Guidelines for the AEF Impact Grant

The Impact Grant awards up to $5000. It is solely intended to fund larger projects that address systemic change and/or a district initiative that **creates meaningful impact** throughout the district, school, grade level, or department.

This award is given to a team of staff members who will work together to implement the project. The grant may be divided among several innovative ideas and may be fully or partially funded at the decision of the Impact Grant Committee.

Below is an outline of the application that you will be required to complete:

1. Project Overview
The project name should be concise and descriptive of the project. It should not simply be a "sound bite" with little substance. "Using Dr. Seuss Books to Assist the Developing Reader" is better than "Dr. Seuss comes to Anderson Community Schools."

2. Project Leader and Participants
Include names of ALL individuals, title(s), and school(s) involved. For projects involving more than one staff member, designate one project leader. The project leader will be responsible for implementing the project and will be the primary contact person for AEF.

3. Project Details

The project description should be broken down into seven distinct elements to allow for clarity in review:

- **Statement of need/benefit**. Please describe or answer "What problem will this project address and who will benefit from the project?"
- **Project start and end dates.** Approximate dates are OK.
- **Objective(s)**. Please articulate the objectives of your project given the defined statement of need.
- **Plan for implementation** Provide details of how the project will be implemented. Demonstrate how engaging, creative, or new pathways to learning will be included within the proposed program. Include a general timeline for the project.
- **Student Participation.** Include which students, and how many, will be served. One of the criteria for grant review is the scope and breadth of a project; thus it is important to be able to assess student participation accurately.
- **Primary Curricular Area**. Please indicate the PRIMARY area of curriculum that this grant proposal will benefit.

- **Project evaluation.** Please provide detail on how outcomes will be measured. Include details of the criteria, procedures, and data that would provide evidence of success for the project.
- **Technology Approval**. If your grant has strong needs for implementation by the ACS technology department, please discuss your grant with them prior to applying.

4. Itemized Budget
The maximum amount of funding that can be requested in support of the grant is $5,000. Provide an itemized list of expenses on the form provided. Please be clear when outlining what is to be funded by AEF and what items are to be funded by the district (and/or other sources). Be sure that the need for budgeted items is explicitly evident in the project description required above.

AEF will consider providing funds for the following:

- Classroom materials and projects that are not provided within the school district's budget
- Tools/equipment that are not provided within the school district's budget
- Special programming: visiting artists, assembly programs, and field trips, especially if longer-term impact is anticipated
- Shipping & handling and installation costs
- Professional development in support of proposed projects to ensure the project's successful implementation
- Professional development that will enhance classroom instruction

AEF does not fund the following:

- Tools/equipment that should be provided for in the school budget, standard classroom supplies, or maintenance and facilities costs
- Refreshments, unless they are central to the project
- Travel expenses for district employees
- Salaries or stipends for district employees

Process for evaluating Applications

1. At the conclusion of the application process the AEF Grant Review Committee meets to review and evaluate each grant, based on the following criteria:

- **Presentation of Grant Application**- The application is professional, grammatically correct, follows format requirements, cites sources where appropriate, and includes pictures/visual aids when warranted.

- **Innovation** - Engaging, creative, or new pathways to learning are well documented and contained within the proposed program.

- **Need/Benefit** - Application identifies a need in the served population through documentation and research; application further ties program objectives to the need and how the need is addressed.

- **Scope** - Number of students and/or staff that will be impacted by the proposed grant.

- **Length of Benefit** – Will the proposed project have a long term impact on student education or will it be a one-off experience?

- **Proposed Budget** - Budget is detailed in application and is realistic considering the audience size and stated objectives. Budget should demonstrate effort at managing costs.

2. The Grant Committee makes recommendation for funding and presents to the full AEF Board of Directors.

3. The Board votes on the proposed funding recommendation of the Grant Review Committee.

Terms of Agreement:

- As with many organizations, AEF is bound to secure adequate funding to achieve its mission. As a result, the AEF engages in promotional activities and may solicit external funding for suitable grants. To this end, AEF requires that all grant writers understand that their grants may be repurposed for outside funding requests.

- Every funded grant must include submission of a final outcomes report.