



SYRACUSE CITY SCHOOL DISTRICT EDUCATIONAL FOUNDATION

725 Harrison Street, Syracuse, NY 13210

(315) 391-0259

Dear Staff:

The mission of the Foundation is to supplement, support, and enrich the student experience to prepare them for a successful future, not to replace the government's responsibility to fund education. Funds granted by the Foundation should not be used to purchase items or fund activities normally funded by the District general fund.

All projects funded by the Foundation must be completed within the dates stipulated. Grant awards will have a **minimum amount of \$1,000 and a maximum of \$5,000**. Please keep in mind that all completed projects, materials purchased, and research findings will become the property of the Syracuse City School District.

The proposed project (including purchases) must complement the District goals and must have a direct connection to at least one of the five focus areas (Improve Literacy, Increase Graduation Rates, Expand Parent Involvement, Enhance Facilities, and Promote Diversity). The Foundation encourages projects that enhance equity and create excellence in the student experience.

Grants will be considered based on the number of schools, classrooms, and students who will be impacted. Priority will be given to requests most likely to result in improved student achievement and success. Foundation grant awards must be for a specific purpose as stated in the application for funding, and must be expended solely as stated in the application. All funds are to benefit the students of the Syracuse City School District.

IMPORTANT: This application can now be used for both the Fall 2008 and Spring 2009 rounds of grants. The deadline to submit applications is as follows:

FALL 2008: Applications must be received no later than FRIDAY, SEPTEMBER 19, 2008

SPRING 2009: Applications must be received no later than FRIDAY, JANUARY 23, 2009

No extensions are offered for any Foundation grant period. Grant applications will be considered for only one grant period. You must reapply to be considered for any future programs or projects. Notification regarding grant awards will be forwarded in writing to the primary contact listed on each grant application. Please note that the Foundation receives far more applications than it can fund, therefore, it is possible that your grant may not be selected even though it meets all of the above criteria.

APPLICATIONS MAY BE COMPLETED ON YOUR COMPUTER!

Please go to www.syracusecityschools.com and click on Educational Foundation Grant Application from the homepage.

When completed, please print out application; **secure the appropriate signatures** and send to SCSD Educational Foundation, 725 Harrison Street, Syracuse, NY 13210.

We thank you for your interest in applying for a grant from the Foundation and look forward to receiving your proposal. If you have any questions, please feel free to contact Jan Quitzau, Foundation Administrator, at 478-9363 or by email at JQuitzeau@twcny.rr.com.

Sincerely,

Handwritten signature of Barry Weiss in black ink.

Barry Weiss
Chair, Board of Directors

Handwritten signature of Daniel G. Lowengard in black ink.

Daniel G. Lowengard
Superintendent

SCSD Educational Foundation - Guidelines for Funded Projects

- ★ • **Applications and proposals must be submitted on the official forms provided or online. Application forms must be completely filled out, typed, and well organized. (additional pages may be attached to application forms)**
 - Proposed projects (including purchases) must complement the District goals.
 - All purchases funded by the Foundation must be within the dates stipulated on the application for funding.
 - Foundation funds must be for the specific purpose as stated in the application for funding, and must be expended solely as stated in the application.
 - Any funds granted by the Foundation should not be used to purchase items or fund activities normally funded by the District general fund (e.g. textbooks, desks, bookcases, displays, building materials, landscaping, gardening supplies, etc.)
- ★ • **Funds will not be granted for equipment or technology without an accompanying program or project detailing how this equipment or technology is an integral part.**
- ★ • **All equipment and technology requests MUST be reviewed by the District's Information Technology department prior to submitting application. Please contact Mary Ellen Killenbec, SCSD Director of Technology at 435-4281 BEFORE submitting application.**
- ★ • **Funds will not be granted for refreshments, food & beverage services, catering, etc.**
 - Grant applications are limited to school district personnel only, and subject to the principal's approval.
 - Any project funded by the Foundation must supplement, support, and enrich the student experience, preparing them for a successful future.
 - All grant awards will have a minimum amount of \$1,000 and a maximum of \$5,000.
 - If unused funds exceed \$25.00, such funds will be paid back to the Syracuse City School District Educational Foundation **within 30 days** of completion of project.
 - If a project has been funded but is not going to be completed, the school must return all grant funds to the Educational Foundation immediately with a written explanation.
 - Project funds are **not transferable or moveable**. If a project cannot be completed, funds cannot be used by the school or project director for any other purpose or at any other school/location other than that stipulated in the original grant application and must be returned in full to the Educational Foundation. If a project director moves to another school, project funds cannot be moved from one school to another.
- ★ • **Projects funded by Educational Foundation grants must be completed within six months of receiving grant. Project directors must contact the Foundation if a project will take longer than six months and provide a detailed explanation as well as the anticipated completion date.** Quarterly reports must be submitted for long-term projects (**for projects over 6 months**).
 - Receipts must be submitted for all expenditures **within 30 days of completion of project**.
- ★ • **Final written reports will be required for all projects and must be submitted to the Educational Foundation within 30 days of completion of project.**
- ★ • **Schools and/or project managers failing to provide the required reports or provide receipts for expenditures of grant funds will be ineligible to receive grant awards in the future.**
 - If grant funds are used to purchase a fixed asset with a value of \$500.00 or more, it is the responsibility of the grant recipient to have the asset inventoried by the BOVA Supply Center. The recipient must call BOVA at 435-4226 to have the asset inventoried, and will receive a bar code label to be affixed to the equipment. The bar code should be identified in your final written report. **For equipment purchased having a value of less than \$500, it is the responsibility of the school receiving the award to properly inventory, secure and maintain any equipment paid for with Foundation funds, and each school will be held responsible by the Foundation for any equipment that is lost or damaged. Periodic inventory reports may be required by the Foundation to ensure that equipment has been properly inventoried and secured.**
 - Grant recipients and respective school principals will be asked to sign an agreement form when accepting their Foundation grant acknowledging that these guidelines, deadlines and requirements will be addressed as stipulated in this application.
 - Grant recipients and their school principals are expected to attend the Educational Foundation's Award Presentation to accept their grant. Presentations are conducted during the Foundation's Board of Directors' meeting. Meeting dates and times will be sent to each school in advance.

