



GRANDVILLE EDUCATION FOUNDATION

GRANT APPLICATION INSTRUCTIONS

DEADLINES: October 3, 2016 and February 1, 2017

HOW TO APPLY

1. Please read "Required Information" below to ensure your grant request is not denied due to missing/inaccurate information;
2. Please do not leave any section blank. If not applicable, write "N/A" in the space provided;
3. Attach any additional information you feel may be useful to the selection committee;
4. E-mail form to mforce@gpsbulldogs.org FAX TO 616.254.6555 Inter-office mail application to: Grandville Education Foundation, 3843 Prairie SW, Grandville, MI 49418;
5. Please indicate preferred method of contact. You will receive confirmation that your grant was received within one week. If you do not receive confirmation, please contact Marcia Force at mforce@gpsbulldogs.org;
6. Grants may be submitted AT ANY TIME. Please note, however, that grant deadlines are October 3 and February 1. The Board will generally convene to review grants on the 1st Tuesday of the month. Grants received after the cut-off date will be reviewed at the next grant meeting.

REQUIRED INFORMATION

1. Grant applicants may be asked to attend and present grant to the Board of Trustees. You will be notified of the date and time of the meeting at least one week prior;
2. All grant recipients must submit media of showing results of the grant (photos, short video, PowerPoint, etc.);
3. All grant funds must be utilized within 6 months of grant approval and receipts need to be submitted into the district business office for reimbursement by the end of the fiscal year (June 30) or funds may be forfeit;
4. Please include any materials/website references that can be used to further explain or support your request.

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.

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

- Are creative and innovative in nature
- Include items that can be used for more than one year
- Are new start-up programs
- Are academic programs that benefit preschool-12 education in Grandville Public Schools
- Have a fresh approach
- Are a one-time opportunity
- Create a memorable experience 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:

- Consumable items such as food, T-shirts, prizes, subscriptions, etc.;
- Substitute teachers
- Continuation of a previously approved program
- Transportation

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 PTC, matching funds, personal, etc., or if you could purchase smaller quantities.



Celebrating 25 Years!

GRANT APPLICATION

Grandville Education Foundation

3843 Prairie SW, Grandville, MI 49418

(616) 254-6922 FAX (616) 254-6555

mforce@gpsbulldogs.org

www.grandvilleeducationfoundation.org

Date of Application: _____

Teacher Name: _____

Position/Building: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

(Indicate above preferred method of contact by checking appropriate box)

Grant Title: _____

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

Amount Requested: _____ Other sources of funding? Yes No

Please Explain: _____

Summary of proposed project. Attach additional page(s) if necessary:

Budget: Please attach 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? _____

Principal recommendations (principals MUST complete the following):

Reason to recommend grant request: _____

Clarify all other internal budgets (building, PTC, IT, etc.) have been exhausted: _____

How does building principal perceive the benefit and sustainability of the grant to the group mentioned:

Technology Request: Building Principal and Operational Technology Department must approve any requests for technology related items (software, hardware, peripherals, etc.)

 Building Principal Signature (required for all grants)

 Operational Technology Department Signature (tech requests only)