

# York Education Foundation



## Grant Application Package

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Prepared for the 2016-2017 funding cycle

# YORK EDUCATION FOUNDATION

Enhancing education for the future of York

The York Education Foundation (YEF) is an independent, non-profit organization of community volunteers committed to excellence in education. Our mission is to provide funding for innovative and challenging programs in the York Public Schools. We strive to enhance and broaden community support for public education.

The York Education Foundation seeks to award grants for exceptional projects and programs proposed by York educators at the elementary, middle, and high school levels.

## 2016 YEF Board of Directors

President	Matt Howell	<a href="mailto:mhowell@clarkandhowell.com">mhowell@clarkandhowell.com</a>
Vice-President	Linda Brenske *	<a href="mailto:fandnmom@gmail.com">fandnmom@gmail.com</a>
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Director	Brenda Gamache*	<a href="mailto:soxfanx5@hotmail.com">soxfanx5@hotmail.com</a>
Director	Jodi Humphrey	<a href="mailto:jhumphrey@hotmail.com">jhumphrey@hotmail.com</a>
Director	Heidi Wefers	<a href="mailto:h.wefers@yahoo.com">h.wefers@yahoo.com</a>

*\* Contact for further information regarding the grant application*

Mailing address for all members is:

York Education Foundation  
PO Box 205  
York, ME 03909

More information, along with the latest version of this application, is available at:  
<http://yorkeducationfoundation.org>

# York Education Foundation Grant Application

## Directions for Grant Application

1. Review Grant Application package.
2. Fill out Grant Application and obtain required signature from your principal.
3. Deliver completed Grant Application to the YEF mailbox at the Superintendent's Office. Email the grant committee chair, Jon Eneman at [jeneman@aol.com](mailto:jeneman@aol.com) when you submit a grant application.
4. Upon approval, submit grant invoices with the YEF grant number to the Central Office for reimbursement.
5. Upon the completion of the project, fill out the enclosed Grant Evaluation Form and return it to YEF.  
**Consideration for future grants is dependent upon submission of a completed evaluation form.**

## Grant Application Deadline

Applications must be completed **and submitted to YEF by March 16, 2016.**

## Eligibility

Any employed school personnel are eligible to apply for grants, as long as direct impact on students can be demonstrated. Previous YEF grant recipients must have submitted a Grant Evaluation Form in order to be considered for future grants.

## Purpose

Grants are awarded for the purpose of supporting K-12 curriculum enrichment. They are intended to meet student needs and increase motivation to learn, as well as stimulate creativity in the classroom. Grants may include project-related supplies or equipment, workshop fees, and/or resource materials. Grant awards are intended to be used as seed money to fund new programs and projects rather than previously funded projects.

## Scope and Requirements

Grant awards are based on the merits of the proposed project, the demonstrated needs of the project and the funds available. An award may cover only a portion of the entire project cost. A detailed budget is essential for projected costs, describing how the entire budget will be spent.

All expenditures for equipment or supplies must be consistent with the description outlined in the application. Changes to the project must be approved by the Grant Committee before expenses will be reimbursed. All materials and equipment purchased with YEF funds become the property of the York School System and must be identified accordingly.

All applications require a principal's signature to ensure the alignment of project with district curriculum goals.

Projects must be completed within one year of funding approval unless the Grant Chair and YEF President have approved other arrangements.

Grants are not intended to pay for college or graduate school courses, or programs for which funds are otherwise available. Grant money is not awarded by YEF for the purpose of funding York School educator stipends. Nor should they be used to purchase materials, such as core curriculum text and standard school supplies, which should be covered in the school's operational budget.

## Criteria

Once a submitted grant has been determined to meet YEF's mission, the following criteria will be used to review grant applications:

- Number of students benefiting from project
- Originality of the project
- Impact on colleagues – sharing skills and ideas
- Clarity of the goals and objectives
- Alignment with York's K-12 adopted curriculum and Professional Development Plan
- Accountability for funds as detailed in budget request
- Evaluation plan

## York Education Foundation Grant Application

Project Title \_\_\_\_\_

Submission Date \_\_\_\_\_

Contact Person \_\_\_\_\_  
\*has read eligibility criteria and deadline

Position \_\_\_\_\_

School \_\_\_\_\_

Phone (work) \_\_\_\_\_ (home) \_\_\_\_\_

Email \_\_\_\_\_

Amount requested \_\_\_\_\_

Principal Approval \_\_\_\_\_  
\*signature indicates grant project has been read and reviewed and is in alignment  
with the District's curriculum goals

Note: YEF Grant Scoring Rubric is available online for you to consider as you complete  
your application.

Please complete by checking all that apply to the project:

I/We believe this project

- ☐ borrows from a successful idea used outside of York School District
- ☐ is a new idea for our school district
- ☐ is based upon research by \_\_\_\_\_

Please check the following if they apply:

- ☐ I/we will grant YEF access to take photographs of the grant in process or will  
provide photographs to YEF.
- ☐ I/we grant permission to YEF to publicly share feedback about the grant.

Deliver completed application to YEF box at Superintendent's Office

[YEF use only]

1. Give a brief description of your project, including curriculum goals and objectives. (Use other side if needed).

2. How does this project fit York's K-12 adopted curriculum and Professional Development Plan?
3. List additional York school personnel to be involved. Include name and position.
4. How will you share what you have learned from your project with your colleagues?

5. Estimate the number of students who will be involved. How will they be selected?
  
6. When will your project begin and end?
  
7. How will you evaluate whether the objectives of the project have been met?
  
8. What will be the ongoing use or benefits of the project?
  
9. What part of your total budget are you seeking from YEF? Do you have additional sources of funding?
  
10. Attach an itemized list of budget items accounting for your project total. Include a list of materials, equipment, sources of supply, and other costs. Please be sure to include any shipping and handling expenses.

## York Education Foundation Grant Evaluation Form

Please submit this evaluation upon completion of your project to:

York Education Foundation, PO Box 205, York, ME 03909

OR YEF box at Superintendent's Office

(Please submit by the first day of the school year following your grant award.)

Grant Contact Person \_\_\_\_\_ Grant Number \_\_\_\_\_

Project Title \_\_\_\_\_ Grant Amount \_\_\_\_\_

Now that your project is completed, describe the results in terms of your goals and objectives.

Discuss the successes and challenges encountered in your project.

What impact has your project had on your students, your colleagues, and/or your school?

Other comments (use other side if needed):

Signed \_\_\_\_\_ School \_\_\_\_\_