2016-2017 IMPACT GRANT APPLICATION GUIDELINES
Submission Deadline Sept. 2, 2016

The Ogden School Foundation's grant structure has changed, please review this application and instructions carefully. Incomplete applications, or those not following the included instructions, will not be considered.

The Ogden School Foundation (OSF) and its donors are seeking to fund projects that include clearly defined and measurable objectives that align with the Common Core State Standards or Utah Core Curriculum Standards. Projects that utilize creative learning opportunities and encourage achievement across various levels of mastery and amongst diverse learning styles, are given preference.

Impact Grant applicants may apply for, and are eligible to receive, up to $1,000 in funding. The following application will guide you through a detailed budget. Please ensure that each budget line item has a corresponding cost and that the total cost of the project is calculated, including shipping if necessary. Only those applications providing a correctly calculated budget will be considered.

A Post Project Report must be submitted at the conclusion of the project and no later than April 1, 2017.

Applicants may apply for both an Impact Grant and a Mini Grant, though it is not guaranteed that both will be awarded.

Requirements for Impact Grant Applications:

1. Applicants must be employed by Ogden School District (OSD) and be directly involved in educating our district's students or be involved in a support services capacity. This includes principals, teachers, instructional coaches, counselors, and district specialists.

2. Your application must be submitted by emailing it to ogdenschoolfoundation@ogdensd.org no later than 11:59pm September 2, 2016.

3. Applications are already in a PDF format with form fillable fields to allow applicants to complete the application electronically. For best results use Adobe Reader.
   a. Open and download the PDF application and save a copy locally on your computer. Fill out the application form that is saved on your computer, not the PDF attachment.
   b. Save the PDF using the following name format: *School.Teacher'sName.GrantType* (i.e. Polk.JanSmith.Innovative).
   c. When you save be sure to save the grant application in a handy location, like your desktop or a specific, easy-to-find file.
   d. As you add text in the form fields to answer the questions on the application, be certain to "Save" periodically so you do not lose your work.

Please retain a copy of your Impact Grant Application for reference.

     e.   Since the document is saved on your computer and you are remembering to save periodically, you can work on it over a period of time.

     f.   When your application is complete, attach your PDF document (named in the correct name format as specified in step b) to an email and send it to ogdenschoolfoundation@ogdensd.org with the email subject line matching the name of your attached PDF (i.e. Polk.JanSmith.Innovative)

4.   Any awarded funds must be used by March 1, 2017. Any unused funds must be returned to OSF.

5.   Post Project Reports, detailing the results of the funded project, must be submitted to OSF no later than April 1, 2017. Recipients who do not submit a Post Project Report will not be eligible for any OSF grants the following year.

6.   Group applications will be accepted.
     a.   If an application is a group collaboration, please mark the "Group Application" check box at the top of the application form.
     b.   Each involved applicant must print and sign their name on the application.
     c.   An applicant may only submit one impact application regardless of whether it's a group or individual application.
     d.   Group applications may be submitted for up to the total amount of funding available multiplied by the number of applicants (i.e. four applicants may apply for up to $4,000 in total funding).
     e.   If the applicants span multiple grade levels, the specific project objectives, evaluation and assessment for each grade must be defined.

7.   Any materials purchased using OSF funds must remain at the school and become part of the school's inventory.

8.   Vendor requirements.
     a.   Two vendors are necessary for each purchase. If a product is only available through a sole source, please indicate that on the application.
     b.   Must adhere to Ogden School District purchasing policy.

9.   Grants are to be used to fund projects that cannot be provided for with school and district budgets; however, grant monies cannot be used to fund teacher training or travel, t-shirts, food, parties, prizes or athletics.

10. OSF liaisons may contact you should there be any questions regarding your grant application. Please supply your email address, classroom phone number and cell phone number. If questions exist, the application will have a much better chance of being funded if they can be answered.

11. Applications that fail to provide all of the required information will not be considered.

Applicants should direct any questions to Renae Woods at the Ogden School Foundation, woodsr@ogdensd.org or ext. 7307.

Please retain a copy of your Impact Grant Application for reference.

OGDEN ★ SCHOOL FOUNDATION

Impact Grant Application
Submission Deadline: September 2, 2016

Project Title_____

School _____ **Project Team Lead Classroom Phone #** _____

Is this a group application?   Yes   No
(If this is a group application, please designate a Grant Project Team Lead and list that individual first in the table below.)

Applicant's Name	Grade Level/Subject	Cell Phone Number	Email Address

*If more than five applicants are participating in this grant application, please provide a separate page with the above information listed for each additional applicant.

How many students will be directly impacted through this grant? _____

Total Grant Money Being Requested **$** [   ]   **Would partial funding be helpful?**   Yes   No

We the undersigned certify that we are knowingly participating in this grant application and have read the grant instructions carefully. We also understand that if we are awarded our grant request, any funds not used by March 1, 2017 will be returned to OSF. For accountability to donors, we also understand that we are responsible for submitting a Post Project Report by April 1, 2017. Each applicant needs to type his/her initials and date below indicating that he/she is aware of these requirements (a wet signature is not necessary).

Initials	Date Signed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please retain a copy of your Impact Grant Application for reference.

Impact Grant Application Short Answer Section

Please provide complete, well-thought-out responses to each question listed below. Any incomplete applications will not be considered.

Description of Proposed Project: Explain what you intend to do with the grant funds. Detail the scope and sequence of your project. Explain how this project meets the needs of your specific students (i.e. varied levels of mastery, diverse learning styles, group-specific strategies, etc.)

Core Curriculum Objectives: With what specific Utah Core Curriculum or Common Core State Standard does this project align?

Evaluation/Assessment Strategy: Describe how you will know if the project's objectives have been met. For example think about the following: What specific pre and post assessment methods will you use? What level of mastery are you requiring? or How does your chosen assessment method meet the needs of diverse learners (i.e. kinesthetic, auditory or visual)?

Please retain a copy of your Impact Grant Application for reference.

Items to be Purchased with Grant Funds

Please list the **specific items** you are proposing to purchase with grant funding.

Note: If you wish to purchase books with grant funds list the title(s) of the books, unless there is an assortment of titles within a pack. In that case you do not need to list every title within the pack, just list the pack name i.e. *Scholastic Knowledge Quest! Read-Aloud Collection: Life Cycles*.

Item	Vendor #1	Vendor #1 Price	Vendor #2	Vendor #2 Price	Quantity Needed	Best Price	Total Price
				Shipping Cost (if applicable)			
				TOTAL GRANT BUDGET			

*If more space is needed to list items to be purchased with grant funds, please continue on the next page.

Please retain a copy of your Impact Grant Application for reference.

Items to be Purchased with Grant Funds *continued*

Item	Vendor #1	Vendor #1 Price	Vendor #2	Vendor #2 Price	Quantity Needed	Best Price	Total Price
				SUBTOTAL (from prior page)			
				Shipping Cost (if applicable)			
				TOTAL GRANT BUDGET			

Please retain a copy of your Impact Grant Application for reference.