

## Helpful Hints for Excellence in Education Grant Applications

1. All proposals must address a student need and/or requirement.
2. No salaries or travel (other than student field trips) are eligible for funding.
3. The applicant's principal or supervisor must give approval prior to submission.
4. Applicants must follow all procedures to be considered for funding.
5. The deadline for Excellence in Education Grants is the third Monday in September.
6. Grant applications are only accepted online on the Sunnyside Unified School District Foundation website at <http://www.sunnysidefoundation.org/>.
7. Applicants should limit answers to the space provided or a maximum of 4 pages.
8. A competitive application has a well-thought out plan assuring that 1) project-identified need(s) are addressed, 2) project goals are met, and 3) project activities are directly linked to student need(s) and project goals. When appropriate support ideas with research.
9. Applicants may submit more than one application per year for different projects and may receive funding for different projects.
10. Excellence in Education Grants grant proposals may not exceed \$1,000.
11. Excellence in Education Grants requests that benefits either multiple schools or the entire school district may not exceed \$2,500.
12. A detailed budget breakdown is required to accompany your request.  
Example: You are requesting \$700 for University of Arizona, UA Presents Latin arts program field trip
  - Admission, \$6 per students, 30 students, total \$180
  - Transportation on district bus, \$100
  - Purchase of books for class to read prior to performance, \$4 per book, one book per student, total \$120
  - Total needed \$400

Even though you would like the entire amount of your request funded, sometimes that is not possible.

Therefore, we would request that you petition for everything you would like to purchase, but also give us an idea of what is the minimum amount that you could accept that would still allow you to achieve the objective.

If you need the entire amount, please let us know. However, that may mean that your request is denied because we cannot give you the entire amount.

13. Please provide a phone number where you would like to be reached and indicate the time of day that would be preferable. Please note that applications are often reviewed in the evening, so, if you could list an afterhour's phone number that would be helpful.
14. At this time we cannot fund field trips to locations outside of Arizona or trips for one individual student.
15. At this time we are unable to fund requests for electrical equipment for a specific classroom. We will consider a request that can be utilized by the entire school.
16. Remember please tell us why this grant request is important to the students you teach/coach. We share your requests and stories with our donors. They want to know why this project is important. They want to help. Please try to avoid "education" jargon in your application.
17. *Finally, please, please* do the follow up report. It is required for you to receive funding in the future. Please provide copies of your receipts. Tell us what worked and didn't. Is there a story about a particular child and how the project made a difference to them? Are there any statistics? Improved reading? Greater interest in a subject? These can be both statistical and personal (a reflection from a child about why they enjoyed a field trip). Thank you notes to share with donors are also very helpful, as are pictures (please email pictures). We need this information for our requests to individuals, corporations and foundations. Is there an opportunity to see your program or project while it is taking place? Can we invite a donor to tour your school? **Our mission and our goal is to increase the amount of funding we provide to you and your students. We can only do this with your help. Thank you.**

## Judging

All grant proposals will be read and scored by a review team. The projects will be funded based upon the review team's ranking of each proposal after scoring from the criteria and is based on available funding for that year. Please see Grants Scoring Rubric.

Please be sure to consider the following when preparing your grant: Student need, goals & objectives, budget, and evaluation.

Applications will be reviewed by the Sunnyside Foundation's selection committees in October 2009.

### **Timeline & If Proposal is Funded**

September - Excellence in Education Grants Committee reads and reviews requests. Committee prepares a recommendation to the Sunnyside Unified School District Board of Directors as to which projects should receive funding.

October - Sunnyside Foundation Board votes to approve recommendations (third Tuesday in October). Winning teachers/coaches will be notified by the fourth Tuesday in October. Funding is sent to the Sunnyside Unified School District's Main office. All requests for reimbursement should be handled through the district's finance office.

Winning teachers are encouraged to write a letter of appreciation to the program sponsors and invite them to visit their classrooms.

May - All project funding must be spent by end of the school year, there is no carryover into the next school year. At the conclusion of the funding period, a brief project summary must be submitted (see post grant report). The project summary (a) describes significant project activities and (b) describes the successes and failures of the project. Teachers must complete this project summary in order to be apply for another grant in the following school year. Accountability is critical to the success and further funding of the classroom grants program.

### **Other sources of funding:**

[www.donorschoose.org](http://www.donorschoose.org)

**Target Arts Grants** <http://sites.target.com/site/en/company/page.jsp?contentId=WCMP04-031767>

Target funds arts programs that bring the arts to schools or make it affordable for youth and families to participate in cultural experiences, such as school touring programs, field trips to the theater or symphony, or artists residencies and workshops in schools. Programs that make the arts accessible to school children are of particular interest to us.

**Home Depot – Gardening Grants** – deadline usually November 1

**Dollar General – Back to School Grants** to provide funding to assist school libraries or media centers in meeting some of the financial challenges they face in implementing new programs, or purchasing new equipment, materials or software. Deadline May 22, 2009. Grant announcement is August 21, 2009. Maximum amount is \$5000

<http://www.dollargeneral.com/servingothers/Pages/BackToSchoolGrants2009.aspx>

**Lowe's Toolbox for Education grant program** – next deadline is August 2009

<http://www.toolboxforeducation.com/>

**Mockingbird Foundation**