3. Please identify project timeline and budget below:

Project: Beginning date ___/___/___ Completion date ___/___/___ Date of implementation ___/___/___

Budget: Please outline proposed project expenditures below.

<u>Activity or Purchase</u>	<u>Date of Purchase</u>	<u>Cost</u>	
_____	_____	_____	<i>Receipts are required for all purchases.</i>
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	<i>Funds must be expended solely as stated in the application</i>
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	<i>Unused funds must be paid back to the Foundation</i>
_____	_____	_____	
_____	_____	_____	

4. Who will be responsible for ensuring that the funded project is completed as proposed?

_____	_____
<i>(Name)</i>	<i>(Title)</i>
_____	_____
<i>(Phone Number)</i>	<i>(Email Address)</i>

NOTE-VERY IMPORTANT: Final reports will be required for all projects and quarterly reports will be required for projects taking longer than 6 months. Schools and/or project managers failing to provide the required reports or provide receipts for expenditures of grant funds will be ineligible to receive grant awards in the future.

Signature of Applicant _____ Date _____

Signature of Principal or Director _____ Date _____

**DEADLINES: FALL 2008 – Applications must be received no later than Friday, September 19, 2008
 SPRING 2009 – Applications must be received no later than Friday, January 23, 2009**

**Completed applications must be mailed or sent via District interoffice mail to:
 Syracuse City School District Educational Foundation
 Superintendent’s Office, c/o Jan Quitzau, 725 Harrison Street, Syracuse, NY 13210**



Syracuse City School District Educational Foundation

GRANT APPLICATION CHECKLIST

To ensure that your application has been properly prepared and contains all information necessary for the Foundation's Grants Committee to review, please make sure that you have addressed these issues: (Please include this checklist with your submitted application)

- Have you filled out the official Foundation Grant form?
*(Attachments or additional pages are acceptable; however, the grant form **must** be filled out and submitted with your grant application.)*
- Is your grant application typed or printed very legibly and is it well organized?
(Illegible or incomplete applications will not be considered by the committee)
- Have you provided a complete description of your project?
(Applications should include how funds will be used, how many students the project will impact, if the project can be applied to multiple classes, repeated for subsequent class years, and how the project ties in with the goals of the Syracuse City School District)
- Does your project budget accurately reflect the anticipated expenses for your project?
(It is recommended that applicants secure official price quotes or provide materials that reflect the actual cost of supplies, equipment, transportation services, etc. General price ranges and cost vague cost estimates are discouraged.)
- Have you researched if funds are available for your project directly through the School District? *(Some applications are received where funding is readily available directly from the district to support the project)*
- Have you discussed your project with your school principal and secured their signature and approval on the application form?
(Unsigned application forms will not be considered by the Foundation)
- If your application includes funds for equipment or technology, have you outlined a detailed program or project in which this equipment or technology plays an integral part? *(Applications for just equipment, supplies, furnishings, tools or technology will not be considered without an accompanying project or program)*
- If your application includes funds for equipment or technology, have you contacted Mary Ellen Killenbec (435-4281) at the SCSD Technology Department to discuss your application and request? Date of contact: _____
- Have you made sure that your application does not include funding requests for refreshments, food & beverage services/supplies or catering services?
(The Foundation does not provide funding for these services)