ADA CITY SCHOOLS FOUNDATION

PO Box 1363 | Ada, Oklahoma 74820

SUPPORTING EXCELLENCE IN EDUCATION

Deadline for Teacher submission to Principal is **September 5, 2023**

Ayleene McKeel School Site Grant Application Form

Please submit this application typed.

PROCEDURE: To be eligible for grant assistance, principals will assemble a team to develop a project proposal.

ELIGIBLE APPLICANTS: Principals in the Ada School System in collaboration with teachers, parents or students.

ELIGIBLE PROPOSALS:

1. A creative plan to deal with a special problem, opportunity, or circumstance confronting your school.

2. Topics might include academic improvement, school-community relations, school unity and spirit, student behavior, school government, intergroup relations, attendance, leadership, teacher training and classroom management.

3. A proposal previously funded at a school is not eligible for funding again at that school. ("Repeat" grants will not be funded.) Proposals cannot apply in more than one category. (The same grant cannot apply as a small grant to teacher or Expert in Residence.)

4. Each school site may make multiple proposals, but no site will be awarded more than one grant per year.

SELECTION CRITERIA: Applications will be reviewed on a competitive basis. The committee will review each application using the following criteria:

A. Is the need for or problem addressed by this project clearly explained?

B. Are the goals clearly stated? Are they realistic and worthwhile?

C. Is the plan of action clearly described? Are the needed materials, resource personnel, and time schedule specified?

D. Are plans for evaluating the project clearly defined?

E. Is the budget request reasonable and sufficiently detailed?

F. Does the proposal indicate creative and innovative thinking by the principal?

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PLEASE NOTE:

1. All grant applications must be TYPED.

2. On the cover sheet, please list the names of the project team chairperson and team members.

3. Grants will be made for the current school year. The proposed grant project must be initiated during this school year and purchases from grant monies must be made during this school year.

4. No application will be considered if the name of the principal, the name of team members, or the name of the school appears in the application.

5. Grants will only be awarded for a project that is not the Ada School System's responsibility to support.

6. School Site Grant proposal will be considered up to a maximum of $5,000.00.

7. If a proposal is approved, expenditures will be handled in accordance with district purchasing policies. At the conclusion of the project, the principal and team will submit a brief final report to the Ada City School Foundation.

OWNERSHIP: All supplies, equipment, and materials purchased with grant monies become the property of the Ada School System when the grant recipient terminates employment with Ada Public Schools.

SUBMIT PROPOSAL TO: **School Principal**

APPLICATION DEADLINE: _September 5, 2023_

Ayleene McKeel School Site Grant Application Form

Please submit this application typed.

Please read carefully…

To ensure anonymity during the selection process, your name and school's name can appear **_only_** on this cover sheet. School's name and principal's name cannot appear anywhere in the grant application. **Application deadline is September 6, 2022**

Principal's Name _____

School Name _____ Today's Date _____

Number of Students in Building _____ School Phone Number _____

Project Title _____

Funds Requested _____

Signature of Principal _____

Project Team Chairperson _____

Signature _____ Today's Date _____

Team Members Name

Name _____

Signature _____ Today's Date _____

Name _____

Signature _____ Today's Date _____

Name _____

Signature _____ Today's Date _____

Ayleene McKeel School Site Grant Application Form

Please submit this application typed. ***Do not identify your school, name or any of your team members anywhere in this application!***

Project Title _____

Funds Requested _____

Provide a brief summary of the proposed project.

What need or problem does this project address? Be specific.

What are your goals? Be specific.

What is your plan of action for establishing and operating the project? (Include your time schedule.) Be specific.

Whom and how many people will be affected by this project?

What will happen to the project at the conclusion of this grant?

How will you determine if the project is successful? Be specific.

Detail the budget request below. Include information such as kinds of materials and equipment needed, sources of supplies, and costs. Include shipping and handling costs when appropriate. ***Be specific.***

Item	Supplier	Budget Amount

TOTAL BUDGET REQUEST: _____