

# Vestal School Foundation Grant Application Instructions

The Vestal School Foundation (VSF) requires a **digital submission of your grant application plus one hard copy** by the published deadline. All supporting materials (e.g., web links, listings of supplies, photos, etc.) must be submitted with the application. **IMPORTANT: The digital version (pdf) must be emailed to the grant coordinator by the deadline, March 11, 2019.** To submit an application:

STEP 1: Go to the VSF website, [vestalschoolfoundation.org](http://vestalschoolfoundation.org), and download the VSF Grant Application (fillable pdf form).

STEP 2: Rename with an appropriate name (e.g., School X Fitness Grant) and **save the pdf file to your computer.**

STEP 3: Open the renamed pdf file from your saved documents, fill out the highlighted fields, and save the completed form.

STEP 4: Submit the filled out digital application and a printed copy to the building principal for approval.

STEP 5: Email the completed application to the grant coordinator, <wilcox4@earthlink.net>.

The Grants Committee will conduct a preliminary evaluation of all applications, during which time you may be contacted for further information. Based on the Grant Evaluation Criteria listed below, the Grants Committee will select applications for final approval by the VSF Board of Directors. Grant proposals not selected for funding may be resubmitted during future grant cycles.

Please note that the Vestal School Foundation **will not** fund grants requesting payment of a stipend, including wages of any kind. Payment of an honorarium or fee for a guest speaker is acceptable.

## Grant Evaluation Criteria

The following criteria will be used in evaluating grant proposals:

- **Scholastic Impact:** To what extent will knowledge and skills of students and staff be enhanced?
- **Innovation:** Will the grant introduce new teaching methods, technologies and approaches to the school curriculum?
- **Exposure:** How many students will benefit from the project and for how long?
- **Inter-school:** Does the project involve students and staff from more than one school?
- **Interdisciplinary:** Does the project involve cooperation among departments? Will it encourage students to use concepts from more than one discipline or curriculum area?
- **Cooperation:** Does the project involve broad collaboration and involvement of teachers, school staff/administration, students and members of the community?
- **Social Impact:** To what extent would the project expand the social awareness and participation of students in the community? To what extent would the project benefit the community?
- **Strategy:** Does the proposal have a clear strategy and timetable for implementing the project?
- **Adaptability:** What will be the long term benefits of the project? How could the project be applied elsewhere or on a larger scale? How will information on the project be disseminated to others?
- **Cost:** Does the project use funds efficiently? Combined funding or matching is encouraged.
- **Expansion:** Does the project expand on, or continue at a more substantial level, a previously funded program?

## Program Areas Funded

The Vestal School Foundation will consider grant applications from all program areas, but encourages the following areas:

- **Technology:** instruments, software and other programs to enhance learning, especially for improvements in teaching of mathematics and science. These submissions must be compatible with existing district technology and not already in the district budget.
- **Innovation:** novel approaches in teaching and learning the curriculum.
- **Arts:** programs in music, visual arts and drama that will promote understanding and enjoyment of the arts (including equipment and materials).
- **Multi cultural Initiatives:** projects involving teachers and students that expand knowledge and awareness of the ethnic, social and cultural heritage of our global society.

If awarded a grant, you will be invited to attend a brief award ceremony held June 4, 2019. You also will be required to complete a Final Progress Report. We look forward to your creative ideas and remember....

**Email the completed application pdf file to the grant coordinator, Mary Ann Wilcox at: [wilcox4@earthlink.net](mailto:wilcox4@earthlink.net) by March 11, 2019 at 3:00PM. A printed copy must be submitted to your building principal by the same time. If you have questions, contact the grant coordinator (754-2136), your school liaison, or check the VSF website.**