

## 2019-2020 Grant Guidelines

1. Mission
2. FPEF Funding
3. Eligible Projects
4. Ineligible Projects
5. Funding Priorities
6. Project Information
7. Available Funds
8. Important Dates
9. Submitting Your Application
10. Review Process
11. Grantee Requirements
12. Publicity

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 budget.
- Grants to individuals or individual scholarships.
- School fundraising events.
- Classroom furniture (desks, chairs, etc.) used for necessary daily use in the classroom.
- Conference sports programs, and booster club projects.

### 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 and early education, afterschool and summer enrichment programs, or career and college readiness

---

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

6. **PROJECT INFORMATION**

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

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

**Optional**

- Areas of Interest: The Fayetteville Public Education Foundation’s endowment is made up of a pool of funds, some of which are for a specific purpose, program, or department per the wishes of the donor. Applicants are encouraged to review the grant funds and see if your project falls in an area of interest. FPEF honors each fund in our grant distribution.
  - You may choose up to two areas of interest
- Funding is not contingent on your application falling in an area of interest. A majority of the endowment is left unrestricted, enabling grant applicants to dream big and create innovative and pioneering programs.

***Areas of interest***

Agriculture  
 Authentic Experiences  
 Economics  
 History  
 Pre-K or Early Education  
 Math  
 Science  
 Study Abroad or World Languages  
 Culture of Fayetteville, NWA and/or the State of Arkansas  
 Programs that address equity-achievement and opportunity  
 Communications (debate, forensics, speech)  
 Physical Education  
 Health & Fitness PreK-6th grade

At-Risk Students  
 Biological Sciences  
 Engineering  
 IT/Technology  
 Programs that Address Student Diversity  
 Music/Arts  
 Sports Medicine  
 Vo-Tech/Career Education  
 Programs that Engage Students in Pre-Education Studies  
 Libraries  
 Real-Life Applications  
 English  
 Creative Writing

***Specialized funding areas***

Special Education  
 FHS Band  
 Gifted and Talented

FHS AP Math  
 Connotations Literary Magazine  
 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 (extension may be considered)

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

- Pendergraft Grants 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	
<b>Fall Grant Proposals</b>		<b>Spring Grant Proposals</b>	
July 10, 2019	Application opens	Dec 13, 2019	Application opens
Aug 21, 2019	Grant due (by midnight)	Jan 16, 2020	Grant due (by midnight)
Sept 4, 2019	Grant announcement (tentative)	Feb 5, 2020	Grant announcement (tentative)

## 9. SUBMITTING YOUR APPLICATION

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.**

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.

### **Applicants:**

1. Access the application link on the FPEF website to create a grant account. You must use your personal phone/cell and home address in your application. This is necessary in order to reach you in a timely manner. If you use your building information, you may not receive notification and correspondence from FPEF.
2. If prompted, you may need to provide additional information such as a supervisor form. This form will be available to you in the application. PLEASE NOTE only applications that request personnel, capital improvements, and professional development will need further information.
3. If you are not employed by the Fayetteville School District, you must submit an FPS Partner Agreement Form with their application. This form will be available to you in the application.

### **Proposal:**

1. Once you have access to the grant application, you may begin your proposal. To save any changes press SAVE.
2. You may resume your application at any time, as long as you press SAVE before you log out.
3. When the application is complete, click the **SUBMIT** button. Once the grant is submitted, the applicant **CANNOT MAKE FURTHER CHANGES OR EDITS.**
4. 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 grants based on the policies and procedures of the Fayetteville Public Education Foundation.
2. Applications are ranked by a point system; those with the highest scores will be considered for funding.

### Grant content:

1. **Abstract:** Concise summary that includes requested items, student population, deliverables,

activities and/or outcomes (5 points)

2. **Need:** Demonstrated need for the proposed project (15 points)
3. **Program Description:** Principal ways you intend to use the funds and how it will address the identified need (25 points)
4. **Impact and Evaluation:** How success will be measured (10 points)
5. **Budget Details:** List your requested items, the amount needed, and cost (15points)
6. **Overall Quality:** (30 points)

1-15 How well did the applicants demonstrate that their project was outside of the District or Building budget?

1-15 How well did the project demonstrate innovative, 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 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.