



Avon Education Foundation

“Enhancing tomorrow’s education today.”

GRANT RESOURCE MANUAL

Post Office Box 548
Avon, Connecticut 06001-0548
www.avonedfoundation.org

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION & MISSION STATEMENT	3
2. RESOURCES	4
3. FREQUENTLY ASKED QUESTIONS	5
4. GRANTS OVERVIEW	6
5. GRANT APPLICATION	10
A. INSTRUCTIONS – MINI GRANTS & OUT OF CYCLE GRANTS	12
B. INSTRUCTIONS – PROGRAM GRANTS	13
C. INSTRUCTIONS – DIRECTED GRANTS	15
D. COVER SHEET	16
E. MINI GRANT FULL APPLICATION	17
F. PROGRAM GRANT LETTER OF INTENT	18
G. PROGRAM GRANT FULL APPLICATION	19
6. GRANT PAYMENT	20

AVAILABLE ON THE WEB ONLY:

- **APPENDIX A: PREVIOUSLY AWARDED GRANTS BY AGE GROUP**
- **APPENDIX B: SAMPLES OF SUCCESSFUL GRANT APPLICATIONS**

KIDWIND AT AVON MIDDLE SCHOOL

SALMON EGG REARING IN EIGHTH GRADE SCIENCE

INTRODUCTION

The Avon Education Foundation supports educational programs for all the citizens of the Town of Avon and provides a way to help improve the quality of public education above and beyond conventional academic funding from the Town and other public sources.

The Foundation funds and promotes innovative and educational endeavors aimed at improving learning, achievement and skill development; encouraging creativity, and excellence in teaching; and expanding community involvement from individuals, businesses and civic organizations.

MISSION STATEMENT

To promote and enhance excellence in education in Avon, Connecticut by providing funding and other resources for public programs which encourage, recognize and facilitate educational providers and students who initiate innovative and creative learning projects;

To provide independent financial resources for educational initiatives which (i) develop financial support for qualifying educational projects, enrichment programs and other educational initiatives; and (ii) increase awareness of, involvement in and support for public education in Avon by, students, parents, educators, alumni, the business community, the Avon community at large and other appropriate parties; and

To work in close collaboration with the Board of Education of the Avon Public School System and school administrators, teachers and other professional school personnel, municipal departments of the Town of Avon to identify, evaluate, sponsor, create, develop, assist and support innovative or additional educational programs and initiatives.

AVON EDUCATION FOUNDATION RESOURCES

www.avonedfoundation.org

COMMUNITY RESOURCES

Avon Public School System: www.avon.k12.ct.us

Avon Free Public Library: www.avonctlibrary.info

Town of Avon: www.town.avon.ct.us

OTHER RESOURCES

Connecticut Consortium of Education Foundations: www.ctcef.org

FREQUENTLY ASKED QUESTIONS

What is the Avon Education Foundation?

The Avon Education Foundation (AEF) is a non-profit, non-partisan, tax-exempt organization that supports educational programs for all the citizens of the Town of Avon and provides a way to help improve the quality of public education above and beyond conventional academic funding from the Town and other public sources. The Foundation solicits donations from individuals, businesses, foundations and other organizations and disburses grants to schools and educators for targeted programs that improve learning, achievement and skill development; encouraging creativity, and excellence in teaching.

Why does Avon need a Foundation to support education?

- Engages new partners and deepens community support for our schools.
- Educates the community about the needs of our schools.
- Augments traditional public funding.
- Funds programs not normally included in the school or municipal budgets.
- Provides tax-deductible opportunities to support Avon children, public schools and educational programs for all residents.
- Promotes public/private partnerships and enables Avon Public Schools to benefit from corporate grants and matching gifts.
- Funds the programs that provide the margin of excellence in our schools that Avon residents expect, and that Avon children deserve.

What is the Foundation's relationship with the Board of Education?

The Foundation is a non-political entity entirely independent of both the Board of Education (BOE) and the schools. The Foundation may supplement current BOE priorities, but it is not a substitute for them, nor is the Foundation simply a routine alternative funding source for the schools. The AEF seeks to seed promising pilot projects and encourage innovation in teaching and learning. The Foundation will not fund items and programs considered to be a normal part of the annual school budget.

How does the Foundation operate?

