at your school. The pick up schedule is:

Cherokee – Friday, April 25 1:00 PM
Guntersville Elementary – Friday, April 25 1:30 PM
Guntersville Middle School – Friday, April 25 1:45 PM
Guntersville High School – Friday, April 25 2:15 PM

Please have ALL grant applications in the school office at the designated time.

Proposals are due no later than on Friday, April 25, 2008 at the times listed above. If you have questions regarding the *apple foundation* grant program, please call Jeannie Wallace at 582-1225.

Please read all information before completing the application form. The project evaluation form and copies of all expenditures are due prior to the end of the current school year.

2008-2009 *Apple Foundation* Grant Application Form

Presented below are questions that will provide the necessary information for the Grants Review and Allocations committee to evaluate this project proposal. Please limit responses to two paragraphs for each question. Responses should be typed on this form. The committee is interested in substantive content and not form of presentation.

Project Title: _____

1. Description of Grant Project:

(How will this grant fulfill the Mission Statement? How will this grant benefit students? How will this grant provide a unique learning opportunity?)

- 2. List the educational objectives and how each will be achieved and measured:**

3. What students will participate? (Numbers, grades, academic levels, groups...)

4. Describe how the success of the project will be measured.

5. List an Itemized Budget for the Project:

(Include item descriptions, cost, shipping and handling, totals.

Also include any other funding sources to be used for this project.)

Apple Foundation Grant Application Instruction

Please read all instructions and guidelines before completing a grant application.

SUBMITTING A GRANT AWARD APPLICATION:

1. Only the current year application form will be accepted.
2. The grant application form must be typed, clear, concise, and organized according to the current application outline.
3. A grant application may not be faxed or emailed.
4. Grant amounts are not limited. Amount to be awarded will be based on demonstrated need, innovativeness, and availability of funds.
5. The original and **ONLY** the original must be signed in blue ink. Obtain all required signatures before you make copies.
6. Grant applications are to be submitted to the office at your school by 12 o'clock noon on Friday, April 25, 2008.
7. All grant applications will be picked up by a member of the Apple Foundation Board of Directors at the designated time. See Guidelines.

AFTER A GRANT IS AWARDED

1. Grant awards will be announced at the annual Guntersville City Schools end-of-year picnic in May. Public and formal recognition will be given to recipients at the first home football game of the 2008 season. All recipients will be expected to attend.
2. Each school principal will receive written notice of grants awarded and the amount. These to be distributed at the time grant awards are announced.
3. The treasurer for the Apple Foundation will disburse funds for grant awards in June of each year. Funds can be accessed at each school beginning July 1.
4. Each grant recipient will be responsible for taking photographs and writing one article to be published in the *Advertiser-Gleam* once during the school

year, and for providing adequate and appropriate information for the Foundation's website.

5. In the event, the program director is no longer employed by the school system, the Apple Foundation grant monies awarded to that director will be immediately refunded to the Foundation.
6. Funds awarded must be used for the purpose stated in the grant application. In rare cases, permission to spend monies differently must be obtained from the Apple Foundation Board of Directors prior to spending the monies.
7. A grant award is for a one-year program only. Any monies not expended in a grant award account at the end of the school year they were awarded must be refunded to the Apple Foundation.
8. A program evaluation accompanied by copies of purchase orders must be completed and submitted to the Foundation by the last day of the current school year of the grant's intended use. Failure to comply may jeopardize future grant opportunities.