

Zionsville Education Foundation (ZEF) Guidelines for Grant Proposal Submission

The mission of the Zionsville Education Foundation is to serve its school community by providing funds that promote academic excellence.

Since its inception in 1995, the Zionsville Education Foundation (ZEF) has served its school community by supplementing state and local funding to support programs that enhance the educational growth of students and the professional development of educators and administrators. As part of its mission, ZEF offers grants that enable and honor exemplary, innovative teaching and learning, and that strengthen the partnership among family, school, business, and community.

ZEF grant awards typically range from \$500 - \$3,000, but each grant request is considered on its own merit for either full or partial funding. Grants are awarded for the following purposes:

- **Academic Excellence and Innovation:** Curricular and extra-curricular learning.
- **Community and School Partnerships:** New initiatives that enhance the educational mission of the schools through collaborative partnerships.
- **Leveraging External Grants:** Matching dollars when grants are required by the funder to include local matching funds. Matching grant requests must be related to the above two areas of Foundation funding.

1. GRANT DEADLINES

Grant applications are due to the ZEF office (NOT the Superintendent's office as in previous years) on the following dates:

Monday, September 19, 2016 at 4:00 - Fall grants for Spring Semester projects
Monday, April 10, 2017 at 4:00 – Spring grants for Fall/Summer Semester Projects

Applications received after the deadline will not be considered for funding. Written notification of awards will occur within six weeks, and grant recipients will be announced on the ZEF website (www.zionsvilleeducationfoundation.org).

2. GRANT PROPOSAL FORMAT CRITERIA

- Maximum of four pages, including provided cover sheet and budget.
- Pages should be typed, single-spaced, using one side only of each sheet.
- White 8 ½ by 11 paper should be used.
- Pages should be stapled and numbered in the center of the bottom margin.
- Two copies should be made, one of which has the original signature of the building Principal. ZEF staff will deliver all grants to the Superintendent immediately after the application deadline.

3. GRANT PROPOSAL CONTENT

Cover Page:

Cover page must be included. A fill-in form is on the ZEF website under “Grant Cover Sheet.”

NEW FOR 2016 - Overview:

A 1-2 sentence overview of the grant application must be written. If the grant is selected, this description of the grant will be used for press releases and social media by ZEF. It is not to be a substitute for or a duplication of the Abstract portion of the grant narrative.

Narrative:

The following topics must be addressed:

- **Abstract:** Brief, succinct overview of the project, including the estimated number of students directly impacted.
- **Statement of Need and Rationale:** Description of the current need and evidence that the project to be funded will address that need.
- **Award Purposes and Objectives:** List the subject areas involved in the project. How will the project enhance the students’ learning experience in these areas? Elaborate about the objective within your school improvement plan, your personal improvement plan, or the school corporation’s goals and objectives that will be met by this grant.
- **Responsibility:** Statement of the action steps the project director will take to ensure success once the project is funded.
- **Source of Funding:** Identify any funding that is or could be available from other sources.
- **Project Activities:** Description of the activities the award will facilitate and that will produce the objectives stated in the proposal.
- **Personnel:** Names, qualifications, and roles of those responsible for administering the project activities.
- **Plan for Evaluation and Follow Up:** The standards of measurement to be used to determine if goal(s) have been achieved and timeline for assessment of results. If awarded a grant, ZEF requires that the teacher announce it in a weekly newsletter (if one exists) to parents AND in the school’s daily announcements. ZEF will track evaluation and follow up plans.

NEW FOR 2016: IF AN EVALUATION IS NOT FILED WITH ZEF WITHIN THE SUGGESTED TIME FRAME, THE GRANTEE WILL NOT BE CONSIDERED FOR FUTURE GRANTS.

Budget:

Itemized list of project expenses. This includes supplies and costs for each item. Finding the most inexpensive cost for an item, where applicable, is encouraged.

NEW FOR 2016: Grant applicants are encouraged to build their budget on the ClassWallet.com website when possible as grant awards will be fulfilled through this purchasing portal.

4. PROPOSAL OVERSIGHT

A proposal may be prepared by anyone who has been authorized by the school corporation to do so. The person who has been authorized to oversee the proposed project activities should be designated as the project director. This person must be an employee of the corporation and may not be a student.

5. RESTRICTIONS AND CONDITIONS

Awards will be “project specific,” and limited to achieving the objectives stated in the approved proposal. If the grant amount awarded exceeds the final cost of the items listed in the grant application budget (i.e. – items become discounted or a better price is found), the excess funds are returned to ZEF for future grants. A grantee may not use excess funds for other items that are not listed in the grant budget, even if the other items relate to the grant.

Awards will **not** be made for the following purposes:

- Expenses normally covered in the general operating budget of the school corporation or reduction of budget shortfalls and overdrafts.
- New construction or facility renovation.
- Purposes related to the furtherance of a political party or position, religious activities, or controversial issues (as determined by the Foundation).
- Compensation (including honoraria or stipends) for corporation employees or students.
- Substitute pay.
- Food and party supplies.
- Telephone expenses.

Note: The Foundation prefers not to be a sustaining source of funding for projects.

Goods and services purchased with funds from ZEF become the property of the Zionsville School Corporation to ensure the benefit of Zionsville students. In the event a teacher moves from one Zionsville Community School to another, the award materials will go with the teacher. Grant recipients have one year to complete the project. Grant recipients are expected to serve as active ambassadors of ZEF to their peers, their students, and their community. Grant recipients are also responsible for submitting a brief summary report; this form can be found on the website: zionsvilleeducationfoundation.org. These reports are due four weeks after the project is completed.

6. PROJECT AWARD PERIODS

Awarded funds will be available for use only during the project period referenced in the award letter, not to exceed one calendar year.

Grant funds remaining at the end of an approved project period are to be returned with the final report to ZEF within four weeks of the project termination date.

In unusual circumstances, ZEF may, at its discretion, extend the project period of an active grant in response to a written request signed by the Superintendent.

7. ADDITIONAL INFORMATION AND ASSISTANCE

For help with any aspect of the grant application process, please contact:
Tracy Phillips, ZEF Executive Director, 733-4805, tphillips@zcs.k12.in.us
Randy Judd, ZEF Grants, 733-8805, randy.judd@huntington.com