



## FALL GRANT PROCEDURES AND GUIDELINES

The Tahoe Truckee Excellence in Education Foundation enhances public education within the Tahoe Truckee Unified School District to strengthen the learning experience for students.

### **The following are the procedures for the Fall Grant Cycle:**

- Grants are accepted in October.
- Grants are submitted by staff and parents (parents must have a staff member as a co-writer of the grant) of the TTUSD.
- All grants are to be signed by the administrator of the site.
- Site Councils review and prioritize the grants at their site.
- Grants are reviewed by board members in the Allocations and Site Liaison Committees.
- Grants are awarded on an individual basis regardless of totals at each site, grade level and academic area or frequency of grants submitted at a particular site.
- The entire Excellence in Education Board votes to approve grants recommended by the above committees.

### **The following are the basic guidelines used when evaluating grants:**

- Degree of curriculum enhancement in an area of demonstrated need.
- Degree the project/program directly engages students.
- Longevity of the project/program without requirement of additional funds.
- Number of youth directly/indirectly involved.
- Alignment with district wide goals and curriculum.
- Degree to which the project/program is able to measure its success through either objective or subjective means.
- The Foundation will consider funding consumable items up to \$500 that are tied to curriculum (i.e. Foss Kits, art supplies, magazine subscriptions).
- The Foundation will offer matching funds for online subscriptions that are tied to curriculum.

### **We generally do not fund the following:**

- Extracurricular activities
- Items or programs normally supplied by the school district
- Field trips
- Scholarships
- Salaries, stipends or payments for services
- Reimbursed items
- Grants previously funded 3 times
- Grants not ranked by the school site or site council
- Travel Expenses
- Teacher Training is granted in separate grant cycles
- The Foundation currently is **not funding** computers, printers, projectors/digital presenters, interactive whiteboards, DVD players or licensing fees. We will consider enhancements in technology, as well as individual software, as long as the item will operate with the current hardware at the site. *We are working with the Technology Committee to address technology funding in the district.*

**Once grants are awarded the funds are sent to the TTUSD Office to be disbursed. Grant recipients have one year to spend the money. Requests for time extensions must be submitted in writing to the Excellence in Education Allocations Chair for approval. Should a grant not happen or the money is not fully spent, the funds are returned to Excellence in Education to be used for future grants. All grants become the property of TTUSD and the awarded site. Should a grant recipient leave a site or transfer to another site, the grant remains at the original, awarded site.**