The AEF is governed by a Board of Directors that meets on a regular basis. The all-volunteer board includes representatives from the all segments of the community - parents, business people, retirees, educators and others who are passionate about ensuring educational excellence in Avon. This collaboration between public schools and the private sector is critical if our schools aspire to rise to the forefront of education in the state and the nation.

Where will the money come from to carry out the Foundation's programs?

The AEF was founded on the principle that broad based community support for education should be the obligation of every citizen. The Foundation depends entirely on private donations including securities, grants, bequests, and in-kind contributions. Donations are sought from parents with students in our schools, former students and other members of the community, as well as local businesses, civic organizations and other sources committed to preserving the quality of education in Avon. In the future, the AEF seeks to create an endowment to ensure the continuity of the Foundation.

Is the idea for an Education Foundation unique to Avon?

No. Since 1978, over 3,000 communities across the nation have established education foundations with similar missions. There are more than 55 education foundations already operating in Connecticut, including West Hartford, Simsbury, Granby, Farmington, Darien, Wilton and Weston. One-third to half of the nation's school districts have established foundations to promote private support for improved public education in their communities.

GRANTS OVERVIEW

ELIGIBILITY

- Teachers, administrators and school professionals in the Avon Public Schools.
- Other educational providers from municipal departments.

The Foundation encourages collaboration between students of all ages and abilities, parents, school professionals and/or community organizations. The Project Director must be an employee of the Town of Avon, the Avon Public Schools or the Avon Free Public Library.

GRANT COMMITTEE

The Grant Committee is comprised of educators, administrators, business professionals, active community leaders and dedicated volunteers.

PRIMARY GRANT CRITERIA

- Innovation
- Student Reach/Impact
- Educational Merit
- Ability for the Program to Sustain Itself on an On-going Basis

TYPES OF GRANTS

- **Mini Grants** - Up to \$1,500 to educators for enrichment projects or programs and the associated equipment and materials.
- **Program Grants** - Up to \$10,000 will be awarded for novel programs which support multidisciplinary projects, and/or collaborative grade level, school level, and community projects.
- **Directed Grants** - Over \$10,000 for projects that are global in scope and benefit a broad range of students, multiple schools and disciplines, grade levels and the entire Avon community.

FUNDING GUIDELINES

- The Primary Criteria for dispensing grants shall be high-quality educational content, innovative qualities, sustainability and the impact on students and/or community members.
- AEF shall fund only those projects that augment and enrich the curriculum and do not supplant programs traditionally funded by district, state or federal budgets.
- AEF shall give preference to projects benefitting the largest number of individuals.
- AEF shall not fund books, supplies, honoraria, equipment, professional development, etc., as isolated items.
- AEF shall not typically fund local transportation costs, compensation for substitute teachers and salaries or stipends for additional staffing as part of an approved project.
- A qualified educator, named the Project Director, must be involved in all stages from planning through evaluation.
- The Project Director must complete and return an Evaluation Report at the conclusion of the project.
- Projects should coincide with the goals and curriculum objectives of the Avon Public Schools and/or the mission of the Avon Town Council or educational values of the community.
- The project must have clear and well-defined goals, and its educational value must be clearly defined.
- The building principal of the applicant's school or the department head of the corresponding municipal department must approve all grant proposals. Other grant proposals will require the approval of the Superintendent of Schools and/or Town Manager. **All applications which**

GRANTS OVERVIEW

include hardware and/or software acquisitions will require the approval of the Network Administrator to assure compatibility and sustainability. When applicable, Program and Directed Grants may also require the approval of the Board of Education and/or Town Council.

- Grant recipients must agree to acknowledge the support of the Avon Education Foundation and must request permission to use the Foundation's name in any printed material or presentations.
- AEF's Executive Committee must approve all amendments to the original grant project and/or budget.
- If for any reason a grant recipient is unable to administer the approved project, the grant recipient will return all allocated funds to the Foundation. The grant recipient may reapply during the next grant period.
- Funding for a project may include a partnership with other organizations such as PTOs, civic organizations, corporations, etc.
- AEF shall not fund any project which it determines in its discretion does not meet the letter as well as the spirit of its guidelines.

A sample of the Grant Application Evaluation Form appears on the next page. Additional information regarding funding guidelines can be found on our website www.avonedfoundation.org under **Grants: Funding Guidelines**.

