



ALBANY PUBLIC SCHOOLS FOUNDATION

"Investing in Youth and Education"

Classroom Grant Program Application Form

Thank you for your interest in Albany Public Schools Foundation Classroom Grant Program for teachers. The Foundation awards grants two times during the school year. **All applications must be received in the Foundation Office by 5:00 pm of the published due dates.** The APSF Board of Directors carefully and thoroughly considers all applications. Highest priority is given to projects that meet criteria (see back).

Funding cycle: ___ Fall Applications Due last Friday in October by 5pm
___ Winter Applications Due last Friday in January by 5pm

Total Grant Request: \$ _____
___ Direct Aid for School Program
___ Matching Fund

Applicant's Name: _____

School: _____ Phone: _____

Address: _____ Position: _____ Email: _____

Number of students impacted: _____ Related District Goal and/or School
(Both directly and indirectly) Improvement Goal: _____

PROJECT DESCRIPTION. Please use the space below to explain your project and how funds will be utilized, the total cost of the project and any other funding sources you will use. (Additional pages may be attached.)

PRINCIPAL'S STATEMENT (Required)

Signature (required): _____ Date: _____

I have read the Albany Public Schools Foundation Classroom Grant Program Guidelines contained on page 2 of this document. I understand and agree to them. I agree to provide a summary report as noted in item 9.

Applicant's Signature

Date

KEY DATES and DEADLINES:

Application Due

Decision By

Funds Dispersed By

Last Friday in October
Last Friday in January

Third Wednesday in November
Third Wednesday in February

December 1st
March 1st

WHERE TO SEND APPLICATIONS:

APSF
P.O. Box 1772
Albany, OR 97321

The Davies Group
200 Ferry St. SW
Albany, OR 97321

Fax: 541-926-4441

Email: jjames@afgcpa.com

Staff of the APSF is available to help you. Please call if you have questions about applying for a Classroom Grant, 541-979-2773.

FOR APSF USE ONLY:

DATE REC'D: _____

COMMITTEE REVIEW: _____

BOARD REVIEW: _____

APPLICANT NOTIFIED: _____

AMOUNT APPROVED: _____

APPROVE DISAPPROVE

PRESIDENT'S INITIAL _____

**Albany Public Schools Foundation
Classroom Grant Program Guidelines**

The purpose of the program is to enrich and enhance the learning experience of all students in the Albany Public School District. By supporting teachers who emphasize new approaches to teaching and develop innovative programs to stimulate thought and expand the existing curriculum, the Albany Public Schools Foundation seeks to impact student learning in the most positive and direct way possible.

These guidelines will assist you in applying for an Albany Public Schools Foundation mini-grant. To determine the merits of the grant and ultimately the award decision, the Allocations committee will use the information you provide to make its recommendations to the Board. The Board will consider the following criteria to make its final award decisions.

Grant Criteria: Applications will be selected based on (In order of priority)

- Complete application with signature submitted by deadline.
 - Project is in alignment with school district and/or school improvement goal(s).
 - Project benefits large number of students and increases student engagement and achievement
 - Project is on going or provisions are included for long-term funding.
 - Project is innovative and enhances or enriches classroom-learning instruction.
1. Mini-grants are available to all teachers, staff and schools in the Greater Albany Public School District.
 2. Since funds are limited, we will attempt to fund as many programs as possible that meet our priorities and criteria rather than focusing on only one or a very few programs. Funds will be available until all budgeted money has been allotted.
 3. Consideration will be given to equalize funds through elementary schools, middle schools, and high schools. Each proposal is reviewed on its own merits, leaving maximum flexibility for committee decision.
 4. We encourage partial funding of grant requests where our grant is part of a larger fund-raising effort.
 5. Projects should be innovative; this program provides resources to educators to implement creative ideas at their school or their area of responsibility. The awards provide an avenue to explore, develop and refine ideas for improving the education of our students.
 6. Grants may be used to compensate experts (i.e. authors or artists) who come to work with students, but not to pay teachers or staff.
 7. 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 project, or integrated with other curriculum materials or activities.
 8. Proposals that purchase equipment are accepted, however, appropriate district staff must approve equipment requests. Equipment purchased through a mini-grant becomes the property of the Albany Public School District.
 9. **A summary report** and photographs, where practical, are requested of successful applicants at the completion of all projects. Albany Public Schools Foundation reserves the right to request a full report.
 10. The Albany Public Schools Foundation reserves the right to use the names of mini-grant recipients and descriptions of their projects in promotional and publicity materials.