

Atlanta Education Foundation

Grant Application Process

Part 1: Guidelines and Procedures



Updated April 2019

Grants for Great Ideas Program

Guidelines for Grant Applications

Purpose:

The Grants for Great Ideas Program is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives.

Persons Eligible to Apply for Grants:

Individuals or teams of individuals employed by Atlanta ISD who are involved in the direct instruction of students or related support services benefiting students.

Eligible Proposals:

Instructional approaches or projects designed to begin during the school year and which meet the selection criteria.

Award of Funds:

Grants of up to \$1,500 are available to be awarded to individual teacher initiated programs or projects. Grants of up to \$6,000 are available to be awarded to campus teams, departments and district initiated programs or projects. Grants awarded and grant funding will depend on funds available and priority of grants applied, potentially exceeding the suggested funding guidelines. Funding decisions will be based on available funds and needs of the campus/district.

Due Date:

To be determined by the Foundation Board of Directors.

Selection Criteria:

- The degree to which the proposal addresses important program objectives.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives.

- The degree to which sound evaluation and sustainability procedures are incorporated in the proposal.
- The degree to which the proposal is clear and logical, including (a) specificity of objectives; (b) clarity of description of instructional procedures, methods or treatments; and (c) correspondence among evaluation procedures, objectives, and treatments.

Selection Process:

1. Application forms can be obtained on the AEF website:
atlantarabbits.org/grants
2. Teacher initiated applications must be reviewed and signed off on by the principal.
3. Signed applications are due to the Executive Director (Chastity Hale) at Atlanta Administration office on the due date.
4. Application will be reviewed and commented on by the Grant Application Review Committee made up of the following members:
 - a. A minimum of seven AEF Directors appointed by the ED and President of the AEF
 - b. Others determined by the ED and President of the AEF Board of Directors
5. For each grant application submitted, the committee shall make one of the following recommendations: (a) disapproval; (b) disapproval with suggestions for resubmission; (c) approval with conditions and/or modifications; (d) approval.
6. If recommended for approval, the application is presented to the Board of Directors of the Foundation in summary form for review and formal approval.
7. If approved, the application is presented to the Board of Trustees for formal acceptance of the grant.
8. Applicants will be notified of decisions in a timely manner.
9. Projects will be funded.
10. Successful applicants will be recognized by the Board of Trustees.

Grant Guidelines and Responsibilities of Grant Recipients

Guidelines for Completing the Application:

The project is appropriate if you can answer YES to the following questions:

- Is it important to learning?
- Can it be executed/achieved?
- Is it practical?
- Is it new for you?
- Are you building on a previously awarded grant and/or requesting funding to sustain a previously awarded grant?
- Are you requesting supplemental funding for a project that you will be exploring other resources for funding?

Statement of Purpose:

- Tell what you hope to achieve. (e.g. what will be different or better if the project is successful)
- Keep the statement simple and straightforward.
- Promise ONLY that which you can reasonably expect to achieve.

Statement of Rationale—address the following:

- Importance of purpose
- How project relates to the district's strategic educational plan
- The problem or issue addressed
- How the project supports the purpose

Objectives:

- Limit the number of objectives
- Imply/state evaluation in the statement of objectives
- Be specific

Instructional Procedures:

- Be SPECIFIC
- List steps of execution or implementation
- Reference purpose and objectives

Evaluation:

- Relate to stated objectives
- Indicate how you will know whether the project was successful

Responsibilities of Recipients

If you are awarded a grant from AEF, you will be obligated to:

- Use the awards for the purposes intended
- Prepare brief feedback with pictures/videos for presentation to AEF for inclusion in the Annual Report and for fundraising purposes. This keeps our Directors and Sponsors/Donors informed on how AEF impacts the school and gives them visual feedback on how their generosity is vital to the success of our district.

The Granting Process

Essential Tasks

1. Establish a Grant Timeline for up to two rounds of grants per year.
2. Publish funding priorities and guidelines for grant consideration as well as restriction and exclusions, if any. Stipulate the due date for all applications.
3. Distribute grant application forms and related support information. Allow at least 30 days for applicants to prepare grant applications.
4. Instruct principals to provide orientation session for staff to review the grant application process and review the application form.
5. Provide a grant writing workshop for interested staff personnel.
6. Prepare a short synopsis of each grant for review by the Board of Directors.
7. Send copies of all approved applications through proper school administration channels to determine appropriateness and congruency with the district's goals, objectives, and philosophy.
8. Notify all applicants as to disposition of their grant proposals.
9. Request that all completed programs/projects be properly evaluated and a brief summary written reports be presented to the Foundation Board. Grant recipients should also send a personal thank you note/letter to the Foundation Board of Directors.

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Part 2: Evaluating, Awarding, and Managing
Grants



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Guidelines for Awarding Grants

1. Projects should directly involve students as fully as possible.
2. Grants may be used to compensate experts or resource speakers who work with students but should not be used to pay teachers or staff.
3. Funds may be used to purchase equipment or to provide field trip transportation but not when these are ends in themselves. Equipment and trips should be just one component of a well-planned program/project integrated with other curriculum materials and activities.
4. Proposals that incorporate matching funds or community resources should be considered favorably. (For example-Students or PTA's might raise matching funds or community organizations could donate needed equipment, services, or free admission to events.) Outside contributions generally indicate a commitment to the project and they enhance the effectiveness of the small grant award.
5. Projects should encourage interdisciplinary or team teaching or those that involve various age groups. These often have greater impact than single-classroom efforts, fill unmet needs in the regular curriculum and encourage more grants applications in the future.
6. Review each proposal on its own merits, leaving maximum flexibility for review committee decisions. While general guidelines can be helpful, the committees will need to accommodate notable exceptions, as well as growth and change in the reviews committee.
7. Variety in the proposals funded by the Foundation is acceptable, but remember different projects, even if similar, will effect different groups of students. It is not unusual to see definite trends in applications during a grant period. If, for example, the most imaginative proposals all happen to center on nutrition, you might consider the possibility of funding them.
8. The ability to communicate on an application form is not always a measure of an applicant's ability to communicate with students. The program coordinator will need to be prepared to clarify any project ideas that are poorly written. Also, do not constrain staff with unnecessary requirements, such as typing the application or making duplicate copies.
9. If the committee does not receive a sufficient number of strong proposals during a given period, they are not obligated to fund less promising projects. The committee can always extend the deadline for accepting new applications or retaining the funds for future awards.