GRANT TIMETABLE

DEADLINE	WHO	WHAT
1 st Monday following Thanksgiving	Program Grant Applicant	Submit: <ul style="list-style-type: none"> • Grant Cover Sheet • Letter of Intent
3 rd Monday following Thanksgiving	Grant Committee	Respond to Letters of Intent
1 st Tuesday following Martin Luther King Day	Mini grant and Program Grant Applicants	Submit: <ul style="list-style-type: none"> • Grant Cover Sheet • Grant Application
2 nd Friday in March	Grant Committee	Notifies Grant Applicants

SUBMIT

One (1) original **Grant Cover Sheet** with all required signatures

Ten (10) copies of the **Grant Application**, preferably 3-hole punched and not bound or stapled

- Only the Grant Cover Sheet should show the names of individual applicants, schools or other identifying information.

MAIL TO

AEF Grant Committee
P.O. Box 548
Avon, CT 06001-0548

QUESTIONS?

Questions may be directed to the AEF Grant Chair by phone or e-mail.

NOTIFICATION

The Foundation will notify grant applicants of its decisions in writing.

GRANTS OVERVIEW

GRANT APPLICATION EVALUATION FORM

[Grant Reader: Please complete one evaluation form per proposal]

Project Title _____

Application Number: _____

Subject Area: _____

Amount Requested: _____

SCORING

- 0 = does not meet criteria
- 1 = somewhat meets criteria
- 2 = meets criteria fully
- 3 = exceeds criteria expectations

SCORE

- _____ Innovative
- _____ Educational Merit
- _____ Student Impact
- _____ Need
- _____ Sustainability (score is 0 if NA)
- _____ Thoroughness/Comprehensiveness
- ===== **TOTAL**

ADDITIONAL COMMENTS _____

EVALUATION CRITERIA

Please refer to the AEF Funding Guidelines for additional information.

- **INNOVATION** Does the grant proposal seek to achieve creative and unconventional pathways to learning that add depth to the curriculum and motivate students? Is the proposal meaningful and engaging to students?
- **EDUCATIONAL MERIT** To what extent does the grant proposal enrich the curriculum? Does the proposal support the goals, curriculum objectives and educational values of the Avon Public Schools or other educational objectives in the Town of Avon?
- **STUDENT REACH/IMPACT** How many students will benefit from participating in the program or be directly impacted by the project? Does the project have the potential of being replicated and impacting a larger number of students? Is there collaboration among grades, classes, curricular teams and/or the community?
- **NEED** Does the grant proposal address the varied educational needs of the community by exploring and developing new programs, choices and models for teaching and learning?
- **ABILITY FOR THE PROGRAM TO SUSTAIN ITSELF ON AN ON-GOING BASIS** If applicable, will the program be able to sustain itself after initial funding? Is there an ability to partner with other organizations?
- **THOROUGHNESS/COMPREHENSIVENESS** Is the proposal well thought out? Does it include budget details? Did the applicant successfully answer the questions? What will the students achieve? What will a successful project look like?
- **ADDITIONAL COMMENTS:** Explain why you like or dislike the proposal, potential ways to improve it and any other comments which may be helpful to the committee and applicant.

GRANTS OVERVIEW

GUIDELINES FOR NAMING GRANTS

What is a Named Grant?

A named grant is a project which carries the name of a significant donor. Donors giving \$1,500 or more in a 12 month period of time may choose to be recognized by having a grant named in their honor. Corporate matching dollars are considered when determining who the significant donors are. The board of directors may choose, at its discretion, to name a grant in honor of a donor who has given less than \$1,500.

Policy

The Foundation does not accept donations tied to a specific project unless that project has already been awarded a grant.

It is important that grant applications be judged on their own merits. If a donor wishes to tie a donation to a specific project, the donor should be encouraged to find an educator willing to make an application through the Foundation's documented grant process.

Process

Within one or two days of the board of directors' approval of grant awards, the grant chair or a member of the board of directors contacts significant donors by telephone leaving a message if necessary. An email may also be sent to advise the donor that the Foundation is attempting to reach him/her to discuss naming a grant. Follow up calls and e-mails must be done promptly. Each contact includes some form of "Thank you for your generous support of the Avon Education Foundation." Every effort should be made to complete the calls within one week after grants have been approved by the board of directors.

