

2022 Spring 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 Grant Cycle:

- Grants are accepted until **Monday, April 4, 2022** through www.ExinEd.org
- Grants are submitted by staff and parents (parents must have a staff member as a co-writer) of the TTUSD.
- Applicants must review and adhere to Grant Check List.
- Without exception, all grants are to be signed by the administrator of the school site.
- Site Councils review and prioritize the grants to be submitted to their site.
- Grants are reviewed by TTEEF board members from the Allocations and Site Liaison Committees.
- Grants are awarded on an individual basis regardless of grade level and academic area, the frequency of submissions from a particular site or total dollars requested at each 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:

- Overall goal of the project.
- Degree the project/program directly engages students.
- Sustainability of the project/program without the need for long-term funding.
- Scope of impact created by the project/program.
- Emphasis on common core standards and district-wide initiatives.
- Degree to which the project/program is able to measure its success through objective or subjective means.
- The Foundation will consider funding consumable items that are tied to curriculum (i.e. Foss Kits, art supplies, magazine subscriptions) with a maximum of **\$500 per class allowed**.
- We do not fund individual requests for **classroom sets** of hardware such as iPads or laptops. Hardware supporting or accompanying a specific program or software request will be considered.
- Software licenses and programs are **generally** not funded for more than three years.
- **E-Learning grant requests** must be in alignment with district technology vision and common core goals. These requests will be reviewed by the District Technology Committee for input.
- We acknowledge that some grant requests fall into a "gray area." Please contact your site liaison or the Foundation directly to ask clarifying questions.
- If awarded, grantees are required to report the success/challenges of the grant through a simple evaluation. Additionally, we request that you share photos of your grant(s) in use with the Foundation.

We generally do not fund the following:

- Basic classroom furniture (desks and chairs)
- Extracurricular activities
- Field trips
- Individual Student Scholarships
- Salaries, stipends or payment for services
- Reimbursed items
- Grants not ranked by the school site or site council
- Travel expenses
- Playground structures

Once grants are awarded they will be sent to the TTUSD office for disbursement. Grant recipients have until the end of TTUSD's fiscal year to spend the funds. Requests for time extensions must be submitted in writing to the Excellence in Education for approval. Should a grant not be utilized or the funds 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 originally awarded site.