

# Vestal School Foundation Grant Application Instructions

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## Grant Review & Evaluation Process

**Twelve copies of the grant application must be submitted by the announced deadline.** The Grants Committee will first conduct a preliminary evaluation of all applications, during which time the Committee may contact applicants for further information. **Please remember** to include any supportive purchasing information such as: copies from catalogs, detailed listing of supplies, photos, etc. The Grants Committee will then select the most worthy applications (see grant criteria section) for approval by the Board of Directors.

Grant proposals not selected for funding may be resubmitted. The Grants Committee may offer suggestions for improvement and re-submission of promising proposals not funded. Vestal School Foundation will not fund grants requesting payment of a stipend.

## Grant Evaluation Criteria

The following criteria will be used in evaluating grant proposals:

- **Scholastic Impact:** To what extent will knowledge and skills of students and staff be enhanced?
- **Innovation:** Will the grant introduce new teaching methods, technologies and approaches to the school curriculum?
- **Exposure:** How many students will benefit from the project and for how long?
- **Inter-school:** Does the project involve students and staff from more than one school?
- **Interdisciplinary:** Does the project involve cooperation among departments? Will it encourage students to use concepts from more than one discipline or curriculum area?
- **Cooperation:** Does the project involve broad collaboration and involvement of teachers, school staff/administration, students and members of the community?
- **Social Impact:** To what extent would the project expand the social awareness and participation of students in the community? To what extent would the project benefit the community?
- **Strategy:** Does the proposal have a clear strategy and timetable for implementing the project?
- **Adaptability:** What will be the long term benefits of the project? How could the project be applied elsewhere or on a larger scale? How will information on the project be disseminated to others?
- **Cost:** Does the project use funds efficiently? Combined funding or matching is encouraged. If a proposal is submitted to supplement other funding efforts for a specific project, funds will be expected to be raised within one year. Grant money will not be awarded until other funds are raised.
- **Expansion:** Does the project expand on, or continue at a more substantial level, a previously funded program?

## Program Areas Funded

The Vestal School Foundation will consider grant applications from all program areas, but encourages those from among the following:

- **Technology:** equipment, instruments, software and other programs to enhance learning, especially for improvements in teaching of mathematics and science. Please make sure technology is compatible with existing district technology and is not already in the districts budget.
- **Innovation:** novel approaches in teaching and learning the curriculum.
- **Professional Development:** support for teachers to pursue training and curriculum development opportunities.
- **Arts:** programs in music, visual arts and drama that will promote understanding and enjoyment of the arts (including equipment and materials).
- **Multi cultural Initiatives:** projects involving teachers and students that expand knowledge and awareness of the ethnic, social and cultural heritage of our global society.

***Return the completed application and all copies to your building principal.  
If awarded a grant, you will be invited to attend a brief award ceremony held in June. You also will be required to complete a Final Progress Report. Questions – call Lynn Polman 786-5305***