



Franklin Township Education Foundation Guidelines for Grant Proposals Spring 2019 Grant Cycle

OUR MISSION

To have a positive impact on our community by supporting, enhancing, and creating unlimited educational opportunities in the public schools of Franklin Township .

OUR VISION

The vision of the Education Foundation is to inspire and instill in every student a passion for lifelong learning. This will enable them to develop the attitudes, skills, and talents required to become responsible citizens prepared to compete and flourish in an ever-changing world.

*Thanks to the success of our **Major Saver Campaign** and other fundraising efforts, the Franklin Township Education Foundation is honored to support our educators by funding some grant proposals.*

Please remember individual classroom proposals may not exceed \$500.00.

Proposals covering multiple classrooms and/or buildings may not exceed \$1000.00.

Please read carefully due to recent guideline revisions

★What we fund:

Innovative projects that support the FTEF Mission and Vision
Projects that apply to/aligned with state educational standards
Projects that are aligned with FTCS educational policies

★Individuals who have received a grant in three (3) of the past five (5) years, will not be considered.

★Any *project* that has been funded three (3) times shall not be eligible for review as a Grant Proposal. Such projects should be made as a budget request on or before Sept. 30 to the Foundation's Executive Director.

★FTEF does not fund:

Personnel Salaries
Incentive Gifts
Food for Functions
Apparel
Courses completed by staff for Credit toward degree or advanced salary
Travel expenses
Projects that further a specific political or religious philosophy
Equipment unless the equipment is integral to the project itself

★Professional development opportunities will be considered as long as they support the innovative idea of the grant- NOT to meet continuing education requirements.

★Educational jargon or acronyms should be explained.

★Submitting a proposal is **not** a guarantee that your request will be funded.

Franklin Township Education Foundation

Guidelines for Grant Proposals

Spring 2019 Grant Cycle

 **NEW in 2019: PLEASE COMPLETE YOUR GRANT APPLICATION ON-LINE via www.MyFTEF.org**

The Following criteria are required: *Please explain your grant as outlined:*

1. Statement of Need and Project Description

- ★ Need for the project
- ★ Goals of the project
- ★ Method(s) of achieving goals
- ★ Significance of the project the potential to influence/impact students, programs, curriculum, teaching methods, community, etc.
- ★ Future plans for the project
- ★ Other funding possibilities if your grant request is not approved?

2. Project Evaluation

- ★ How will project progress and success be measured?
- ★ What standards of measurement will you use?

3. Itemized Budget and Total Amount Requested

4. Provide a breakdown of project expenses and request in even dollars

5. List other sources and amounts of funding (If the project budget is greater than the amount requested from FTEF.)

- ★ If only a portion of the project is asked to be fund, please provide written assurances from the other organizations that the remainder of the funds is committed.
- ★ Granted funds may not be disbursed if project is not fully funded.

6. Please list in-kind contributions by the district, school, volunteers, etc.

7. Complete the attached Cover Form, sign the Grant Agreement and print one (1) Application and submit to:

**Grant Committee
c/o Dianna Miller-Wilson
FTEF**

6141 S. Franklin Road, Indianapolis, IN 46259

Grant deadline - MARCH 01, 2019

Grant Proposal Evaluation Process The Grant and Scholarship Committee for the Franklin Township Education Foundation is comprised of Board Members--some are former teachers and some are members of the community. The Committee reviews each application and may request additional information from the applicant, school administrators or curriculum coordinators. Every effort is made to maintain applicant confidentiality during the committee review process for optimal objectivity. Applications chosen for funding by the Committee are then recommended to the FTEF Board of Directors for approval.

