



# Farmington/Farmington Hills Education Foundation Grant Allocation Policy

*Adopted: November 28, 2012,*

*Revised: November 2015*

## **I. Purpose of Grant Allocation Policy**

- A. Grant allocations awarded by the Farmington/Farmington Hills Education Foundation (FFHEF/Foundation) are established in keeping with the Foundation's Articles of Incorporation and Bylaws.
- B. The Foundation, in an effort to support Farmington Public Schools educational initiatives, establishes this Grant Allocation Policy. The FFHEF reserves the right to decline all or any part of a grant request that does not serve, in its opinion, to constructively further its mission.
- C. The Board of Trustees reserves the right to review and update this policy at any time. In addition, the Board may grant exceptions to the policy as approved by a vote of the Board.

## **II. Overview of Grant Program**

- A. The Foundation Grant Program will be the responsibility of the Grant Allocation Committee. Committee members must include at least one (1) community member and two (2) educators who do not currently serve on the Board of Trustees.
- B. The Foundation will offer three (3) types of grants: Mini Grants (up to \$750), Collaborative Grants (up to \$1,500) and Major Project Grants (up to \$5,000). Grant applications for Mini Grants and Collaborative Grants will be reviewed once a year. Major Project Grant requests from the District will be reviewed in conjunction with submitted applications. The number of grants awarded will be dependent upon the number of applications received, district initiatives and available funds.
- C. Grant applications will be screened and reviewed by the Grant Allocations Committee. Award recommendations will be brought forth from the Committee to the Board of Trustees for final approval.
- D. Grants may be used only for the purpose intended and the project/program must be implemented during the school year in which the grant was awarded.
- E. All materials and equipment funded by the Foundation through the grant program become the property of Farmington Public Schools.
- F. Grant recipients must be willing to attend the Foundation's annual recognition event.

## **III. Types of Grant**

- A. Mini Grants
  - 1) Mini Grants of up to \$750 will be awarded to Farmington Public Schools' staff members and affiliated organizations (PTAs, PTSAs, Booster Clubs, school chapters, etc.). The purpose of a Mini Grant is to fund, in whole or in part, an individual classroom or organizational initiative.
  - 2) Grant seekers must complete and submit the Mini Grant Application in accordance with the annual grant allocation schedule.
  - 3) Grant recipients must submit a final report for the Board of Trustees documenting the use of the funds and outcomes of the project.
- B. Collaboration Grants



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- 1) Collaboration Grants of up to \$1,500 will be awarded to Farmington Public Schools' professional teams, buildings or departments. The purpose of a Collaboration Grant is to fund, in whole or in part, an innovative program that enhances student learning.
- 2) Grant seekers must complete and submit the Collaboration Grant Application in accordance with the annual grant allocation schedule.
- 3) Grant recipients must submit a final report for the Board of Trustees documenting the use of the funds and outcomes of the project.

### C. Major Project Grants

- 1) Major Project Grants of up to \$5,000 will be made to Farmington Public Schools. The purpose of a Major Project Grant is to address immediate needs which impact student learning across the District. Purchases may include instructional material, educational technology equipment, supplies and software.
- 2) Major Project Grant requests will be submitted to the Grant Allocation Committee by the Central Office staff of Farmington Public Schools. The committee will perform the initial review. Final approval will be made by the Board of Trustees at the next regularly scheduled meeting.
- 3) Farmington Public Schools administration will submit a summary report outlining the outcome of the project.

## IV. General Guidelines of Awarding Grants

- A. Projects must support at least one of the Foundation's investment areas: Technology, Scholastic Achievement, The Arts and Extracurricular Enrichment.
- B. Projects should directly involve students as fully as possible. For example, a film developed for classroom use ideally should be written and produced by students.
- C. Grants can be used to compensate experts who work with students, but not to pay Farmington Public Schools' employees.
- D. Funds can be used to purchase equipment or to provide field trip transportation, but not as the sole reason for the application. Equipment and trips should be just one component of an initiative seeking grant funding.
- E. Proposals that incorporate matching funds or community resources will be looked upon favorably. For example, PTAs or school clubs might contribute matching funds, or community organizations could donate needed equipment, services or free admission to events.

## V. Management of Grant Policy

The FFHEF Grant Allocation Committee, or the committee's designee, shall manage these policies, oversee the recordkeeping and present regular reports to the Board of Trustees and publish appropriate marketing materials.