



## Grant Application Checklist

**\*\*\*This checklist must be completed and submitted with your grant proposal.\*\*\***

- I have read the Technology Notice and Letter to Applicants on the AEF website. (<http://appletoneducationfoundation.org/grants/>)
- I have read and reviewed all of the eligibility requirements and guidelines for the fund(s) for which I am applying. (<http://appletoneducationfoundation.org/grants/available-grants/>)
- I have read and reviewed the Frequently Asked Questions page on the AEF website. (<http://appletoneducationfoundation.org/grants/grant-faq/>)
- I have shared this grant proposal with my building principal and/or supervisor and have his/her support. He/She has confirmed that there is no other Appleton Area School District funding available for this project/program.
- I understand that if my proposal is approved, a final grant report is due to the AEF office one year from the grant application deadline. (Final report form will be sent to successful applicants.)
- I understand that to be considered, my grant proposal must be submitted to the AEF by email ([grants@appletoneducationfoundation.org](mailto:grants@appletoneducationfoundation.org)) or be dropped off in person.

Applicant Signature \_\_\_\_\_

*(Your typed name will be considered valid.)*



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## Grant Application Cover Sheet

Please check type of grant for which you are applying (check all boxes that apply, AEF reserves the right to move applications to a different category and/or share with other potential funders):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> "Choose Your Focus"           | <input type="checkbox"/> Melzer Fund        | <input type="checkbox"/> Pitt Fund        |
| <input type="checkbox"/> Co-Curricular Edu. & Training | <input type="checkbox"/> Moe Fund           | <input type="checkbox"/> Stoner Fund      |
| <input type="checkbox"/> Professional Dev.             | <input type="checkbox"/> Mielke Fund        | <input type="checkbox"/> Scheuerman Fund* |
| <input type="checkbox"/> Kort Fund                     | <input type="checkbox"/> Mile of Music Fund | <input type="checkbox"/> Thatcher Fund    |

Amount Requested: \$ \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_

*This number should match expenses/revenue on next page*

Project Title: \_\_\_\_\_

School(s) to benefit (or district wide): \_\_\_\_\_

District Staff Person Submitting Request: \_\_\_\_\_

\*Year you began teaching in AASD: \_\_\_\_\_ (*Scheuerman Fund applicants only*)

Email: \_\_\_\_\_ School Phone: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Subject or Grade: \_\_\_\_\_

Building Principal/Supervisor: \_\_\_\_\_

Population (grade(s) and number of students) to be Served by Project: \_\_\_\_\_

Duration of Project: From \_\_\_\_\_ To \_\_\_\_\_

### For AEF Office Use Only

Grants Committee/Board Meeting Dates: \_\_\_\_\_ Total Approved: \_\_\_\_\_

Grant Number: \_\_\_\_\_ Pay Grant From: \_\_\_\_\_ Final Report Due: \_\_\_\_\_



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## Grant Proposal Budget

Detail your budget request using the format below. The AEF generally does not fund transportation costs, except for delivery of materials. Refer to descriptions of specific grant programs for expense guidelines.

If additional space is needed, attach your budget to your application.

### **Expenses**

<b>Materials/Equipment/Services</b>	<b>Qty.</b>	<b>Supplier</b>	<b>Amount</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL** \_\_\_\_\_\*

*\*Note: this amount should match your Total Project Budget on the cover sheet and Revenue below.*

### **Sources of Revenue** (If AEF is not the only source of revenue for this project, please list other sources.)

<b>Source</b>	<b>Amount</b>	<b>Pending/Approved</b> <i>(current status of funds)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL** \_\_\_\_\_\*

*\*Note: this amount should match your Total Project Budget on the cover sheet and Expenses above.*



## Grant Proposal Outline

This portion of the application should be completed in a separate Word document.

For Professional Development grant applicants, follow Outline A.

### Outline A

- A. Briefly summarize the development opportunity and needs of educators that the proposed speaker/trainer would address.
- B. Establish credibility of the proposed speaker/trainer, including a brief bio if available.
- C. Describe how this opportunity enhances school, department, or district goals.
- D. Detail how you will determine success of this learning opportunity. How many staff members will benefit? What is the eventual benefit for AASD students?

For all other grant applicants, follow Outline B.

### Outline B

1. Project Summary (Do not exceed one paragraph)  
Briefly summarize the proposed project. Identify the need to be addressed, the project's objectives, and the proposed strategy for achieving them.
2. Project Narrative (Do not exceed three pages)
  - a. Describe the special need or problem the proposed project addresses.
  - b. Explain how the proposed project is particularly innovative/unique to the AASD.
  - c. Describe the objectives of the proposed project in measurable terms, the methods used to implement them, and the materials that will be needed. Include a timeline for implementation.
  - d. Identify the number of students in which grades will be affected by this project.
  - e. Detail how you will determine whether your objectives have been achieved and whether your project is successful. What are the potential long-range benefits?

### To submit:

Email [Grants@AppletonEducationFoundation.org](mailto:Grants@AppletonEducationFoundation.org) with the completed form and supporting documents (.doc, .docx, .pdf, .xls, .xlsx accepted). Or, you may drop off the proposal in person at 122 E. College Avenue, Suite 1B, Appleton, WI 54911. Call 920-832-1517 with any questions.