The caller:

- Thanks the donor for his/her support and confirms whether the donor wishes to name a grant.
- Discusses which grant(s) the donor might want to name. One or two suggestions of projects should be offered that might align with the donor's interests.
- Confirms how the donor wishes to be named and makes sure of spelling. Examples include:
 - The Jones Family Grant
 - In honor (or memory) of James Jones
 - Anonymous
- Advises the grant chair of which project(s) will be named grants and the details of the naming after each discussion is completed.

Preparation for these calls is essential.

- Care must be taken not to discuss any one project with more than one significant donor at the same time. Ideally, the calls start with the largest donor and work down the list. In practice, this is hard to accomplish.
- The person making the call needs to have information about all the approved projects so he/she can describe them to the donors.
- The person making the call must be free to please the donors by being flexible in aligning approved projects with the interests of the donors. In most cases, donations will not match a project budget. Some projects may be "funded in part by" a named grant, and sometimes donations may exceed a project budget. Significant donors may name more than one grant even if that results in more than one "funded in part by" named grant.

GRANT APPLICATION

INTRODUCTION

The Avon Education Foundation provides funding for educational programs for all Avon residents and helps improve the quality of public education above and beyond conventional curriculum funded by local, state and federal sources. The Foundation supports and promotes innovative, educational endeavors aimed at encouraging creativity and excellence in teaching and learning, expanding community involvement, and improving learning, achievement and skill development.

ELIGIBILITY

- Teachers, administrators and school professionals in the Avon Public Schools.
- Other educational providers from municipal departments.

The Foundation encourages collaboration between students of all ages and abilities, parents, school professionals and/or community organizations as long as at least one faculty representative is involved in the project.

TYPES OF GRANTS

Grants are awarded in three categories:

- **Mini Grants**
The Foundation will award mini grants of up to \$1,500 to educators for enrichment projects or programs and the associated equipment and materials.
- **Program Grants**
Program grants of up to \$10,000 will be awarded for novel programs which support multidisciplinary projects, and/or collaborative grade level, school level, and community projects. Through our program grants, we seek to enhance the educational experience and demonstrate the viability of model programs that could be implemented throughout the community. This category also includes “professional-in-residence” programs that bring skilled artisans or experts into the classroom or community to work with students.
- **Directed Grants**
The Foundation will award directed grants of over \$10,000 for projects that are global in scope and benefit a broad range of students, multiple schools and disciplines, grade levels and the entire Avon community.
- *Time-sensitive grant requests that do not coincide with the annual grant cycle may be considered throughout the year at the discretion of the Board of Directors. A full grant application consistent with the size of the request is required. Please refer to the Grant Application Instructions for more information.*

PRIMARY GRANT CRITERIA

The Grant Committee comprised of educators, administrators, business professionals, active community leaders and dedicated volunteers will consider in their discretion the following criteria when reviewing each proposal:

GRANT APPLICATION

- ❖ **INNOVATION**¹ Does the grant proposal seek to achieve creative and unconventional pathways to learning that add depth to the curriculum and motivate students? Does the grant proposal address the varied educational needs of the community by exploring and developing new programs, choices and models for teaching and learning?
- ❖ **BROAD IMPACT**² How many students will benefit from participating in the program or be directly impacted by the project? Does the project have the potential of being replicated and impacting a larger number of students? Has collaboration³ between schools and community groups been considered?
- ❖ **EDUCATIONAL MERIT** - To what extent does the grant proposal enrich the curriculum? Does the proposal support the goals and curriculum objectives, and the educational values of the Avon Public Schools or other educational objectives in the Town of Avon?
- ❖ **ABILITY FOR THE PROGRAM TO SUSTAIN ITSELF ON AN ON-GOING BASIS** - Will the program be able to sustain itself or be replicated after initial funding?

A successful Grant Proposal will demonstrate many of the following characteristics:

- It will show collaboration across grade levels, classes and/or curricular teams and partnership with the community when possible.
- Its benefits will positively affect as many individuals as possible.
- It will be innovative, creative and/or show 'out-of-the-box' thinking.
- It enhances and enriches the current curriculum.
- It offers individuals unique learning opportunities.
- It includes a detailed budget and could not be funded by other sources at the present time.
- Its goals are clearly defined and realistic.
- It includes outcome measurements that are specific and detailed.
- It is consistent with school and district curriculum objectives and/or the mission of the Avon Town Council.
- It has the potential to deliver benefits beyond the Grant period.

In addition to the above criteria, the Grant Committee will also use the *Funding Guidelines* in the selection of the grant proposal.

¹ **Innovation:** Change, expansion, adaptation, enhancement, improvement, challenge, risk, "out-of-box" thinking or a new technique for learning.

² **Broad Impact:** Affect a significant number of students/teachers/residents over an extended time. Proposals are encouraged which support the goal of establishing cross school and cross grade projects and community projects.

³ **Collaboration:** Working together in a joint effort. This can be among and/or between schools, departments, classes, and disciplines. Any combination of parents, students, faculty, administration, and community groups may collaborate. However, at least one representative from the faculty/staff or a community educator must be involved in every collaborative proposal. For example:

- Special Education and classroom teachers
- Two or more teachers at different grade levels
- Specialists and classroom teachers
- Parents and teachers
- Community groups
- Students and teachers
- Municipalities and teachers

GRANT APPLICATION

MINI GRANT (Up to \$1,500) INSTRUCTIONS

MINI GRANT TIMETABLE

DEADLINE	WHO	WHAT
1st Tuesday following Martin Luther King Day	Applicant	Submit: <ul style="list-style-type: none"> • Grant Cover Sheet • Grant Application – 10 copies
2nd Friday in March	Grant Committee	Notifies Grant Applicants

SUBMIT

One (1) original completed **Cover Sheet** with all required signatures **by mailing to:**
 AEF Grant Committee
 P.O. Box 548
 Avon, CT 06001-0548

The **Application by e-mailing to:**
 Info@avonedfoundation.org

- The **Application** must NOT include the names of the applicant(s), school(s) or other identifying information.
- Only the **Grant Cover Sheet** should show the names of individual applicants, schools or other identifying information.
- A **Letter of Intent** is NOT required to apply for a Mini Grant but will be reviewed if submitted.

Time sensitive grant requests of up to \$1,500 require a Mini Grant Application including at a minimum:

- Answers to questions 1, 2, 3 and 4 of the full Mini Grant Application, and*
- An explanation of why the grant cannot be considered within the regular grant cycle.*

Applications, including the required Grant Cover Sheet as a Microsoft Word document, are available on-line at www.avonedfoundation.org under "Grant Process."

QUESTIONS?

Questions may be directed to the AEF Grant Chair by phone or e-mail.

NOTIFICATION

The Foundation will notify grant applicants of its decisions in writing.

GRANT APPLICATION

PROGRAM GRANT (Up to \$10,000) INSTRUCTIONS

PROGRAM GRANT TIMETABLE

DEADLINE	WHO	WHAT
1st Monday following Thanksgiving	Applicant	Submit: <ul style="list-style-type: none"> • Grant Cover Sheet • Letter of Intent – 10 copies
3rd Monday following Thanksgiving	Grant Committee	Respond to Letters of Intent
1st Tuesday following Martin Luther King Day	Applicant	Submit: <ul style="list-style-type: none"> • Grant Cover Sheet • Grant Application – 10 copies
2nd Friday in March	Grant Committee	Notifies Grant Applicants

STEP 1 - LETTER OF INTENT

SUBMIT

One (1) original completed **Cover Sheet** with all required signatures **by mailing to:**

AEF Grant Committee
P.O. Box 548
Avon, CT 06001-0548

The **Letter of Intent** by e-mailing to:

Info@avonedfoundation.org

- The **Letter of Intent** must NOT include the names of the applicant(s), school(s) or other identifying information.
- Only the **Grant Cover Sheet** should show the names of individual applicants, schools or other identifying information.

Instructions for the Letter of Intent and the required Grant Cover Sheet (as a Microsoft Word document) are available on-line at www.avonedfoundation.org under "Grant Process."

QUESTIONS?

Questions may be directed to the AEF Grant Chair by phone or e-mail.

NOTIFICATION

The Grant Committee will notify applicants in writing whether they should submit a full grant application. Concerns that should be addressed in the full application are likely to be included with this notification.

GRANT APPLICATION

PROGRAM GRANT (Up to \$10,000) INSTRUCTIONS

STEP 2 – PROGRAM GRANT APPLICATION

SUBMIT

One (1) original completed **Cover Sheet** with all required signatures
Ten (10) copies of the **Grant Application**, preferably 3-hole punched and not stapled

- The **Grant Application** must NOT include the names of the applicant(s), school(s) or other identifying information.
- Only the **Grant Cover Sheet** should show the names of individual applicants, schools or other identifying information.

