

2018-2019 Grant Guidelines

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Fayetteville Public Education Foundation may amend guidelines and funding priorities between grant cycles. Please read the guidelines carefully to ensure your project meets the scope, mission, and funding priorities of the Fayetteville Public Education Foundation.

1. **MISSION**

The Fayetteville Public Education Foundation's (FPEF) mission is to raise private funds for resources, programs and opportunities that are not available to our students through the District's budget.¹

2. **FAYETTEVILLE PUBLIC EDUCATION FOUNDATION FUNDING**

The Fayetteville Public Education Foundation's endowment provides scholarships to deserving seniors and grants to teachers, agencies and staff that support innovative and pioneering programs to academically enrich our student's education.

The endowment is a permanent fund in which only the earnings are distributed. This creates a perpetual legacy for donors, guaranteeing that scholarships and teacher grants will remain in place for generations.

3. **ELIGIBLE APPLICANTS**

Potential grant seekers may include FPS teachers, staff, parent groups, or businesses, 501c3 and other agencies that are working with a FPS faculty member and provide applications supportive of the Fayetteville Public Schools, and deemed meritorious by the Foundation's Board of Directors.

4. **INELIGIBLE PROJECTS**

- Projects completed or currently covered under district/school/building/department budgets
- School fundraising events and/or social events
- Direct donations or grants to individuals
- Furniture (desks, chairs, etc.) unless it can be demonstrated that such expenditures are outside of building budget
- Varsity sports programs

5. **FUNDING PRIORITIES**

FPEF funds projects and activities that go beyond the normal classroom experience. Projects with the greatest consideration for funding should meet at least ONE of the following priorities:

- Be original, pioneering, and demonstrate educational innovation
- Academically enhance the students' experience in education
- Address Pre-K access, third grade reading level, afterschool, enrichment and summer programs, and/or parental engagement

¹ Arkansas District #1

6. FOCUS AREAS

Required –You will be asked to identify your subject area in the application

- **Subject Area:** Applicants will be required to indicate the education subject area for their project, for example: English, Math, Social Studies, PE, Science, Communications, Health, Economics, Fine Arts, Other, etc.

Optional

- **Target Population:** Applicants can list any student groups or specific areas in education that they hope to reach through their proposal (e.g. at-risk, SPED, emerging leaders).
- **Designated Funds:** The Fayetteville Public Education Foundation’s endowment is made up of a pool of Funds, some of which are designated for a specific purpose, program or department per the wishes of the donor.

FPEF honors each Fund in our grant distribution. Applicants are encouraged to review the Fund areas and see if your project falls in a in a field of interest designated by a donor.

Funding is not contingent on your application falling in a donor’s field of interest. A majority of the endowment is left unrestricted, enabling grant applicants to dream big and create innovative and pioneering programs.

To explore the Donor Grant Funds in the endowment please visit <http://www.fayedfoundation.org/grantfunds/>

7. AVAILABLE FUNDS

Grants are awarded two (2) times a year Fall and Spring

Standard grant

Request amount – up to \$10,000

Standard grants are implemented during the semester in which they are awarded.

Pendergraft Grant

Request amount – up to \$25,000

Pendergraft Grants are awarded one time a year, and may be implemented over 12 months.

Please indicate in your grant application if you are applying for a Standard or Pendergraft Grant

Pendergraft activities must serve one of the following: the District, a school or group of schools, a department, a whole grade or multiple grades.

The Pendergraft Grant is a highly competitive application. Strong applications must include projects that reach a wider number of students.

You may apply for both the Pendergraft Grant and a Standard Grant in one grant cycle. However, these applications MUST be separate projects and CANNOT supplement one another.

