



Educational Grant Application East Pennsboro Education Foundation (EPEF)

The East Pennsboro Education Foundation (EPEF) is pleased to support East Pennsboro Area School District (EPASD) by offering grant funding for projects, initiatives and activities which will enhance the education process. EPEF aims to support innovative programs to promote academic excellence and educational quality for students of EPASD.

Desired projects:

- Are innovative and represent an enrichment or enhancement of EPASD curriculum.
- Provide a significant and defined benefit to targeted beneficiaries.
- Have potential for replication, dissemination and sustainability across classrooms, grades, teachers and/or schools.
- Integrate new technologies, expand students' experiential learning opportunities and/or engage families and communities in student education.

What are the grant conditions?

1. Grant requests may be submitted by teachers, students, administrators or community groups within the EPASD and may seek full or partial support.
2. Grant funds may not be used for salaries or teacher stipends.
3. At the conclusion of the grant-funded project, recipients of the grant are expected to present the results of the project to the Foundation, and may also be asked to present their project results to the EPASD administration or school board and within the school community. Applicants agree that all materials, including photography, can be used by the Foundation for public relations or marketing activities.
4. Any equipment or materials purchased through a Foundation grant becomes the property of EPASD and are not the property of the applicant.
5. Grant applications must be approved for submission by the Office of the Superintendent and a building administrator prior to submission to the Foundation.

Grant Application Evaluation Timeframes

- Prior to submission to the EPEF Board, all applications must be reviewed and approved by the Superintendent's office and the building administrator where the materials or services requested in the grant will be used.
- Applications should be hand delivered or mailed to EPEF at 890 Panther Parkway, Enola, PA, or e-mailed (preferred) to EPEF@epasd.org.
- Applications are reviewed by the EPEF Board on a monthly basis. The EPEF Board meets on the third Tuesday of each month. Grant applications should be submitted no later than ten (10) days prior to a Board meeting to receive consideration at the subsequent Board meeting. Applications submitted less than ten (10) days prior to the Board meeting may be considered at the following month's Board meeting.
- Applicants should plan to attend the EPEF Board Meeting where their application is being considered. (Meetings are held at 5:30 p.m. at the Administration Building – 890 Panther Parkway, Enola, PA).
- Following award, EPEF asks that successful recipients submit a brief final report outlining the outcome of the project with photo/video evidence, as applicable.
- Grants awarded by EPEF will, at the option of the grant recipient, be paid directly to the vendor by EPEF, or reimbursed to the grant recipient upon adequate written proof of purchase.

NOTE: EPEF may not provide additional funding for costs incurred (i.e. shipping, handling, etc.) after the grant is approved and awarded to the grantee(s). Please include those costs in your proposal.



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In addition to the information below, please provide the following via attachment:

- Description and justification for your project or activity.
- The need for such a project or activity.

NOTE: Do not include student names or provide identifying information.

More favorable consideration is likely for projects or activities that:

- ✓ Would not typically be funded from other sources such as departmental, professional, governmental development sources.
- ✓ Are cost effective with regard to the number of students benefited.
- ✓ Promote the interconnection and interaction between staff, community, and/or students.
- ✓ Support changes or innovations of educational endeavors.
- ✓ Display synergy with current activities.
- ✓ Describe the self-sufficiency of the proposed project/activity.
- ✓ Result in a continuing impact on educational efforts, e.g., seed grants.
- ✓ Provide justification for value of initiative (benefits).

Applicant(s): _____

Building: _____ Grade/Subject: _____

Phone: _____ Email: _____

Project Title: _____

Expected Number of Students Involved or Impacted by your Project: _____

Timeline for Project: _____

Overview of Purpose (as noted above, please provide details via attachment: _____

Requested Grant Amount: \$ _____

By signing below, the Applicant further confirms that EPEF may use the image and likeness of the applicant in any publicity, marketing, or social media materials which publicize the award of the grant or the outcomes of the grant. To the extent the grant applicant is under 18, the signature of the grant applicant's parent or guardian is required.

Applicant Signature: _____ **Date:** _____

Parent/Guardian of Applicant Signature: _____ **Date:** _____

APPROVAL BY THE SUPERINTENDENT’S OFFICE

By signing below, the EPASD Superintendent, or their designee, approves this grant request and affirms that they have considered the following in the course of their approval:

- Whether the grant request is consistent with overall policies, plans, and strategies of EPASD;
- For grant requests involving curriculum or academic enrichment, are the materials requested consistent with the current curriculum or goals for curriculum in the EPASD;
- Where the grant requests materials or services that will be applicable to one building in the EPASD, would the grant of the request to the single school be unfair, or place the other non-recipient schools at a disadvantage;
- Whether the grant request is covered by the current EPASD budget;
- Whether the grant request will be covered by future EPASD budgets and/or addressed in future EPASD plans;
- Where the grant request involves technological equipment or computer software or applications, whether the requested items are compatible with EPASD technology and can be supported by the existing EPASD technological staff;
- Whether the grant requests materials or services that are sustainable in the future (by way of example, if material is purchased, will EPASD have the means to maintain/repair the purchased material in the future); and
- Any other concerns or issues which the Superintendent’s Office deems important to the overall success of the project.

Office of the Superintendent:

By: _____ [print name and title]

Date: _____

APPROVAL BY THE BUILDING ADMINISTRATOR

By signing below, the Building Administrator of the building where the grant will be used, or their designee, approves this grant request and affirms that they have considered the following in the course of their approval:

- Whether the grant request is consistent with overall policies, plans, and strategies of the building where the material or services will be used (hereinafter the “Building”);
- Whether the grant request is covered by a budget applicable to the Building;
- Whether the grant request will be covered by future budgets and/or addressed in future plans applicable to the Building;
- Where the grant request involves technological equipment or computer software or applications, whether the requested items are compatible with the Building’s technology and can be supported by the existing technological staff at the Building;
- Whether the grant requests materials or services that are sustainable in the future (by way of example, if material is purchased, will the Building have the personnel and means to maintain/repair the purchased material in the future); and
- Any other concerns or issues which the Building Administrator deems important to the overall success of the project.

Building Administrator:

By: _____ [print name and title]

Date: _____