

# 2023/2024 IVEF Classroom/Building Grant Application

*Please download the application and fill out using Adobe Acrobat, "fill and sign". Once completed, please save file and email back to:*

*rpotter@indianvalleyef.org AND megd@indianvalleyef.org.*

*You will receive an acknowledgment within 48 hours of receipt.*

*All Applications are reviewed by SASD Administration prior to being considered for funding by IVEF.*



*The mission of the Indian Valley Education Foundation, a nonprofit organization serving the Souderton Area School District is to ensure the highest level of educational opportunity for students through a community partnership with public education.*

## WHAT TYPES OF GRANTS WILL BE CONSIDERED FOR FUNDING?

Grant proposals must enhance and cannot replace current curriculum.

- Service-learning opportunities
- Extracurricular academically based clubs or programs *\*stipends for staff compensation will not be considered for funding*
- Health & Wellness projects (mental, physical & emotional)
- Multi-Purpose outdoor "Green Spaces" *\*subject to approval by the Facilities Dept. Please note labor is the responsibility of the applicant.*
- Learning based grade or building wide assemblies

*\*In an effort to maintain consistency for all students, the IVEF works closely with the department of Curriculum and Assessment to support equitable distribution of resources especially in the area of technology.*

*Questions can be directed to your building principal or the Office of Curriculum and Assessment.*



**EVALUATION CRITERIA:** To be considered for funding, a project *must* meet the following criteria:

- **OBJECTIVES:** Describe the objectives of the project and how each objective will be measured. What are the measurable educational outcomes for students?
- **ALIGNMENT:** Describe how the project relates to and enhances the existing curriculum.
- **DESCRIPTION:** Provide a clear and detailed program description. If applicable, provide dates of project activities.
- **BUDGET:** Provide a budget and budget narrative that explains the use of funds.

**GRANT CRITERIA:** Grants are to be used to fund projects that cannot be provided in the school or district budgets.

Not sure? Please contact your building principal.

- Give your project a creative and compelling title.
- All line item expenses must be tied to the overall project idea.
- When creating your budget, be realistic. Small grants are just as likely to be awarded as large grants.

*\*Grants that will not be considered for funding include:*

- salaries or stipends
- facility maintenance or renovation
- projects that do not support or do not align with existing curriculum
- any technology that has not been pre-approved by the office of Curriculum and Assessment including subscriptions and licenses for apps

**FUNDING:** Grants may be submitted by one or more applicants within a school, grade level, department or educational club. Teachers are welcome and encouraged to submit a grant as a team.

**TIMELINE:**

- Grant Applications Open: September 15, 2023 - May 1, 2024 or when all the funding allocated to the building has been expended,
- Deadline for expending funds is the end of the school year.

**APPLICATION CHECKLIST:** *Forms available through the IVEF website; please use templates provided!*

The following items should be included your Classroom/Building Grant applications:

- ☐ Proposal Cover Sheet
- ☐ Budget and Budget Narrative: a brief explanation of use of funds  
\*see purchasing guidelines and approved vendor list
- ☐ 1 Page Proposal Narrative (no template needed) please provide printed, as a standard Word or Google Doc.

**APPLICATION SUBMISSION:** Applications that are incomplete or missing any of the outlined GRANT CRITERIA or APPLICATION CHECKLIST items will not be considered for funding.

Submit the completed application via email as a PDF file to:

RuthE Potter ([rpotter@indianvalleyef.org](mailto:rpotter@indianvalleyef.org))

Meg Dick ([megd@indianvalleyef.org](mailto:megd@indianvalleyef.org))

## RESPONSIBILITIES OF GRANT RECIPIENTS :

- Use the funding for the purposes intended.
- Projects must be fully implemented, and funds must be expended by the date indicated in the funding approval level.
- Purchases should be sourced from the list of \*approved vendors. (see Budget Template for details)
- All grants must be approved by the building principal prior to submission to the IVEF.
- All grants that include a request for technology must be reviewed and approved by the Office of Curriculum and Assessment. (*Please allow adequate time to review your application*)
- Upon implementation of funding, please provide photos via the Google Drive that will be included in your grant allocation letter and a brief summary of your grant using this [Google form](#).  
*\*\*Both must be submitted before recipients will be considered for additional funding from The IVEF*
- Recipients will coordinate with appropriate staff developers or department chairs to share successful procedures in staff development sessions.
- All items purchased with grant funds become property of SASD.
- All unused grant money not expended prior to the deadline remains with the building for the next calendar year.

**IVEF PURCHASING GUIDELINES & APPROVED VENDORS:** Should you opt to be reimbursed for items that are not purchased from the authorized vendors above, detailed receipts must be provided. You will only be reimbursed for the purchase price less any sales tax. The IVEF is a tax-exempt organization.

### Approved Vendors:

- Amazon.com (we do not have a Prime account)
- WalMart.com
- OfficeSupply.com
- Becker's School Supplies ([www.shopbecker.com](http://www.shopbecker.com))
- Global Industrial ([www.globalindustrial.com](http://www.globalindustrial.com))
- Music in Motion ([www.musicmotion.com](http://www.musicmotion.com))
- Home Depot (form will be provided to you by IVEF before you shop at the store – no online purchases)
- **Shipping costs must be a line item in application amount and should be factored into the total request amount**

### PLEASE NOTE:

- All applications will be processed in the order in which they are received.
- Funding is allocated on a first come first approved basis.
- When funding allocated to a particular building is exhausted, the grant cycle is closed.
- Applications that are incomplete or missing any of the outlined GRANT CRITERIA or APPLICATION CHECKLIST items will not be considered for funding.
- Funded grant recipients that do not meet the RESPONSIBILITIES outlined above will not be eligible for any further funding.

### QUESTIONS?

Please ASK! RuthE Potter, Executive Director [rpotter@indianvalleyef.org](mailto:rpotter@indianvalleyef.org)

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## PROPOSAL COVER SHEET

<b>Project Title</b>	
<b>Purpose of Project</b> <b>5-6 Sentences</b>	
<b>Budget Request Amount \$</b>	
<b>Name of Applicant</b>	
<b>School</b>	
<b>Grade Level (s)</b>	
<b>How many students will participate?</b>	
<b>Contact Email</b>	
<b>Applicant Signature &amp; Date</b>	
<b>Principal Signature &amp; Date</b> <i>By Signing, the building Principal supports this project and confirms this is eligible for funding through the IVEF as outlined on application.</i>	
<b>SASD Cabinet Approval &amp; Date</b>	

# IVEF Classroom/Building Grant

## Budget Summary

**\*\* Please see Purchasing Guidelines and Approved Vendors list**

<b>School</b>	
<b>Project Name</b>	
<b>Applicant Name</b>	

Item	Item Description	Vendor	Item Cost	Quantity	Extended Cost
Example Item	Brief description of example item	Vendor Name	\$4.99	10	\$49.90
SHIPPING COST					
	Total Funding Requested				