

Asheville City Schools Foundation
PO Box 3196, 85 Mountain Street, Asheville, NC 28802
828-350-6134/fax: 828-255-5131

PROJECT GRANTS
Information and Guidelines

RATIONALE: The purpose of the Foundation's Allocations Program is to fund creative and innovative ideas. The Foundation provides funding for appropriate educational projects designed to benefit significant numbers of students within the Asheville City Schools System through Project Grants. **These grants, awarded in amounts up to \$5,000, are intended to fund projects that are broad in scope. Project Grants are intended to benefit students at an individual school, several schools or to have an impact throughout the system.**

Application Procedure: Applications will be reviewed on a competitive basis and a limited number of grants will be made. All grant applications must be signed by your principal or system executive director indicating that he/she approves of the project and is committed to the success of the project. Grants must be expended within one year of the date of their award and must be spent as outlined in the grant application's budget. **The deadline for the submission of the grant application is 4 PM, June 12, 2009.** Grants must be submitted electronically. Awards will be announced by June 30, 2009.

PROJECT GUIDELINES: The Foundation receives many worthwhile proposals for funding, not all of which can be approved. Project Grant proposals should meet the following criteria in order to have the best chance of being funded:

1. **Focus on increasing student achievement.** This is a key criterion. The Foundation seeks to use its funds in ways that maximize the chances of educational success for all Asheville City Schools students.
2. **Some funding has been raised or committed.** Projects that have identified other sources for partial funding will be given preference. Because the requests for support greatly exceed our ability to fund all projects, we invest in those efforts that are also supported by the school building, PTO, and other sources.
3. **Cooperative.** Successful projects should show evidence of cooperation. This might include cooperation between teachers, between schools, or between the schools and other organizations or agencies. The Foundation particularly welcomes the opportunity to provide matching grants for projects which have funding support from a school's PTO, or some other concerned organization.
4. **Broad in impact.** The project should have the potential for benefiting a significant number of students within the Asheville City Schools System.
5. **Ongoing.** Obviously, projects may be limited in time. However, projects which use money to buy things which are consumed or used up are less effective than those which have an ongoing effect: reusable equipment, for instance, rather than consumables.
6. **Demonstrable results.** Project applications must be written in such a way that evaluation is a key component. Evaluation criteria must be clear and precise, qualitative and quantitative (test scores, skill improvement etc.). Grant recipients will be asked to fully evaluate and present their projects upon completion.

Based on their review, the Allocations Committee will take one of three actions:

- Approve an application for full or partial funding.
- Return the application with suggestions for resubmission.
- Turn down the application.

Grants will be awarded by check made out to the grant recipient's school.

Asheville City Schools Foundation

Grant Application Checklist

_____ I have discussed this project at length with my school principal/system administrator and he/she has signed the application.

_____ I attended a Grantwriting workshop on _____.

Or

_____ I received a Foundation Grant for:

Name of Project _____

Date _____

_____ My application is typed and I am submitting eight copies.

_____ I've enclosed a self-addressed postcard which will be mailed to me to verify the receipt of my application.

Signed _____

Date _____

1. PURPOSE OF PROJECT: Why is this project needed? How will this project assist in improving student achievement? How does your project fit into your school improvement plan?

2. NARRATIVE DESCRIPTION OF THE PROJECT: (Be specific. Include number of students impacted by project. How exactly will you accomplish your purpose? What methods and materials will you use?)

3. GOALS/OUTCOMES OF THE PROJECT: (What do you think will be achieved by your project? Be specific. Include opportunities for expansion and/or replication of your project.)

4. GIVE AN ACCURATE TIMELINE OF YOUR PROJECT:

5. PROJECT EVALUATION: How will you evaluate your project? How will you know if your objectives have been achieved? (Use specific qualitative and quantitative criteria that will demonstrate results. Test scores; skill improvement, etc.)

6. BUDGET DETAIL: Include **specific** information such as kinds of materials and equipment needed, sources of supply and cost. If you are requesting partial funding explain exactly which parts would be funded by the Foundation and the source(s) of the remainder of the needed amount. Categories to be used could be: materials, equipment, transportation, honorariums, fees etc. Use the following format:

Category	Item	Supplier	Cost
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7. Briefly describe your attempt to secure system funding. (See #2 of Project Guidelines).

If you need more space for any question, please attach another sheet.