

GRANT GUIDELINES

Purpose

Since the inception of our grant program the Albany Fund for Education has tried to avoid giving money to third parties. Instead we focused on community partner donations and strove to maximize the benefits to the students. Over the years the financial pressures on schools and education in general have resulted in many exceptions. In 2016, AFE decided a more inclusive approach to our grants was needed. All grants still require school support, an educational outcome, a community partnership, a plan for sustainability, and a report preferably with photographs.

Schools may apply for grants in order to:

- Initiate an innovative program
- Offer a field trip
- Support a visiting expert

Provide food for an event

AFE will track the grants and evaluate the pilot program to determine if it serves our community better.

Grants awards for projects at an individual school or one AHS academy generally range between \$500 and \$1,500. Multi-school or large-scale projects may be awarded up to \$2500, or, in very special circumstances to \$4,000. AFE's goal is to fund grants in every school in the district. Schools should prioritize their requests since the Albany Fund for Education may limit the total amount given to any single school.

Programs that seek multi-year funding should still prepare a letter of intent to be considered by the board separately.

Proposal Guidelines

All projects must engage schools with community members, businesses and/or not-for-profit groups in improving student learning and achievement and establishing greater community responsibility in positively influencing the educational experiences of students.

All applications must include one or more community partners who contribute resources to the project. We are interested in projects that connect community groups to our students in a way that improves student learning and school/ community relations.

Projects can be led by the classroom teacher or a community group leader as long as the necessary administrative approval has been received from the principal or appropriate district official.

An AFE Board member can be assigned as a liaison to the project to answer questions and provide any needed assistance.

Applications are encouraged and accepted on a regular basis, and while projects previously funded will normally not be considered, we strongly encourage teachers/community members/principals who have been funded before to apply with new project ideas/partners.

Please address the following questions when completing the application below. Return it to your Principal/Teacher team for submission.

- What is your proposal and how does it differ from current practice?
- How many students, teachers, parents and other community members will participate in these projects?
- What will the impact be on student learning and achievement and how will the results be measured? (Be as specific as possible here in terms of improved test scores, reading levels, student interests, etc.)
- How will you document and report on the project results?
- Who are the community partners in the project and what commitment have they made to the project?
- Who is the "sparkplug", i.e. leader, for the project?
- How much are you requesting from the fund? What is the overall cost of the project?
- What other resources have you obtained?
- Exactly how do you intend to use the funds (budget)?
- Will the AFE funding help you leverage additional funds from other sources?
- What options are there to continue the program long-term?