Application Checklist

- ✓ Complete the application on-line (www.MyFTEF.org)
- ✓ Print ONE copy of your completed Application
- ✓ Complete Cover Form
- ✓ Sign the Grant Agreement
- ✓ Forward your APPLICATION, COVER FORM, and GRANT AGREEMENT

**GRANT
APPLICATION DEADLINE
MARCH 01, 2019**

Franklin Township Education Foundation
Cover Form for Grant Proposals
Spring 2019 Grant Cycle

⇒ **NEW in 2019: PLEASE COMPLETE YOUR GRANT APPLICATION ON-LINE via www.MyFTEF.org**

Include this Cover Form with a printed version of the On-Line Application and the FTEF Grant Agreement

PLEASE PRINT

Project Title _____

Amount Requested \$ _____ Total Budget \$ _____

Amount Requested from other sources \$ _____ Received \$ _____

Total Number of Students Served by this Grant _____

Pre-Kindergarten _____

Kindergarten _____

Grades 1-5 _____

Grades 6-7-8 _____

Grades 9-12 _____

Other _____

Proposed Project Start Date _____

Project Director (one name only) _____

Title/Position/Building _____

Daytime Phone _____

Email _____

Co-Project Director/s (if applicable) _____

Title/Position/Building _____

Email _____

Have you received an F*TEF grant in last 5 years? If so, in what year(s)? _____

I have reviewed this application and determined that it is consistent with Franklin Township Community School Corporation's educational policies, and I have consulted with the building principal.

Project Director's Signature _____

Principal's Signature _____

Grant deadline - MARCH 01, 2019.

Submit to: Grant Committee
c/o Dianna Miller-Wilson
FTEF

6141 S. Franklin Road, Indianapolis, IN 46259

FTEF GRANT NUMBER:

DATE RECEIVED:

Franklin Township Education Foundation

Grant Agreement for Grant Proposals

Spring 2019 Grant Cycle



NEW in 2019: PLEASE COMPLETE YOUR GRANT APPLICATION ON-LINE via www.MyFTEF.org

Include the Grant Agreement with a printed copy of the On-Line Application and the Cover Form

Franklin Township Education Foundation Grant Agreement

- ▶ The Recipient accepts and agrees to comply with the following grant conditions:
- ▶ Grant funds shall be used solely for the purposes indicated in the project proposal approved by the Foundation.
- ▶ Proposed fiscal or program changes must be submitted in writing by the recipient for the written approval of the Franklin Township Education Foundation.
- ▶ Recipient agrees to maintain records, demonstrate fiscal responsibility and to secure written receipts, if applicable, to assure proper disbursement of project grant funds.
- ▶ Recipient will submit a final report, including accomplishments, evaluation and financial accounting one month after the completion of the project or one month after the end of the semester.
- ▶ The recipient agrees to include in any promotion, publicity or printed programs the following credit line: "With the support of the Franklin Township Education Foundation." Verbal credit may be given. By making the grant, the F*TEF assumes no obligation to provide other or future support for the project.
- ▶ The Foundation may, at its expense, monitor and conduct an evaluation of project activities, which may include visits by representatives of the Foundation to observe the program procedures and operations and to discuss the program with the recipient.
- ▶ Equipment or materials purchased with the Foundation's funds will become the property of the school. Materials developed by individuals will belong to those individuals with the understanding that the materials may be copied for use by other teachers.
- ▶ Any portion of the grant unexpended at the completion of the project or at the end of the grant period shall be repaid to the Foundation within 15 days unless the Foundation shall approve, in writing, a written request for the recipient for an extension of the grant period.
- ▶ After entering into a Grant Agreement, it is possible that circumstances will arise which will lead the Foundation to conclude that an unpaid grant should not be disbursed. This grant may be terminated at the discretion of the Foundation on thirty (30) days written notice in whole or in part, after consultation with the recipient.
- ▶ The grant recipient shall indemnify and hold the Foundation harmless from and against any and all claims, causes of action, liability, damages, loss or expense, including reasonable attorney's fees, rising or alleged to have arisen out of actions or omission of the recipient in the performance of this agreement.
- ▶ Parties having read and understanding the foregoing terms of the Grant Agreement do by their respective signature dated below hereby agree to the terms thereof.

Grant Recipient - (Primary person responsible for the final report)

FTEF Representative - President/Executive Director

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____

Grant Deadline - March 01, 2019

**Submit to: Grant Committee
c/o Dianna Miller-Wilson
FTEF**

6141 S. Franklin Road, Indianapolis, IN 46259

FTEF GRANT NUMBER:

DATE RECEIVED: