



## 2017-2018 SCHOOL PRIORITY GRANT APPLICATION GUIDELINES

### Submission Deadline Sept. 1, 2017 at 11:59pm

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 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.

School Priority Grant applicants may apply for, and are eligible to receive, up to \$4,000 in funding for elementary schools and \$6,000 for secondary schools. 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, 2018 at 11:59pm. We encourage grant recipients to include photos of their grant projects so our donors can see their dollars in action.

Requirements for School Priority 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 your application, in its PDF format to [ogdenschoolfoundation@ogdensd.org](mailto:ogdenschoolfoundation@ogdensd.org) no later than 11:59pm September 1, 2017. **Hard copies of applications will not be accepted.**
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.SchoolPriority).
  - 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.
  - 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](mailto:ogdenschoolfoundation@ogdensd.org) with the email subject line matching the name of your attached PDF (i.e. Polk.JanSmith.SchoolPriority)
4. Matching funds are encouraged for School Priority Grants. Please indicate the source of any matching funds on the application. Sources for matching funds can be from school sponsored fundraisers, proceeds from vending machines, private or business donors, interest earned on your school's endowment, etc.

*Please retain a copy of your School Priority Grant Application for reference.*

5. Any awarded funds must be used by April 1, 2018. Any unused funds must be returned to OSF.
6. Post Project Reports, detailing the results of the funded project, must be submitted to OSF no later than 11:59pm on April 1, 2018. Recipients who do not submit a Post Project Report will not be eligible for a School Priority Grant the following year. A representative from your school may be asked to report on the outcome of your project to the Foundation Board.
7. Each school may submit only one School Priority Grant request for consideration for the 2017-2018 school year. Keep in mind that each school may not be awarded a grant every year.
8. Any materials purchased using OSF funds must remain at the school and become part of the school's inventory.
9. 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.
  - c. Any technology items must be approved by the District's IT Department.
  - d. If you are submitting a grant application for Chromebooks, they must be purchased through the District's preferred vendor. For budgeting purposes the following are the District-supported Chromebook models and prices from the preferred vendor. *Note that the specs and pricing below are based on May 2017 information. Please confirm updated information with District IT before submitting your grant.*

Item	Price
HP Chromebook 14 G4 + Google Chrome Academic License	\$261.42 each
HP Chromebook 11 G5 + Google Chrome Academic License	\$214.87 each
Chromebook charging storage cart for 36 tablets	\$1,491.04 each

10. 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 the following:
  - a. Playground equipment as it does not directly impact instruction and students' performance in the core curriculum.
  - b. Scholarships as only a limited number of students would be impacted.
  - c. Teacher training or travel, food, parties, prizes, or athletics.
  - d. Salaries, capital improvements, building construction or indirect costs.
  - e. It is permissible to use grant monies towards stipends, contracts or honorariums to bring in an expert instructor for the students (i.e. director for a play, artist for a workshop).
11. OSF liaisons may contact you should there be any questions regarding your grant application. Please supply your email address, school 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.
12. Applications that fail to provide all of the required information will not be considered.

Applicants should direct any questions to Leslie Parslow at the Ogden School Foundation, [parslowl@ogdensd.org](mailto:parslowl@ogdensd.org) or ext. 7306.

*Please retain a copy of your School Priority Grant Application for reference.*



**School Priority Grant Application**

Submission Deadline: September 1, 2017 at 11:59pm

**Project Title** \_\_\_\_\_

**School** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Principal's Name** \_\_\_\_\_

**Principal's Email** \_\_\_\_\_

**Contact Person's Name** (if other than principal) \_\_\_\_\_

**Contact Person's Title** \_\_\_\_\_

**Contact Person's Email** \_\_\_\_\_

**How many students will be directly impacted through this grant?** \_\_\_\_\_

**Total Grant Money Being Requested** \$

**Would partial funding be helpful?** Yes No

*I certify that I am knowingly participating in this grant application and have read the grant guidelines carefully. I/We also understand that if I am/we are awarded our grant request, any funds not used by April 1, 2018 will be returned to OSF. For accountability to donors, I also understand that I am/we are responsible for submitting a Post Project Report no later than April 1, 2018 at 11:59pm. In the event that a Post Project Report is not submitted on time, our school will not be eligible to apply for a School Priority Grant next year. The principal and contact person (if someone other than the principal is applying for the grant) needs to type his/her name and date below indicating that he/she is aware of these requirements.*

\_\_\_\_\_  
Principal's Signature                      Date

\_\_\_\_\_  
Contact Person's Signature                      Date

**School Priority 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. What circumstance or need was the catalyst for this project?



**School Priority Grant Application Short Answer Section *continued***

**School Plan Alignment:** As a foundation, we are seeking to fund projects that are well-planned with clear objectives in alignment with your school plan. Please explain how your proposed project aligns with your school plan.

**Community Partners:** Please identify any school or community partners (i.e. PTSA, Rotary, Lion’s Club, Ogden-area business) or private donors who have committed any funds or in-kind donations to the project.

**Sustainability:** If funded, are there opportunities available to continue the program/project in the future?



**Items to be Purchased with Grant Funds**

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

- 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*.
- I would like to purchase books with grant funds. I would prefer to include screen captures of my shopping carts from the two vendors as attachments when I submit my application instead of completing the table below. *(Please list the total amount you are requesting in the TOTAL GRANT BUDGET line at the bottom of the page.)*

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

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



**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
<b>SUBTOTAL (from prior page)</b>							
Shipping Cost (if applicable)							
<b>TOTAL GRANT BUDGET</b>							