**GUIDELINES**

**AEF BUILDING FUTURES GRANT**

Persons submitting an AEF Building Futures Grant application shall consider the following guidelines carefully:

1. Program/project applications should be based on the funding priorities reflected in the application form and the grant rating sheet criteria. Applications must be consistent with your school’s Campus Improvement Plan, District standards, and to the elements of the subject criteria. Successful grant applications will provide direct benefit to the target students, the more the better, and will focus on measurable student achievement.
2. The Foundation has made the application process a fairly simple one. Therefore, it is necessary to:
	1. Fully complete the application form, providing thorough answers to questions in all categories. The Grant Review Committee considers the thoroughness each categorical portion is answered heavily. If the categorical section is complete, points will be deducted.
	2. It is suggested that you ask a colleague to proof and/or edit your application prior to submittal.
	3. Applications must be as neat and easy to read as possible. A handwritten application will be accepted but a Word copy is strongly encouraged.
	4. Adhere to the March 7, 2016 due date. No late applications will be accepted.
3. Your submitted budget can range from **$250 to $2,400.** DO NOT APPLY FOR MORE THAT $2,400.00. MULITIPLE APPLICANTS does not allow for THE REQUESTED AMOUNT to BE INCREASED ACCORDINGLY. It is best for additional applications to be submitted for any request to exceed $2,400.00, if that is prudent. The Foundation attempts to fund as many grants as possible each year. Therefore, applicants must be cost-effective in the budgetary requests while balancing the anticipated outcomes against the requested funds.
4. An extension/continuation of funds requires a re-application for an extension of a successful project to include current data and any new information.
5. A submittal will be judged heavily on the anticipated direct benefit to students. Project/program grant submittals must directly involve and/or affect student outcomes.
6. Grants may be submitted, in certain instances, for compensation to experts who will

work directly with students.

1. Grants may be submitted for computer software. However, computer hardware will not

be funded. Note the requirement of contacting Stan Fountain or Jeff Roller, of the AISD IT department for compatibility approval prior to application for computer/program applicable requests.

1. Grants submitted for digital cameras, IPads and/or other technological innovations that might be quickly outmoded, incompatible, or require licensing MUST BE APPROVED BY EITHER JEFF ROLLER OR CHUCK HIGLEY OF THE AISD TECHNOLOGY DEPARTMENT. To be considered, student outcomes must be directly affected and relative to TEKS. This type of equipment will not be considered without a well thought out curriculum. Therefore, it must be evident the project/program equipment/software can be effective for several years
2. Since the investigation into the possibilities of other funding is a sign of commitment, the Foundation encourages the attempt at incorporation of funding from other sources. However, it is not required.
3. Interdisciplinary teaming and multiple applicant submittals are encouraged. Because this will be perceived as having a greater impact on the most students, it is cost effective in its percentage of students impacted. But, remember, the total request is still $2,400.00.

However, it is taken into consideration that some application requests are not inconsistent with such an application.

1. Grant submittal for programs/projects/ tools/equipment that can serve in the classroom for multiple years is strongly encouraged.
2. Applications must be for materials, services, and/or projects that are different from,

extend beyond, and/or compliment the present instructional offerings. While innovation is encouraged, an application for a proven program is not discouraged.

1. All applications will be read and considered carefully. Therefore, all grant submissions

must adhere to the criteria indicated to be considered.

1. We will also consider needs, such as emergency grants and applications for special programs or of off campus programs complimenting TEKS.
2. Each year, the committee make-up is different and unique. Each individual’s rating of

the grant submissions is dependent upon your answering each category thoroughly.

 Lack of adequate response to each category will cause committee members to deduct points

 from your total score.

**PLEASE PERUSE THE ABOVE INFORMATION:** It will assist you to complete the grant

application in a most expert manner. It is also suggested that you ask someone to proof,

and critique the finished application prior to submissions.