



Application Cover Page

Grant Name and Title: _____ Requested Funding: \$ _____

Name of Applicant: _____

Mailing Address: _____

Telephone #: _____ E-mail Address: _____

Principal Name: _____ Name of School: _____

Address of School: _____

Mail or email completed application to

P.O. Box 1554, Alamosa, CO, 81101
slv.aefcares@gmail.com

Applications will be reviewed during the AEF regular monthly meetings and you will receive response within one week of application review.

The Alamosa Education Foundation Board meets on the second Wednesday of every month.

Statement of Assurances

1. The recipient assures and certifies compliance with the regulations, policies, and requirements as they relate to the acceptance and use of Alamosa Education Foundation funds for programs included in this application.
2. The recipient assures compliance with the standards.
3. The recipient agrees to carry out the project as proposed in the application.
4. Funds may be used to supplement, not supplant regular educational programming. None of the monies received through Alamosa Education Foundation shall be used to replace funds for existing programs that are responsibility of the school district.
5. Recipient will assure all the involved are adequately insured for liability purposes.
6. The project/program is an entity with in the Alamosa Schools.
7. Equipment purchased through this grant must remain with the school where the grant derived.
8. Upon being awarded grant monies- please indicate to whom to make check payable to.
9. If grant funds are not used for any reason; they will be returned to the Alamosa Education Foundation.
10. As part of the acceptance of funding, AEF board would like you and/or students to provide an oral presentation to the board informing us how this grant enriched your students' lives.

Signature of Applicant

Date

Signature of Parent/Guardian

Date

Signature of Principal

Date

Guidelines

Submissions specifications: Applications should be double-spaced, 12 point font, and 1 inch margins. Grant applications should not exceed 5 pages, which include application cover page, attached budget, and action plan.

Application Requirements:

1. List the objectives and goal of the proposed project.
Considerations: a. Are the goals and objectives clear? b. Are the goals and objectives specific? c. Are the goals and objectives measurable?
1. Describe in detail the name and scope of the proposed project.
*****Please use attached Budget Sheet.*****
2. Describe the target audience.
Considerations: a. Who is the intended population for the proposed project? b. How will you recruit participation for this project?
1. What resources/funding are your school/district contributing towards the proposed project?
Considerations: a. What funding or in-kind support has been provided by your school/district? b. What other resources are being contributed towards these efforts? c. In-kind funding is recommended to help offset.
1. Describe how the planned program activities will be evaluated for effectiveness?
a. What evaluation methods will be used to measure effectiveness of the proposed program? b. Will your proposed project improve student academic, personal/social, or career achievement? c. Present the use of monies and attach supporting documentation. d. "Pay it forward: describe how the grantee will pay it forward to their respected schools, community, or etc..."

AEF Grantee Budget Worksheet

Goal(s):	Cost:	Subtotal:
1.		\$
2.		
3.		
Advertisement/Recruitment Administration (mailing, postage, printing)		\$
Audio Visual/Technology		\$
Participant Materials		\$
Food/Beverage		\$
Other costs (please describe) In Kind funding?		\$
TOTAL:		\$