



AUBURN EDUCATION FOUNDATION

AEF GRANT GUIDELINES and PROCEDURES

*Grant Proposals are accepted from All Auburn Union School District Certificated and Classified Staff.
Application forms are available in each school office, in the AEF binder available at each site and
at the District Office, and on the AEF website, www.auburneducationfoundation.org*

<i>Fall Due Dates</i>		<i>Spring Due Dates</i>	
<i>Application due:</i>	<i>October 15</i>	<i>Application due:</i>	<i>April 15</i>
<i>Award Notification:</i>	<i>November 15</i>	<i>Award Notification:</i>	<i>May 15</i>
<i>Receipts due:</i>	<i>April 15</i>	<i>Receipts due:</i>	<i>October 15</i>
<i>Project Report due</i>	<i>October 15 of the following year</i>	<i>Project Report due</i>	<i>April 15 of the following year</i>

PURPOSE	Grants are intended to encourage unique and creative instruction, programs, and projects that will directly benefit a maximum number of students and indirectly bring to the attention of our community the positive things that are happening in schools.
AWARD	AEF Grant: Funding up to \$1000 per application.
CRITERIA	<p>AEF Grants:</p> <ul style="list-style-type: none"> • Provide resources that will enhance classroom, grade-level, department, or school-wide curriculum. • Are innovative and creative. • Provide students with a unique learning opportunity otherwise unavailable. • May enrich related programs. • Show potential benefit beyond the grant period. • Promote community/school communication. • May involve community resources or volunteers, interdisciplinary or team teaching, or students of different age groups. • Have complete descriptions. • Clearly and realistically define the needs, goals and benefits to students. • List the Curriculum Standards addressed by the project if applicable. • Detail specifically the methods of implementation, evaluation plans, and budget.
APPLICATION	<ul style="list-style-type: none"> • Project proposals are accepted from all AUSD certificated and classified staff. • One application per person may be submitted per Grant Cycle. • Outstanding grants, by a single applicant or a team may preclude any new grants being considered. • Proposals are consistent with School and District priorities and are not ordinarily funded by District, State, or Lottery funds. • Field trips, furniture, gifts, food items, awards, trophies and the like are not funded by AEF. • Consumable materials or supplies are not usually funded by the Foundation. However, unique consumable materials items may be considered if required as an integral part of the project and are supplemental to the curriculum provided by the district but should not replace what is provided. • Computer hardware, printers, peripherals and other technological items may be considered if the items are supplemental to the technology and support provided by the district but should not replace what is provided. Also, all of these items must be compatible with district technology and should be purchased through and coordinated with the district as the preferred method of procurement. • If a due date falls on a weekend, the application is due on the following Monday. • If applications are mailed, they must be postmarked by October 15th or April 15th respectively. • All proposals must be submitted on the AEF Grant Application Form. • Proposals must be specific and answer all questions on the Grant Application Form. • Each application must be signed by the Applicant and the Site Principal. • Proposals are to be sent to the <u>Auburn Education Foundation, PO Box 6313, Auburn, CA, 95604, attention: AEF Grant Chairperson.</u>
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<p>EVALUATION/ APPROVAL PROCEDURE</p>	<ul style="list-style-type: none"> • 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 • All applicants receive notification of the status of their application.
<p>APPEAL PROCESS FOR A DENIED APPLICATION</p>	<ul style="list-style-type: none"> • 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.
<p>SPENDING APPROVED GRANT FUNDS AND RECEIVING REIMBURSEMENT</p>	<ul style="list-style-type: none"> • The grant recipient purchases the authorized items. • The recipient submits a receipt or paid invoice for reimbursement. • The recipient must submit all receipts and invoices to the AEF Treasurer anytime before or on the due date listed: Fall Grant Cycle-Receipts due on April 15; Spring Grant Cycle-Receipts due by 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 <u>Auburn Education Foundation, PO Box 6313, Auburn, CA, 95604, attention: Treasurer.</u> • Upon receiving a receipt or invoice the Treasurer will send a check to the appropriate person or location. • With special permission of the AEF Treasurer, the following procedure for direct payment to the vendor may be used: <ul style="list-style-type: none"> • The grant recipient contacts the AEF Treasurer prior to ordering to make the Treasurer aware of a pending request for direct payment. • The recipient then places the order. • A cover letter requesting direct payment, including the recipient's home and work phone number, is submitted to the AEF Treasurer with the following attachments: <ul style="list-style-type: none"> Print-outs showing detail on items to be purchased, amounts, and total to be paid. The Vendor's name and mailing address. • The Treasurer pays the Vendor directly.
<p>ANNUAL RECEPTION</p>	<ul style="list-style-type: none"> • An annual reception is held in Fall to honor grant recipients and business and community sponsors. • Either the Grant recipient or a representative, specifically designated by the recipient, is to attend.
<p>PROJECT REPORT</p>	<ul style="list-style-type: none"> • 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, at the District Office, and on the AEF website www.auburneducationfoundation.org • Project Reports are sent to: <u>Auburn Education Foundation, PO Box 6313, Auburn, CA, 95604, attention: AEF Project Report Chairperson</u>
<p>PHOTOGRAPHS</p>	<ul style="list-style-type: none"> • 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
<p>GRANT RENEWAL CRITERIA</p>	<ul style="list-style-type: none"> • Projects have a new dimension or component added. • Projects have had a positive and timely Project Report evaluation. • Projects have the potential for continuance without Foundation support.
<p>FURTHER INFORMATION</p>	<ul style="list-style-type: none"> • All procedures, forms, descriptions of previous projects and Project Reports are available in the Auburn Education Foundation binder available at each site and at the District Office. • Procedures, forms, and other AEF Information are available on the AEF website, www.auburneducationfoundation.org.