



GRANTS TO EDUCATORS INSTRUCTIONS

PURPOSE:

The Alamo Heights School Foundation will award grants to educators, totaling up to \$50,000, for use during the academic year. These grants are to encourage and enable teachers to create educational projects in one or more of the following focus areas of the AHISD Strategic Plan:

- Engaging, Personally Challenging, and Relevant Learning (Strategy #1),
- Close the Achievement Gap (Strategy #3),
- High-Performing Faculty and Staff (Strategy #5),
- Equitable Access to Academic Activities (Strategy #6).

ELIGIBILITY:

Any member of AHISD faculty or administration may apply. Schools are not limited by number of applications submitted or received. Applications may be from an individual or group.

GUIDELINES:

Fill out the application and budget worksheet. Please be clear and concise.

Any one project may receive a grant of **up to \$10,000** annually. A project may be funded for up to three years, however, applications must be re-submitted annually. Each year the size and number of awards will be determined by the funds available. Grant applications may be funded in full or in part. Grant recipients may only use grant awards for the purposes specified in the approved grant application.

The Foundation does not fund: 1) field trips, 2) travel expenses or meals for conferences, 3) time spent for planning or project preparation, 4) time spent with children as part of regular work/classroom expectations.

All applications must be reviewed and signed by the campus principal.

Awarded funds must be used by December 15, 2012.

All grant recipients must submit either an interim or final report with evaluation and financial information to the Foundation office no later than June 30, 2011. Reports should evaluate results as measured in relation to stated goals and objectives and actual outcomes and must include financial information and documentation of expenditures. Anyone not submitting either an interim or final evaluation report by the due date will not be eligible to receive a Foundation grant the following year.

APPLICATION SUBMISSION:

Completed application packets and any attachments must be received by **September 30, 2011 at 4 p.m.**

Applications can be e-mailed to Sandra Velarde svelarde@ahisd.net **OR** mailed directly to Alamo Heights School Foundation, 7101 Broadway, San Antonio, TX 78209

Submit the original application packet **with a single staple; please do not use folders or binding**. Please send only **one copy, single-sided**. Please include the coversheet with signatures (scanned copies are acceptable if submitting electronically). Proposals should be typed (12 pt) and no more than 10 pages in length, including attachments.

For application assistance, please call Beth Myers, Executive Director, 210-832-5957.

AWARD PROCESS:

There will be a blind review of applications by a selection committee designated by the Alamo Heights School Foundation Board. AHISD administrative representatives will be appointed by the Foundation Board to serve as non-voting member of the selection committee.

Recommended grant awards will be presented to the Alamo Heights School Foundation board of directors for review and final approval.

Recipients of grants shall be notified no later than November 30, 2011, and funding shall be available after December 1.

RECOGNITION:

All materials related to the grant should be publicized in the following manner – *Supported by the Alamo Heights School Foundation.*

All grant recipients are encouraged to attend the Foundation's Major Donor Reception in the spring where Foundation grant recipients will be recognized.