Time sensitive grant requests of up to \$10,000 require a Program Grant Application including:

- Answers to all questions in the full Program Grant Application, and*
- An explanation of why the grant cannot be considered within the regular grant cycle.*

The Application and the required Grant Cover Sheet (as a Microsoft Word document) are available on-line at www.avonedfoundation.org under “Grant Process.”

MAIL TO

AEF Grant Committee
P.O. Box 548
Avon, CT 06001-0548

QUESTIONS?

Questions may be directed to the AEF Grant Chair by phone or e-mail.

STEP 3 – INTERVIEW/PRESENTATION

*At the discretion of the Grant Committee, an **interview** for a presentation of the proposal.*

NOTIFICATION

The Foundation will notify grant applicants of its decisions in writing.

GRANT APPLICATION

DIRECTED GRANTS (Over \$10,000) INSTRUCTIONS

The Directed Grant Application process will be established at a future date.

QUESTIONS?

Questions may be directed to the AEF Grant Chair by phone or e-mail.

GRANT APPLICATION

COVER SHEET REQUIRED FOR ALL GRANTS

Project Title: _____

Applicant Name(s): _____

Applicant(s) Subject Area and/or Grades Taught: _____

Amount of Grant Funding Requested: \$ _____

Project Director: The Project Director must be an employee of the Town of Avon, the Avon Public Schools or the Avon Free Public Library. There are no exceptions. If there is more than one applicant, who will serve as the Project Director? What, if any, specific qualifications do you have to direct the project?

Preferred Method of Contact: Mail Phone Email

Project Director's Mailing Address: _____

Project Director's Email Address: _____

Project Director's Phone Number: _____

Project Director's School or Municipal Department: _____

By signing below, the Project Director hereby (a) agrees to complete a post-project evaluation for the Foundation, (b) and grants to the Foundation the right to publish the grant proposal and the results of this project if funded (c) understands that grant awards are subject to the rules and conditions of the Foundation, and (d) accepts that the decision on the acceptance of the project is in the sole and absolute discretion of the Foundation.

Project Director's Signature Date

School Principal/Municipal Head Approval of Project Date

Network Administrator Approval of Project Date
(required when hardware and/or software is to be acquired)

For Internal Use
Date Received _____ Application Number _____

GRANT APPLICATION

MINI GRANT APPLICATION

To be completed for all Mini grant requests

IMPORTANT: The Grant Committee will use a “blind” review process in evaluating each proposal. In order to maintain the integrity of the process, **DO NOT** include the names of any applicants, schools or other identifying features in the Grant Application. The Grant Application must include all of the information below and must be typed.

1. Project Title

2. Overview -- Briefly describe your project and its innovative or creative qualities. Describe how it will engage students and residents, enhance their learning and the curriculum, or promote advancement of skills that support the educational goals of the Avon Public Schools or the Town of Avon. What unconventional means or new approach will be used for the introduction of this project?

3. Collaboration -- Approximately how many schools, grades and/or subjects will be involved in this project? Include the number of people directly and indirectly affected. Is there a community component to your project?

4. Total Amount of Grant Request

5. Objectives – List the project's goals and objectives. What does this project hope to achieve or accomplish?

6. Plan of Action -- Explain how you plan to execute and accomplish your objectives.

7. Timeline -- Provide a time schedule for the implementation for your project. (If your project is time-specific, please indicate in which weeks or months it would occur.)

8. Sustainability -- Should the program receive initial funding, will the program be able to sustain itself after initial funding? Explain.

9. Need -- Given the Foundation's grant criteria, explain why you think your project should be selected and what needs it fulfills.

10. Budget -- On a separate sheet, provide a detailed, itemized budget for your project. Which costs can be reduced without jeopardizing the project? Elaborate on the impact of the potential reduction. (*The grant does not cover financial compensation to the educator for time spent on grant preparation and/or time to administer the grant.*)

11. Are other funds, alternative or joint, available to support this project? Yes___ No___

If yes, please describe what efforts you have made to obtain such funds and clarify their relation to your grant.

12. Evaluation -- Describe how and when you intend to evaluate the outcome of the project. Are there quantifiable methods to monitor the success of your project? (Evaluation methods can be as simple as qualitative assessments of student attitude and behavior before and after the project, test results or measurement of skills attained, or student's evaluation of the project and what they were able to achieve.)

