



GRANT APPLICATION INSTRUCTIONS

GRANT DEADLINES FOR THE 2010-2011 SCHOOL YEAR :

October 1st and April 1st

HOW TO APPLY

1. Read "Helpful Information When Writing a Grant" below before filling out the Grant Application on page two.
2. Fill out required sections of the form and attach any documents that might be useful to the selection committee.
3. E-mail the form and any attachments to trobenson@gpsk12.net OR
4. Fax the form to 616-254-6555 OR
5. Mail the form to Grandville Education Foundation, 3843 Prairie SW, Grandville, MI 49418
6. You will receive confirmation that your grant was received within one week. **If you do NOT, please contact Tina Robinson at trobenson@gpsk12.net**
7. You will receive written notification within 30 days if your grant was accepted or denied.

HELPFUL INFORMATION WHEN WRITING A GRANT

Please read before filling out the grant application.

The Grandville Education Foundation's mission is to distribute financial resources to enhance or supplement educational opportunities for students in the Grandville Public School District. Please read the following prior to writing a grant.

Many factors are considered in reviewing grant applications, but the GEF Board of Trustees will generally look more favorably upon grants that:

- Impact a large number of learners
- Are creative and innovative in nature
- Include items that can be used more than one year
- Are new start-up programs
- Are academic programs that benefit K-12 education in Grandville Public Schools
- Have a fresh approach
- Are a one-time opportunity
- Create "aha! moments" and memorable experiences for our students
- Meet a need not already addressed by the regular school curriculum
- **The GEF Board of Trustees prefers not to approve grants involving (exceptions can be made at the discretion of the GEF Board of Trustees):**
 - Consumable items such as food, T-shirts, prizes, subscriptions, etc.
 - Substitute teachers
 - Continuation of a previously approved program
 - Transportation
 - Technology
- **All grant requests must be approved by the building or department administrator prior to submission.**
- **Other Sources of Funding:**
 - In some cases, the GEF may award partial funding if there are not enough funds to grant all requests
 - Please indicate with this application if you have access to other funding, such as PTA, matching funds, personal, etc or if you could purchase smaller quantities if necessary

**Please keep in mind that you are competing for grant money and we encourage you to put your best efforts into the application. Please include any materials and website references that can be used to support your request.*



GRANT APPLICATION

Grandville Education Foundation

Address: 3843 Prairie SW, Grandville, MI 49418

Phone: (616) 254-6922

Fax: (616) 254-6555

Email: trobinson@gpsk12.net

Website: www.grandvilleeducationfoundation.org

APPLICATION INFORMATION

Please be sure to review GEF's grant policies and procedures on page one.

Application Date: _____

Application Type : (Please check the type of grant for which you are applying)

Mini-Grant (up to \$500) Large Grant (\$501-\$4,000)

APPLICANT INFORMATION

Teacher's Name: _____

Position/Building: _____

Address: _____

Daytime phone: _____ **Evening phone:** _____

E-mail address: _____

GRANT INFORMATION *(All grant applications must receive prior approval from your administrator)*

Grant Title: _____ **Amount requested:** _____

Project time frame: _____ **Number of students to benefit:** _____

Other sources of funding? Yes No **Please explain:** _____

GRANDVILLE PUBLIC SCHOOL STAFF, PLEASE NOTE

All grant requests for technology related items and special education requests, (software, hardware, peripherals, etc.) must have prior approval of the Operational Technology Department and building principal.

Building Principal Signature

Operational Technology Department Signature

ADDITIONAL ITEMS

Summary: Please briefly describe your proposed project *(attach an additional page if necessary)*: _____

Budget: Please attach an itemized budget for this project.

Justification: Where has this idea been used previously and is there research to support it? How does it impact district goals? _____

Accountability: How will the success of this proposal be measured and reported back to the GEF or the community? *(Please provide newspaper articles, newsletters, DVDs, and/or pictures to let us know the outcome of the grant).*