



The Foundation and its donors believe innovative and creative approaches to teaching can benefit our students. To this end, the Foundation developed the Technology Grant Program.

APPLICATION GUIDELINES

Please read carefully to fully understand guidelines and expectations.

- **Application Deadline:** **April 1st, 2022 through the Google Form link below.**
 - **<https://forms.gle/StZo1dyNPDjtpwg29>**
- **Notification of Recipients:** Recipients will be notified approximately 8 weeks from the application deadline.
- **Date for Awarding Funds:** Funds for approved applications are payable the first week of June. Funds will be available in the appropriate account assigned by Aubrey ISD. *Recipients must adhere to all Aubrey ISD budget guidelines.*
- **Applicant eligibility:** Projects are limited to Aubrey ISD's established curriculum framework for professional personnel working directly with children, including teachers, counselors, librarians, and nurses. In the case of team-based proposals, a Project Director **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed. *Simultaneous funding of projects for the same individual, department, team, or campus will not occur.*
- **Eligible Projects:** All projects must address needs, challenges, and concerns to enhance the learning experience. The identified need must be aligned with the instructional goals of the District's instruction plan. Projects will be judged based on their potential to impact instruction. Funds **may not** replace normal funding from tax-based sources. *Products purchased with grant funds become the property of the District, not the individual(s).*
- **Application Review:** Applications shall be reviewed by a designated foundation Committee. Before review, the Aubrey ISD Curriculum and Instructional Staff will screen projects to assure compliance with District Guidelines, **not** for the selection of recipients.
- **Recipient Requirement:** **PLEASE NOTE:** Recipients that received grants in 2021 must provide an evaluation or summary of the project grant results prior to submitting this application. 2022 recipients must provide an evaluation or summary of the project grant results at the end of the academic year for which the grant funding was awarded or by May 1, 2023. The summary can be a brief written document submitted by email. You may also be asked to present your evaluation implementation to our AEF Board. **Failure to submit a summary will exclude the recipients from future grant consideration.**



● **Guidelines for Completing the Application:**

- For each application request the grant may not exceed \$2,500 for individual submissions and \$5,000 for team submissions.

The project is appropriate for submission if the following questions can be answered in the affirmative:

- Is the project important to learning?
- Is the project congruent with the District's Strategic Plan?
- Can the project be done?
- Are the objectives measurable?

Helpful tools

- Proofread your grant application.
- Recheck for accuracy, budget items, and figures.
- Submit clean copies of the application.
- No applications received after the deadline will be accepted for grant review.
- Prioritize your budget items with the most needed placed first.
- Additional items required to implement the project (question 4) by district pertain to equipment, staffing, existing material, or material/equipment to be purchased or made available by the district. Please list any and all collaborative efforts by the district.
- If your intent is to apply yearly for partial funding and build a program/project over multiple years please indicate and explain the timeframe within questions 1 and 5.



Name of Project Chairman: _____ Email Address: _____

Is this a team proposal? Yes No *(If yes, list team members below with email addresses.)*

Title of Proposed Project: _____

Anticipated Date of Implementation: _____

Anticipated Date of Completion: _____

Total Dollar Amount Requested: _____

Applicant Signature: _____ Date: _____

Principal Signature: _____ Date: _____

NOTE: Review of proposals is anonymous. This cover sheet will not be included as a part of the actual selection process by the Programs Committee. Consideration of your request will be based entirely on the following proposal.



**Aubrey
Education
Foundation**

Aubrey Education Foundation 2022 Technology Grant Application

AUBREY EDUCATION FOUNDATION TECHNOLOGY GRANT APPLICATION

DIRECTIONS: If an appendix is needed for supplemental material, it must be limited to a maximum of three (3) pages.

Request Summary: _____

Campus: _____

Total Amount of Request: _____

Please keep page alignment.

1. Briefly describe this request and the need for it. **(10 points)**



2. Explain how this request meets the instructional goals of the District and Campus Plans. **(50 points)**
 - a. What are the major objectives of this request?

3. What grade level(s) will be affected by this request? Approximately how many students will benefit from this request? What is the potential for expansion of this request to other grade levels and/or schools? **(15 points)**

4. What, if any, additional materials, etc. will be required from the District to implement this project? **(5 Points)**

5. List a chronological time schedule which includes, as applicable: completed lesson plan(s), ordering/receipt of materials, actual classroom implementation, evaluation, and any other significant dates. **(5 points)**



6. How will you evaluate if your objectives have been achieved? (A written project evaluation is REQUIRED at the completion of the project prior to May 1st, 2023.) **(5 points)**
7. Could your project be partially funded or does your project require the entire amount requested to be implemented?
8. If partially funded, how would that affect your project? (If partial funding can be awarded, please place an asterisk by budgetary items that are a high priority to the project or include an explanation of partial funding preferences.)



9. Please list your budget request **in order of priority**. Detail your budget request. If a kit is included, please **detail** the contents. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, or payments. **(10 points)**

QUANTITY	ITEM	COST OF ITEM	SUPPLIER	BUDGET AMOUNT

TOTAL _____