GRANT APPLICATION

PROGRAM GRANT LETTER OF INTENT

To be completed for all Program Grant requests

IMPORTANT: The Grant Committee will use a “blind” review process in evaluating each proposal. In order to maintain the integrity of the process, **DO NOT** include the names of any applicants, schools or other identifying features in the Letter of Intent. The Letter of Intent must include, at a minimum, the required components listed below and must be typed.

Required Components:

- 1. Project Title**
- 2. Overview** -- Briefly describe your project and its innovative or creative qualities. Describe how it will engage students and residents, enhance their learning and the curriculum, or promote advancement of skills that support the educational goals of the Avon Public Schools or the Town of Avon. What unconventional means or new approach will be used for the introduction of this project?
- 3. Collaboration** -- Approximately how many schools, grades and/or subjects will be involved in this project? Include the number of people directly and indirectly affected. Is there a community component to your project?
- 4. Total Amount of Grant Request**
- 5. Objectives** – List the project’s goals and objectives. What does this project hope to achieve or accomplish?

GRANT APPLICATION

PROGRAM GRANT APPLICATION

To be completed only after Letter of Intent is Accepted by Grant Committee

IMPORTANT: The Grant Committee will use a “blind” review process in evaluating each proposal. In order to maintain the integrity of the process, **DO NOT** include the names of any applicants, schools or other identifying features in the Grant Application. The Grant Application must include all of the information below and must be typed.

1. Project Title

2. Overview -- Briefly describe your project and its innovative or creative qualities. Describe how it will engage students and residents, enhance their learning and the curriculum, or promote advancement of skills that support the educational goals of the Avon Public Schools or the Town of Avon. What unconventional means or new approach will be used for the introduction of this project?

3. Collaboration -- Approximately how many schools, grades and/or subjects will be involved in this project? Include the number of people directly and indirectly affected. Is there a community component to your project?

4. Total Amount of Grant Request

5. Objectives – List the project’s goals and objectives. What does this project hope to achieve or accomplish?

6. Plan of Action -- Explain how you plan to execute and accomplish your objectives.

7. Timeline -- Provide a time schedule for the implementation for your project. (If your project is time-specific, please indicate in which weeks or months it would occur.)

8. Sustainability -- Should the program receive initial funding, will the program be able to sustain itself after initial funding? Explain.

9. Need -- Given the Foundation’s grant criteria, explain why you think your project should be selected and what needs it fulfills.

10. Budget -- On a separate sheet, provide a detailed, itemized budget for your project. Which costs can be reduced without jeopardizing the project? Elaborate on the impact of the potential reduction. (*The grant does not cover financial compensation to the educator for time spent on grant preparation and/or time to administer the grant.*)

11. Are other funds, alternative or joint, available to support this project? Yes___ No___

If yes, please describe what efforts you have made to obtain such funds and clarify their relation to your grant.

12. Evaluation -- Describe how and when you intend to evaluate the outcome of the project. Are there quantifiable methods to monitor the success of your project? (Evaluation methods can be as simple as qualitative assessments of student attitude and behavior before and after the project, test results or measurement of skills attained, or student’s evaluation of the project and what they were able to achieve.

GRANT PAYMENT

Successful grant applicants will receive a **Grant Payment Tracking Sheet** with the letter confirming their grant awards. This form must be submitted to the Treasurer of the Avon Education Foundation before the Foundation will pay out the grant award. Payment is usually made to the Avon Public Schools, the Town of Avon or the Avon Free Public Library and not to the Project Director.

Please allow at least 2 weeks advance notice (4 weeks during summer months) when requesting payment of funds.

Large Awards – Special Requirements Set by the Town of Avon:

- Grant awards are considered gifts under the terms of Section 4.3.2 of the Town Charter. It is the responsibility of the Town Council to:
 - “(l) Accept, by resolution, in the name of the Town, any gift of money or personal property or any interest therein for any public purpose and to provide for the administration of the same for such purpose subject to the terms of the gift.
 - “(m) By annual resolution authorize the Avon Board of Education from time to time to accept in the name of the Town any gift of personal property, tangible or intangible, for the use and benefit of the students served by the Board of Education.
 - “(n) After public hearing, accept, by resolution, in the name of the Town any gift of real property or any interest therein for any public purpose and to provide for the administration of the gifted real property subject to the terms of the gift.”
- **Grant awards to the Avon Public Schools totaling \$5,000 to \$9,999 require approval of the Board of Education before funds can be disbursed.**
- **Grant awards to the Town of Avon and the Avon Free Public Library totaling \$5,000 or more and grant awards to the Avon Public Schools totaling \$10,000 or more require approval of the Avon Town Council before funds can be disbursed.**
- The Project Director is responsible for obtaining the required approval. Employees of the Avon Public Schools should work through the Superintendent’s office to obtain approval.
- Do not submit the Grant Payment Tracking Sheet or request for funds until approval is obtained.