8. IMPORTANT DATES:

| Fall 2018 | Spring 2019 |
|---|---|
| Fall Standard Grant Proposal | Spring Standard & Pendergraft Grant Proposals |
| July 13, 2018 Prequalification and application opens | Dec 3, 2018 Prequalification and application opens |
| Aug 24, 2018 Pre-qual due (up to 5:00pm) Grant due (up to midnight) | Jan 14, 2019 Pre-qual due (up to 5:00pm) Grant due (up to midnight) |
| Sept 4, 2018 Grant announcement (tentative) | Jan 28, 2019 Grant announcement (tentative) |

9. SUBMITTING YOUR APPLICATION

Application submission is a two-part process. This process ensures that the proposed project is consistent with the goals of the Fayetteville School District and that the grant proposal will not interfere with the established curriculum, budget, or policies of the Fayetteville School District.

Your supervisor must review your project and budget before submission. The submission of the application serves as your electronic signature and verifies that the grant proposal has been reviewed by your supervisor.

Phase 1: Prequalification

Applicants:

1. Access the application link on the FPEF website to create a grant account. If you are a previous applicant, you may use your existing log-in information.
2. Once the account is open, you are required to fill out short prequalification form.
3. After you have submitted the pre-qualification you will: (1) gain immediate access to begin your grant application, or (2) be prompted to provide further information before you can gain access to the grant application.
 - If your pre-qual indicates that we need further information to complete your application, you be sent an email that will prompted you to download and print off an attached supervisor approval form, fill it out, and submit to your supervisor for approval and signature.
 - You will be required to upload the supervisor approval form with your application. Failure to upload the supervisor approval form will result in an incomplete application and your grant proposal will not be reviewed.

Supervisors:

1. Approve/disapprove the grant application and/or *supervisor approval form*.
2. Supervisor approval forms must be reviewed by supervisors in a timely manner, as applicants will not be able to move forward without your approval.

Phase 2: Application

1. Once the applicant accesses the grant application, changes and edits can be made. To make changes, log in and click the EDIT button (top right of screen) to unlock your application and make changes. Click the SAVE button to save updates.
2. When the application is complete, click the SUBMIT button. Once the grant is submitted, the applicant cannot make further changes or edits.
3. Applicants will receive an automated notification that their application was submitted successfully. Please contact the Foundation if you do not get an email notification.

10. REVIEW PROCESS

1. A Committee from the Fayetteville Public Education Foundation Board of Directors reviews and awards based on the Policies and Procedures of the Fayetteville Public Education Foundation. Applications are vetted for technical compliance and eligibility before they are submitted to the committee for review.
2. If your application does not meet the above criteria, you will receive a prompt notification and may resubmit based on the recommendations.
3. Applications are ranked by a point system; those with the highest scores will be reviewed for funding.

4. Grant content:

1. **Need:** Demonstrated need for the proposed project (15 points)
2. **Program Description:** Description of the project and how it will address the identified need (25 points)
3. **Impact and Evaluation:** Evaluation to measure effectiveness. (10 points)
4. **Budget Details:** Line item budget for project (20 points)
5. **Recognition:** How you will acknowledge FPEF (15 points)
6. **Overall Quality:** (15 points)

- Applicant are notified by email and mail if they are awarded.
- Applications that scored high, but were not funded through the Foundation’s endowment, will be kept on file for one cycle/year. The Foundation may seek to find outside funding to complete the application.
- If you are not funded during a grant cycle, we encourage you to re-submit your application in the next grant cycle for consideration.

11. **GRANTEE REQUIREMENTS**

- If awarded, recipients are required to attend a brief training that outlines the reporting requirements and other accounting guidelines for the grant budget. At the meeting you will receive a grant agreement to receive funding. This meeting is mandatory.

12. **PUBLICITY**

- FPEF requires grantees to be active stewards of the Foundation. Examples of promotion include recognition of the Foundation’s support of your project in newsletters, email blasts, websites, social media, parent events, speaking engagements, etc.
 - FPEF may request that grantees participate in a video, press and/or other projects to promote and support the Fayetteville Public Education Foundation.

For further information:

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