

## 2019-2020 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.<sup>1</sup>

### 2. **FAYETTEVILLE PUBLIC EDUCATION FOUNDATION FUNDING**

The Fayetteville Public Education Foundation will fund high-impact projects that demonstrate **innovative, pioneering, and transformative** benefits for Fayetteville students.

### 3. **ELIGIBLE APPLICANTS**

Potential grant seekers may include FPS teachers, staff, parent groups, businesses, and other 501c3 agencies deemed meritorious by the Foundation's Board of Directors. Outside organizations must submit an **FPS Partner Agreement Form** with their application.

*Generally, grants are awarded for one grant cycle. If funding is necessary for multi-year or multi-cycle programs, the applicant must provide a plan for sustaining the project beyond the grant cycle.*

### 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 programming, enrichment and summer programs, and/or parental engagement

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<sup>1</sup> Arkansas District #1

## 6. **PROJECT INFORMATION**

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

- Subject English, Math, Social Studies, PE, Science, Communications, Health, Economics, Fine Arts, or Other.

### **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. Applicants are encouraged to review the grant fund designations and see if your project falls in a designated area.

FPEF honors each fund in our grant distribution. Applicants are encouraged to review the fund areas and see if your project falls in an 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.

### ***Designated funding areas***

Agriculture	At-Risk Students
Authentic Experiences	Biological Sciences
Economics	Engineering
History	IT/Technology
Pre-K or Early Education	Programs that Address Student Diversity
Math	Music/Arts
Science	Sports Medicine
Study Abroad or World Languages	Vo-Tech/Career Education
Culture of Fayetteville, NWA and/or the State of Arkansas	Programs that Engage Students in Pre-Education Studies
Programs that address equity-achievement and opportunity	Libraries
Communications (debate, forensics, speech)	Real-Life Applications
Physical Education	English
Health & Fitness PreK-6th grade	Creative Writing

### ***Specialized funding areas***

Special Education	FHS AP Math
FHS Band	Connotations Literary Magazine
Gifted and Talented	FHS Theatre

## 7. **AVAILABLE FUNDS**

- Grants are awarded twice a year: once in the fall and once in the spring
- Please indicate in your grant application if you are applying for a Standard or a Pendergraft Grant
- 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.

### **Standard grant**

**Request amount – up to \$10,000**

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

**Pendergraft Grant Request amount – \$10,000 to \$25,000**

- Pendergraft Grants are awarded twice a year and may be implemented over 12 months.
- 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. Applications must include projects that reach a wider number of students.

**8. IMPORTANT DATES:**

Fall 2019		Spring 2020	
Fall Grant Proposals		Spring Grant Proposals	
July 10, 2019	Prequalification and application opens	Dec 3, 2019	Prequalification and application opens
Aug 21, 2019	Pre-qual due (by 5:00pm) Grant due (by midnight)	Jan 16, 2020	Pre-qual due (by 5:00pm) Grant due (by midnight)
Sept 4, 2019	Grant announcement (tentative)	Feb 5, 2020	Grant announcement (tentative)

**9. SUBMITTING YOUR APPLICATION**

Application submission is a **two-part process**. This 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 a short prequalification form.
3. After you have submitted the prequalification form you will be presented with two options:

**Option 1)** you will gain immediate access to begin the application, you may begin your proposal, no further information is needed from you.

**Option 2)** you will be prompted to provide further information before you can gain access to the grant application.

- You will be sent an email that will prompt you to download and print off an attached **supervisor approval form**. Please fill out the form, submit the form to your supervisor for approval and signature and email it back.
- Once you have submitted via email the **supervisor approval form** you will be given access to the grant application and can begin your proposal.

**Supervisors:**

1. If needed, approve/disapprove the grant application and/or **supervisor approval form** or **FPS Partner Agreement 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 you have access to the grant application you may begin your proposal. You may log in and out to make changes as necessary. Log in and click the **EDIT** button (top right of screen) to make changes to your proposal. 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 grant 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 an application based on the recommendations.
3. Applications are ranked by a point system; those with the highest scores will be considered for funding.

### Grant content:

1. **Recognition:** How will the project be acknowledged (5 points)
  2. **Need:** Demonstrated need for the proposed project (15 points)
  3. **Program Description:** Description of the project and how it will address the identified need (25 points)
  4. **Impact and Evaluation:** Evaluation to measure effectiveness (10 points)
  5. **Budget Details:** Line- item budget for the project (15points)
  6. **Overall Quality:** (30 points)
    - 1-15 How well did the applicant's project was outside of the District's or Building's budget?
    - 1-15 How well did the project demonstrate innovations, pioneering and transformative benefits?
- Applicants are notified by email and mail regarding award status.
  - Applications that scored high but were not funded- will be kept on file for one cycle/year. The Foundation may seek to find outside sources to support the proposal.
  - 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 promote their projects. Examples of recognition include updates in parent's 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.