



## SCHOOL-WIDE SUSTAINING SUPPLEMENTAL GRANT GUIDELINES AND PROCEDURES

### **POLICY STATEMENT**

Auburn Education Foundation may grant limited Sustaining Supplemental funds annually to school sites for projects which benefit the majority of students of the school, are not funded by the Auburn Union School District, and are not considered a normal responsibility of the District.

### **TIMELINE**

April 15	Project Applications Due
May 15	Grant Award Notification
October 15	Receipts, Invoices, Purchase Orders due to AEF Treasurer
April 15	Project Report Due April 15 of the following year

### **AWARD**

To be announced annually.

### **GENERAL INFORMATION**

School-wide Sustaining Supplemental Grant Projects:

- Provide resources that will enhance school-wide curriculum
- Shall be voted upon by the faculty and approved by the principal prior to submitting a request.
- Are not granted to individuals, but are to benefit the entire school or the majority of students.
- May be recommended by school staff, community members, parents, or members of the AEF.
- May be applied for by each school for one project per year.
- May be eligible for renewal through the application process if the project was successful.
- Are not funded for experimental or unproven projects.
- Do not fund:
  - Field trips, off-campus activities, furniture, gifts, food items, awards, trophies and the like.
  - Do not usually fund consumables.
- Are granted solely at the discretion of the Foundation.
- Do not constitute a financial entitlement to a school.
- Will vary in funding amount from year-to-year and project-to-project.
- May use funds in conjunction with other sources of school-site funding.
- Can not carry over funds. Funds do not accumulate from one year to the next.

### **CRITERIA**

School-wide Sustaining Supplemental Grant Projects:

- Address school-wide curriculum areas.
- Enhance the following curriculum areas: Language Arts, Mathematics, Science, History-Social Science, Visual Arts, Performing Arts, Physical Education, Technology, or Social Skills.
- Are innovative and creative.
- Provide students with a unique learning opportunity otherwise unavailable.
- May enrich other programs
- Show potential benefit beyond the grant period.
- Promote community/school communication.
- May involve community resources or volunteers.
- Have descriptions that are complete.
- Have clearly defined and realistically stated needs, goals, and benefits to students.
- List the Curriculum Standards addressed by the project if applicable.
- Methods of implementation, evaluation plans, and budget are detailed and specific

- APPLICATION**
- Each project requires an application submitted on the Grant Application Form.
  - Proposals must be specific and answer all questions on the Grant Application Form.
  - Applications must be signed by the Principal as indication of awareness of any overall impact upon the school budget such as maintenance or technical support.
  - If applications are mailed, they must be postmarked by April 15.
  - If a due date falls on a weekend, the application is due on the following Monday.
  - Proposals are to be sent to the Auburn Education Foundation, PO Box 6313, Auburn, CA, 95604, attention: AEF Grant Chairperson
- EVALUATION/  
APPROVAL  
PROCEDURE**
- The AEF Grant Committee considers all grant applications.
  - Consideration for approval is based on the completion of the application, the merits of the project and the on-going maintenance costs.
  - The AEF Grant Committee presents its recommendations to the Board of Directors.
  - The Board of Directors accepts or rejects the committee recommendations
  - Principals or school-wide coordinators receive notification of the status of their application.
- APPEAL PROCESS  
FOR DENIED  
APPLICATIONS**
- The applicant may submit a written appeal to the AEF Board within thirty days of notification.
  - The AEF Board will consider the appeal.
  - The AEF Board will notify the applicant of its decision.
  - The decision of the AEF Board is final.
- SPENDING  
APPROVED  
GRANT FUNDS  
AND RECEIVING  
REIMBURSEMENT**
- The grant recipient purchases the authorized items.
  - Receipts, invoices, or Purchase Orders are submitted after materials have been purchased.
  - All receipts, invoices, or Purchase Orders must be submitted to the AEF Treasurer anytime before or on October 15.
  - An extension may be granted for exceptional circumstances. A request for an extension must be submitted in writing to the AEF Treasurer one month prior to the respective deadline for submission of receipts.
  - Funds not claimed in accordance with the designated time line will be returned to the General Fund of the AEF.
  - Documents for reimbursement are sent to the Auburn Education Foundation, PO Box 6313, Auburn, CA, 95604, attention: Treasurer.
  - Upon receiving a receipt or invoice the Treasurer will send a check to the appropriate person or location.
  - A school may apply for additional funding to sustain the same project for the following year. The application will be considered in the same manner as a new request.
- ANNUAL  
RECEPTION**
- An annual reception is held in Fall to honor grant recipients and business and community sponsors.
  - A representative of the school is to attend.
- PROJECT  
REPORT**
- To ensure continued eligibility, grant recipients are required to submit a written Project Report to the Foundation.
  - The Project Report is due within one year after the application due date.
  - The Project Report form is provided with the award notification.
  - The Project Report, along with a summary of the project, will be included in the AEF Binder available at each site and at the District Office, and on the AEF website [www.auburneducationfoundation.org](http://www.auburneducationfoundation.org)
  - Project Reports are sent to: Auburn Education Foundation, PO Box 6313, Auburn, CA, 95604, attention: AEF Project Report Chairperson
- PHOTOGRAPHS**
- When submitting a Project Report, recipients are encouraged to submit a representative photograph or photographs of children involved in the project. Photos will be published in the AEF Handbook