



Guidelines for Student Enrichment Grant Applications

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

The purpose of ZEF Student Enrichment Grants is to provide funds to school-sanctioned student groups or student-led activities that benefit the education experiences of ZCS students.

Guidelines

- Grant activities must align with ZCS and individual school policies:
 - if travel is involved, it must be approved in accordance with ZCS Board policies.
 - All required forms, with any required signatures, must be submitted with the grant application to indicate to the ZEF Board that all relevant policies have been followed and the school's administration supports the activity.
- Students must raise a minimum of half of the grant cost. ZEF Will match half of the cost up to a maximum of \$3,000.
- A group of students that is awarded a grant will not be eligible to receive another grant for the same purpose the following year.
- Students must write the grant and the application must be signed by:
 - The designated student leader of the group
 - The group's faculty/administrator sponsor
 - School principal
- Preference will be given to organizations that are not supported by a "booster club."
- If a grant is for attending a group competition, funds will not be awarded for participation in the first (local) round of the competition. Groups must earn a position in the next round to be considered for ZEF funding.

Application Process

Applications are accepted by the ZEF on a rolling basis starting January 1st of each calendar year. ZEF provides a budget of \$4,000 per year and will fund qualified grants throughout the year until funds are fully utilized. Completed Student Enrichment grant applications can be dropped off at the ZEF office in the Educational Services Center (ESC) at 900 Mulberry Street in Zionsville.

Classroom Grant applications can be found on the ZEF website at www.zionsvilleeducationfoundation.org under the “How We Do It” tab. In filling out your application, please ensure that your application meets all Student Enrichment Grant guidelines.

Grant Proposal Format Criteria:

- Maximum of three pages including the Application cover page, additional information requested, and a budget.
- Pages should be typed, single-spaced, using one side only of each sheet
- White 8 ½ by 11 paper with pages stapled and numbered

Questions

If you have any questions about the application, past projects, the process, or anything else ZEF grant related, please don't hesitate to reach out. We are here to help! You can contact Lyle Browne at 317.733.4805 or via email at lbrowne@zcs.k12.in.us.

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