

# INFORMATION & AGREEMENT FOR AEF GRANT APPLICATION

- Due Date: **SUNDAY NOVEMBER 5, 2023 @ 11:59PM**
  - Applications submitted after due date/time will not be considered
- AEF Grant Applications **MUST**:
  - Be submitted via **EMAIL** with **CAMPUS PRINCIPAL in the CC FIELD**
  - Be filled out using the fillable PDF provided – not handwritten or scanned. **USE ONLY THE SPACE PROVIDED IN EACH FORM FIELD**
  - Include the electronic signature of primary applicant, principal and co-applicants (if any)
  - Include the Grant Award Agreement with electronic signature by primary applicant and principal
  - Email to AISD Grants Department: [blohse@aisd.net](mailto:blohse@aisd.net)
- Maximum grant award: \$10,000 per application
- The programs/initiatives in this application must be implemented within one calendar year of grant award
- **Per district policy, grant applications will be reviewed by AISD to ensure compliance with district purchasing guidelines and initiatives, PRIOR to submitting to the AISD Education Foundation.**

## Criteria for Grant Approval

**Reviewer Score Sheet** – The following areas will be reviewed and scored by the AEF Grant Review Committee.

AREAS OF COMMITTEE REVIEW	Total Points Possible
<b>Section I: Demonstration of need for funding.</b> Description of need is clearly stated and evident, and intended Beneficiaries of the project are evident.	15
<b>Section II: Description of Project including Intended Measurable Goals/Outcomes.</b> Description is clearly stated, provides detailed information, and describes how the project will positively impact students. Measurable Goals/Outcomes are clearly stated, and are directly aligned to the described need and the Campus and/or District Improvement Plan.	30
<b>Section III: Description of the Work/Timeline.</b> The work is strongly aligned to the grant’s stated goals. The timeline is feasible for achieving goals.	15
<b>Section IV: Monitoring and Evaluation Plan.</b> Plan to monitor and evaluate the project implementation and student impact is clearly stated.	10
<b>Section V: Sustainability of the Work.</b> Clear plan to ensure continuation of the work beyond life of grant and how funding may be obtained.	5
<b>Section VI: Collaboration</b> Describe collaboration efforts for project design and implementation within and outside the district.	5
<b>Section VII: Alignment of Budget to Description of the Work and Goals/Outcomes.</b> Clear and strong alignment between the proposed budget to support achievement of project goals/outcomes. Costs are reasonable and necessary, and follow AISD purchasing guidelines.	20
<b>TOTAL POSSIBLE SCORE:</b>	100

# AEF GRANT APPLICATION: COVER SHEET & AGREEMENT

<b>Primary Applicant Name &amp; Title</b>				
<b>Applicant Contact Information</b>	Email:	Work Phone:	Cell:	
<b>Campus(s) or Department(s)</b>				
<b>Principal/Supervisor Name</b>				
<b>Principal Contact Information</b>	Email:	Work Phone:	Cell:	
<b>Project Name</b>				
<b>Grant Request Amount</b>	\$ _____ (maximum \$10,000)			
<b>Project Summary (Limit to 3-5 Sentences)</b>				
<b>ADDITIONAL INFORMATION</b>			<b>YES</b>	<b>NO</b>
Has the primary applicant previously applied for an AISD Education Foundation grant?			<input type="checkbox"/>	<input type="checkbox"/>
Has the primary applicant previously been awarded an AISD Education Foundation grant? If Yes, what was the most recent date and award amount? Date: _____ Amount: _____			<input type="checkbox"/>	<input type="checkbox"/>

## GRANT AGREEMENT

All grant recipients will be honored through the *Prize Patrol* and *Dream Makers Banquet* in Spring, 2024. A lump sum check is provided to AISD once grant recipients are chosen. The AISD Accounting Department will provide the primary applicant and campus/department bookkeeper with accounting codes, upon release of award. Please read these responsibilities and sign your acceptance. ***I agree to:***

- Use the award for purposes intended.
- Include “Funded by the AISD Education Foundation” on any printed material and in any news or public relations activity.
- Within one year of grant start date, or no later than **5/31/25**, submit final report to the Arlington ISD Education Foundation. This report should be an evaluation of the project’s effectiveness with measurable results.
- Notify the Arlington ISD Education Foundation of any grant changes, including but not limited to changes in the applicant and/or principal. Grant status will be reviewed by the Arlington ISD Education Foundation.

GRANT APPLICATION SUBMISSION & AGREEMENT			
Position	Name	Electronic Signatures	Date
<b>Primary Applicant</b> <i>(required)</i>			
<b>Co-Applicant</b> <i>(if applicable)</i>			
<b>Principal</b> <i>(required)</i>			

For questions about the application submission and/or funding process, please contact:

1<sup>st</sup>: the AISD Grants Department: Brenda Lohse, Coordinator of Grants/Fund Development, [blohse@aisd.net](mailto:blohse@aisd.net), 682-867-7331,

2<sup>nd</sup>: the Arlington ISD Education Foundation, 682-867-1927.

**SECTION I: DEMONSTRATION OF NEED FOR FUNDING.**

**(15 points)**

Description of the need is clearly stated and evident, and intended beneficiaries of the project are evident.

