



Urbandale Education Foundation Making A Difference Grant Application: 2018

The *UEF Making A Difference Grant* is intended to provide educators the opportunity to receive funds from the [Urbandale Education Foundation](#) to assist you in a project to “bring learning to life” in the classroom. Historically, funding for grants has ranged between \$100 and \$1,500 per grant. Please review the grant criteria on page three, complete the following information, and submit your application by **September 21, 2018**; grants will be awarded in October 2018.

School:

Project Name:

Educator Contact Information

First and Last Name:

Phone number:

Email:

Grade/Class:

Project Details:

Project Description:



Total Amount Requested & Itemized Budget*:

*Purchase Orders must be submitted by April 1st and P-card expenses must be submitted by May 10th. All grant funds must be used during the school year they are awarded, with a final reconciliation date of May 10. Unused grant funds will be returned to the UEF in order to 'pay it forward' and support educator grants for the following school year.

Project Schedule:

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How will receiving this grant "bring learning to life" in your classroom?

If my application is approved, I agree to provide a summary of results and/or outcome at the conclusion of my project/initiative by June 15, 2019 (please place "X" in box). (Note: Your summary should be brief—either a one-page written summary or quick video summary).

School Administrator Approval (please sign or indicate approval via email):

Please email completed application by **September 21, 2018** to:

Karli Crooks: keithahnk@urbandaleschools.com
and
Dena Soenke: soenked@urbandaleschools.com



Criteria For Applying & Awarding UEF Making A Difference Grants

- Grants are awarded for projects and initiatives not supported within existing school or PTO budgets.
- Before applying for a grant, please be sure to confirm your school building budget and/or PTO is not able to fund your project/initiative. If they are, please go through those resources first.
- Application forms will be made available in May of each school year and must be returned by the stated deadline.
- The application is a fillable PDF. Once you complete the application, please have your direct administrator sign-off on your application or s/he can email approval.
- The application submission deadline is **September 21, 2018**.
- Factors to be considered in reviewing the grants include:
 - Level of school need
 - Availability of funds and applications submitted
 - Impact on students in “bringing learning to life”
 - Overall design and feasibility of the proposal
- Grants will not be awarded to educators for personal training or continuing education.
- Grant requests may be fully funded, partially funded or not funded at all.
- Following review by the Foundation, the grants will be awarded in October. Any deadlines for the applicant in utilizing the funds should be noted on the application.
- Projects or initiatives must be completed by the end of the school year in which the grant is awarded.
- **Purchase Orders must be submitted by April 1st and P-card expenses must be submitted by May 10th. All grant funds must be used during the school year they are awarded, with a final reconciliation date of May 10th of the school year the grant is awarded. Thereafter, any unused grant funds will be returned to the Foundation in order to ‘pay it forward’ and support educator grants for the following school year.**
- Although the UEF considers all grant applications, if an applicant has previously been awarded a grant for two consecutive school years for the same or similar project/initiative, the Board may elect to fund other deserving projects/initiatives.
- Historically, funding for grants has ranged between \$100 and \$1,500 per grant. Future grant awards are dependent on grant applications and available funds.
- The UEF Board requests that grant recipients provide a brief summary of results/outcomes of the project (i.e. a one-page summary works great). This will help the Board with future planning and fund distribution as well as provide an update to donors as to how their contribution is helping to support Urbandale Schools.