Instructions for Completing and Submitting the Grant Payment Tracking Sheet:

- **Section 1** is completed by the Grant Chair.
- **Section 2** is completed by the Project Director, usually the grant applicant, usually before equipment and materials are ordered:
 - **Date Funds Needed:** The school system generally requires that grant funds be on hand before an order may be placed. The date an order will be placed is the date by which the funds are needed.
 - **Anticipated Expenses:** Usually this is the full amount of the grant award. However, costs may have changed since the application was submitted because prices have gone down or more favorable prices have been found. In addition, some projects may not require all funds to be disbursed at the same time. A copy of the Grant Payment Tracking Sheet should be submitted every time partial funding is being requested with Section 2 completed accordingly.
 - **Pay To:** The Foundation only pays grant awards to the Avon Public Schools, the Town of Avon or the Avon Free Public Library. Exceptions must be approved in advance. Reasonable exceptions include:
 - Payment directly to a vendor – requires a copy of the bill or invoice
 - Reimbursement of expenses incurred by individuals – requires a copy of the receipt(s)

GRANT PAYMENT

- **Description/Vendor(s) or Attach Budget:** This information will help the finance department keep track of the grant revenues and expenses associated with the project.

Mail the form with Section 2 completed to:

Avon Education Foundation
Attn.: Treasurer
P.O. Box 548
Avon, CT 06001-0548

- **Section 3** is completed by the Treasurer of the Avon Education Foundation. A copy, with attachments, is forwarded with the payment going to the school system, the Town or the library to be used by the finance department.
- **Section 4** is completed by the Project Director or the finance department after invoices are paid. The Foundation requires copies of receipts and paid invoices for its records.

Mail the form with Section 4 completed to:

Avon Education Foundation
Attn.: Treasurer
P.O. Box 548
Avon, CT 06001-0548

GRANT PAYMENT TRACKING SHEET

SECTION 1 - TO BE COMPLETED BY GRANT CHAIR – SEND TO PROJECT DIRECTOR

Date of Award: _____ Amount of Grant: \$ _____
Project Name: _____
Project Director: _____
School/Municipal Department: _____

SECTION 2 - TO BE COMPLETED BY PROJECT DIRECTOR – SEND TO AEF TREASURER

Date Funds Needed*: _____ Anticipated Expense(s): _____

Pay to:

- | | | |
|--|---|---|
| <input type="checkbox"/> Avon Public Schools
Attn. Finance Dept.
34 Simsbury Rd.
Avon, CT 06001 | <input type="checkbox"/> Town of Avon
Attn. Treasurer
60 Main St.
Avon, CT 06001 | <input type="checkbox"/> Avon Free Public Library
Attn. Director
281 Country Club Rd.
Avon, CT 06001 |
|--|---|---|

“Pay to” Exceptions: Contact AEF at info@avonedfoundation.org

***PLEASE PROVIDE AT LEAST 2 WEEKS ADVANCE NOTICE (4 WEEKS DURING SUMMER)**

Description/Vendor(s) or Attach Budget from Grant Application (to aid your finance department track grant revenues against non-budgeted expenses):

SECTION 3 - TO BE COMPLETED BY AEF TREASURER – SEND COPY & ATTACHMENTS WITH PAYMENT

Date of Check: _____ Check Number: _____

Amount: _____ Date Sent: _____

Delivery Method: Regular Mail Express Mail Hand Delivered

Cleared Date: _____

SECTION 4 - TO BE COMPLETED BY PROJECT DIRECTOR/FINANCE – SEND TO AEF TREASURER

Provide copies of receipts, paid invoices, etc. to AEF for accounting purposes. Mail to:

**Avon Education Foundation
Attn.: Treasurer
P.O. Box 548
Avon, CT 06001-0548**