



## **Guidelines for Classroom Grant Application**

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

The purpose of ZEF Classroom Grants is to fund innovative projects in the Zionsville Community Schools. 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.

### **Application Process**

Completed Classroom Grant applications should be submitted online no later than 5:00pm on the deadline date (see ZEF website for specific application deadline dates.) Applications received after the deadline are not eligible for funding consideration.

All ZEF Grant applications, including Classroom Grants, can be found here:

<https://www.grantinterface.com/Home/Logon?urlkey=zef>.

During your first visit to the site, you will need to create an account. This account will then be yours to use for all future ZEF grant applications and reports.

For additional information, the Classroom Grants Rubric can be found on the ZEF website (<https://zionsvilleeducationfoundation.org/how-we-do-it/classroom-grants/>). This rubric will be used by the ZEF Grants Committee when evaluating Classroom Grant applications.

### **Application Language**

Your application will be reviewed by a committee of ZEF Board and community members with a variety of professional and volunteer backgrounds. It is advantageous to your application if you clearly explain any educational concepts/language or technological requests.

### **Proposal Oversight**

A proposal may be prepared by anyone who has been authorized by Zionsville Community Schools to do so. The ZCS employee who has been authorized to oversee the proposed project activities and any funds provided by ZEF should be designated as the Project Director. This person must be an employee of ZCS and may not be a student.

## **Restrictions and Conditions**

Awards will be “project specific,” and limited to achieving the objectives stated in the approved grant application. 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, unless approved in writing by the ZEF Executive Director.

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: ZEF 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 by ZCS students. In the event a teacher moves from one ZCS building to another, the award materials will go with the teacher. If the grant recipient leaves ZCS for any reason, the materials will stay with the school. 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.

## **Project Award Periods and Post Grant Expectations**

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 certain circumstances, ZEF may, at its discretion, extend the project period of an active grant in response to a written request from the project director(s).

Grant awards and recipients will be celebrated publicly in person, on social media, in local media, and online.

A copy of the Final Report for Classroom Grants is due the earlier of 30 days after the project’s completion or within one year of the grant award. Failure to submit a Final Report disqualifies the grant recipients from consideration for future grants.

## **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 Catherine Moser at 317.733.4805, x11500, or via email at [cmoser@zcs.k12.in.us](mailto:cmoser@zcs.k12.in.us).

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