



## **Northwood Foundation Educational Grant Program**

Northwood Foundation (the Foundation) makes available Educational Grants to teachers as a flexible source of funding for educational projects and enhancements to our school. The program is intended to inspire innovation. The Foundation seeks to promote a balanced and transparent distribution of funds and support projects throughout the entire school. Educational Grants will generally be for \$2000 - \$5000.

### *Purpose:*

The Foundation strives to provide financial support to uphold the vision of Northwood Elementary to be a school of global thinkers who connect learning with future success.

### *Who May Apply?:*

Any teacher (or team of teachers), administrator or staff member of Northwood Elementary School is welcome to submit an application.

### *What Can an Educational Grant Fund?:*

Foundation Educational Grants are available in amounts larger than that made available by the PTA. This is because the Foundation is able to roll resources from one year to the next, enabling it to pool resources and focus on larger, 'big ticket' items. The same principles that guide the PTA mini-grants apply to the Foundation Educational Grants – the grants should benefit the largest number of students possible across grade levels and subject areas. The grants are available for:

- Books, supplies, materials and equipment
- Instructional CDs, videos, software, or electronic equipment

Foundation Educational grants are not available for consumable items, disposable supplies, professional licenses, or materials normally provided by Fulton County Schools.

### *The Application Process:*

1.) PROPOSALS- all staff are encouraged to apply. This process should not be unduly burdensome. Submit proposals any time during the school year, but please allow a minimum of six weeks turnaround. This will allow for the proposal to be discussed at the monthly Foundation meeting and any follow-up questions to be answered.

2.) CONSIDERATION- The Foundation will have a permanent agenda item at monthly meetings to consider applications. The Foundation meets at 8am on the third Monday of every month. Proposals will be presented to the Principal for evaluation of the appropriateness of the request(s) in light of overall school plans, and whether funds are available from other sources. The Foundation Board will decide on each application. You will be notified via email with the status of your request.

We encourage proposals that are in line with school goals. To enhance your chances for funding, please ask these critical questions:

- Does this grant benefit large numbers of students?
- Will the program, project, etc. capture students' interest?
- Will it provide a unique learning experience and address curriculum standards?
- Will it enhance or improve student wellness or safety?
- Is it easy to set up (or can it be repeated or reused)?

3.) SUMMARY REPORT- Recipients will submit a *brief* report of their Educational Grant funded project (including photographs or other pertinent information) to be shared with the Foundation and the school community.

Terms & Conditions:

Requests for reimbursement or vendor payment must be arranged directly with the Foundation Treasurer after grant approval. Recipients must submit receipt copies and/or official invoices for all reimbursement/purchases. Please include all expenses (including tax and shipping costs) to ensure that all expenses are included within the application. Increases to the total amount cannot be made once the Foundation has approved the application.

Any vendor can be used for Educational Grant purchases and all items purchased will become property of Northwood Elementary School. Please consider using vendors that return funds to the school, such as Amazon.com. Grant money must be used solely for the intended purpose outlined in the grant application.

## Northwood Foundation Educational Grant Application

Applicants name:

Date:

Email address:

Grade level(s) of students benefiting from the Educational Grant:

How much money are you requesting?

*Please provide a detailed breakdown of costs. Calculate expenditures carefully (including sales tax and shipping).  
The Foundation cannot cover expenses over and above what is approved.*

How many students will benefit from this expenditure?

What is the desired learning outcome or connection to curriculum?

Is this project / purchase sustainable? Can it be used again?

Will this project / purchase benefit multiple classes or grade levels?

Are the requested expenditures for direct student use?

Are there any other details you would like to share about your proposed project / purchase?


I understand that the items purchased will become the property of Northwood Elementary School.

- Yes
- No

If this Educational Grant is awarded, I will provide proof of purchase and a short summary stating the use of the grant and how it benefited their classroom and students (include photographs if possible).

- Yes
- No

I am requesting payment as follows:

- Direct payment to a third party
- Reimbursement of funds