<b>Describe the intended beneficiaries of the proposed grant project (e.g., student demographics, location, etc.).</b>			
Grade level:		Number of students impacted or served:	
Campus:		Project Area/Department impacted through grant: <i>(i.e., English, Math, Dyslexia, Library Services, etc.)</i>	
Describe the student/campus demographics as related to project <i>(i.e., Special Needs, Homeless, Gifted &amp; Talented, Parents, etc.)</i> .			

<b>Describe how the intended beneficiaries will <i>benefit</i> from the proposed grant project.</b>
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**SECTION II: DESCRIPTION OF PROJECT, including intended Measurable Goals/Outcomes.**

**(30 points)**

Describe information about the project, and how it will positively impact students. Clearly state measurable goals and outcomes. The project should be directly aligned to the described need and/or the Campus/District Improvement Plan.

<b>Summarize your project. <i>(Limit: three sentences.)</i></b>
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<b>Describe what you will do with grant funds and how the project is innovative. Be specific. The project should be directly aligned to the described need and/or the Campus/District Improvement Plan.</b>
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<b>Describe the intended Measurable Goals and Objectives. <i>(Must be Specific, Measurable, Achievable, Relevant, and Timely.)</i></b>
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<b>Describe the areas of student achievement you wish to address and provide any data <i>(AISD, outside data, or research)</i> that supports the need.</b>
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**SECTION III: DESCRIPTION OF THE WORK/TIMELINE.**

**(15 points)**

**Describe the Timeline for achieving the stated goals. Include Month, Key Task or Activity.**

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**SECTION IV: MONITORING & EVALUATION PLAN.**

**(10 points)**

**Describe the plan to monitor and evaluate the project implementation (How will you know if the objectives are met?) Student impact should be clearly stated.**

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**SECTION V: SUSTAINABILITY OF THE WORK.**

**(5 points)**

**Describe the plan to ensure continuation of the work beyond the life of the grant, and how funding may be obtained. If funded, how will you continue the program in the future? Will there be any recurring costs, and how will you fund those?**

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**SECTION VI. COLLABORATION.**

**(5 points)**

**Collaboration within and outside the district is encouraged. Describe how you are working with others to implement the goals of the project. Describe how you will share your program's success with campus/district leaders.**

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**SECTION VII: BUDGET NARRATIVE and BUDGET DETAILS.**

**(20 points)**

**Explain how the grant funds will be expended, and alignment of the proposed budget to support achievement of stated goals/outcomes. Costs must be reasonable and necessary, and follow all Arlington Independent School District guidelines.**

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**If the project requires costs above the grant amount requested – describe how much additional is required, and how those funds will be obtained. If planning to use local funds – you must include the AISD budget code of those funds.**

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***Note: All grantees must follow AISD district purchasing guidelines. In the event of grantee leaving the campus, items purchased must remain with the campus; unless granted specific written permission provided by AEF.***

**BUDGET DETAILS: Make sure budget is complete and accurate. Costs must be reasonable and necessary to complete program objectives and activities as described in the application. Applicant must follow AISD procurement guidelines and procedures. (Non-allowable: salary for employees, stipends, capital projects managed by the district.)**

Item	Quantity to Purchase	Estimated Unit Cost	Subtotal Costs*
<b>6200 Contracted Services (e.g., subscriptions, contract services)</b>			
<i>EX: Renaissance Place Star Subscription for 420 students, grades 3-6</i>	<b>420</b>	<b>\$4.82</b>	<b>\$2,025</b>
<b>6300 Supplies and Materials (e.g., general supplies, school supplies, supplemental reading materials, uniforms or emergency clothing for students, computing devices less than \$5,000 per unit)</b>			
<i>EX: Series books (Approximately 400 books at \$17 each)</i>	<b>400</b>	<b>\$17</b>	<b>\$6,800</b>
<b>6400 Other Operating Expenses (e.g., travel, mileage reimbursement, registration costs)</b>			
<i>EX: Registration fees for Perot Museum for 25 students at \$10/student</i>	<b>25</b>	<b>\$10</b>	<b>\$250</b>
<b>TOTALS</b>			
Subtotal			\$
Estimated Shipping Costs			\$
<b>Total Grant Request</b>			<b>\$</b>

**\* ROUND SUBTOTALS and TOTAL UP TO THE NEAREST WHOLE DOLLAR AMOUNT**

<b>Answer the following questions about purchases requiring TECHNOLOGY.</b>	<b>YES</b>	<b>NO</b>
This project requires the purchase of TECHNOLOGY or TECHNOLOGY-RELATED ITEMS?	<input type="checkbox"/>	<input type="checkbox"/>
This project requires the purchase of Technology or Technology-related items that must interact with existing district/campus resources?	<input type="checkbox"/>	<input type="checkbox"/>
This project requires the purchase of software or apps?	<input type="checkbox"/>	<input type="checkbox"/>
If for the purchase of software or apps, does the district have an existing license?	<input type="checkbox"/>	<input type="checkbox"/>
This project supplements existing district funds or resources?	<input type="checkbox"/>	<input type="checkbox"/>

