

2023/2024 IVEF Classroom/Building Grant Application

Please download the application and fill it out using Adobe Acrobat, "fill and

sign." Once completed, please save the file and email it back to

rpotter@indianvalleyef.org AND megd@indianvalleyef.org.

You will receive an acknowledgment within 48 hours of receipt.

The SASD Administration reviews all applications before being considered for funding by IVEF.



The MISSION of the Indian Valley Education Foundation is to enrich and expand the educational experiences of every child in the Souderton Area School District by leveraging the resources within our community.

WHAT TYPES OF GRANTS WILL BE CONSIDERED FOR FUNDING?

Grant proposals must enhance and cannot replace the current curriculum.

- Service-learning opportunities
- Extracurricular academically based clubs or programs **stipends for staff compensation will not be considered for funding*
- Health & Wellness projects (mental, physical & emotional)
- Multi-Purpose outdoor "Green Spaces" **subject to approval by the Facilities Dept. Please note labor is the applicant's responsibility.*
- Learning-based grade or building-wide assemblies

**To maintain student consistency, the IVEF works closely with the Department of Curriculum and Assessment to support equitable distribution of resources, especially in technology.*

Questions can be directed to your building principal or the Office of Curriculum and Assessment.



EVALUATION CRITERIA: To be considered for funding, a project *must* meet the following criteria:

- *OBJECTIVES:* Describe the project's objectives and how each objective will be measured. What are the measurable educational outcomes for students?
- *ALIGNMENT:* Describe how the project relates to and enhances the existing curriculum.
- *DESCRIPTION:* Provide a clear and detailed program description. If applicable, provide dates of project activities.
- *BUDGET:* Provide a budget and budget narrative that explains the use of funds.

GRANT CRITERIA: Grants fund projects that cannot be provided in the school or district budgets. Not sure? Please contact your building principal.

- Give your project a creative and compelling title.
- All line item expenses must be tied to the overall project idea.
- When creating your budget, be realistic. Small grants are just as likely to be awarded as large grants.

**Grants that will not be considered for funding include:*

- salaries or stipends
- facility maintenance or renovation
- projects that do not support or do not align with existing curriculum
- any technology that has not been pre-approved by the Office of Curriculum and Assessment, including subscriptions and licenses for apps

FUNDING: Grants may be submitted by one or more applicants within a school, grade level, department, or educational club. Teachers are welcome and encouraged to submit a grant as a team.

TIMELINE:

- Grant Applications Open: September 15, 2023 - May 1, 2024, or when all the funding allocated to the building has been expended,
- The deadline for expending funds is the end of the school year.

APPLICATION CHECKLIST: Forms are available through the IVEF website; please use the templates provided!

The following items should be included in your Classroom/Building Grant applications:

- Proposal Cover Sheet
- Budget and Budget Narrative: a brief explanation of the use of funds
*see purchasing guidelines and approved vendor list
- 1 Page Proposal Narrative (no template needed) Please provide printed, as a standard Word or Google Doc.

APPLICATION SUBMISSION: Applications that are incomplete or missing any of the outlined GRANT CRITERIA or APPLICATION CHECKLIST items will not be considered for funding.

Submit the completed application via email as a PDF file to

RuthE Potter (rpotter@indianvalleyef.org)

Meg Dick (megd@indianvalleyef.org)

RESPONSIBILITIES OF GRANT RECIPIENTS :

- Use the funding for the purposes intended.
- Projects must be fully implemented, and funds must be expended by the date indicated in the funding approval level.
- Purchases should be sourced from the list of *approved vendors. (see Budget Template for details)
- The building principal must approve all grants before submission to the IVEF.
- All grants that include a request for technology must be reviewed and approved by the Office of Curriculum and Assessment. *(Please allow adequate time to review your application)*
- Upon implementation of funding, please provide photos via Google Drive that will be included in your grant allocation letter and a summary of your grant using this [Google form](#).
- ***Both must be submitted before recipients will be considered for additional funding from The IVEF*
- Recipients will coordinate with appropriate staff developers or department chairs to share successful procedures in staff development sessions.
- All items purchased with grant funds become the property of SASD.
- All unused grant money not expended before the deadline remains with the building for the next calendar year.

IVEF PURCHASING GUIDELINES & APPROVED VENDORS: Should you opt to be reimbursed for items not purchased from the authorized vendors above, detailed receipts must be provided. You will only be reimbursed for the purchase price minus any sales tax. The IVEF is a tax-exempt organization.

Approved Vendors:

Amazon.com	Mancino Manufacturing
Anthem Sports	Music & Arts
Apple	Music in Motion
Beckers	Music is Elementary
Booksource	Office Supply.Com
CDWG	PayPal Account
Corporate Interiors	School Outfitters
DEMCO	School Outlet
Global Industries	SMC Pneumatics.com
Gopher Sports	Rogue Fitness
Home Depot	Rugby Imports
Home Science Tools	Teachers Pay Teachers
Kennedy Industries Fulfilment	Terra Bound Solutions
Lakeshore	Titan Fitness
LEGO	US Cutter
Lincoln Aquatics	Wal-Mart
Library Store	Yoga Direct.com
Longstreth Field Hockey	

Shipping costs must be a line item in the application amount and should be factored into the total request amount

PLEASE NOTE:

- All applications will be processed in the order in which they are received.
- Funding is allocated on a first-come, first-approved basis.
- The grant cycle is closed when funding allocated to a particular building is exhausted.
- Applications that are incomplete or missing any of the outlined GRANT CRITERIA or APPLICATION CHECKLIST items will not be considered for funding.
- Funded grant recipients who do not meet the RESPONSIBILITIES outlined above will not be eligible for further funding.

QUESTIONS?

Please ASK! RuthE Potter, Executive Director rpotter@indianvalleyef.org

**2023-2024 IVEF Classroom/Building Grant
PROPOSAL COVER SHEET**

Project Title	
Purpose of Project 5-6 Sentences	
Budget Request Amount \$	
Name of Applicant	
School	
Grade Level (s)	
How many students will participate?	
Contact Email	
Applicant Signature & Date	
Principal Signature & Date <i>By Signing, the building Principal supports this project and confirms this is eligible for funding through the IVEF as outlined on the application.</i>	
SASD Cabinet Approval & Date	

IVEF Classroom/Building Grant Budget Summary

** Please see Purchasing Guidelines and Approved Vendors list

School	
Project Name	
Applicant Name	

Item	Item Description	Vendor	Item Cost	Quantity	Extended Cost
Example Item	Brief description of example item	Vendor Name	\$4.99	10	\$49.90
SHIPPING COST					
Total Funding Requested					