



## Submission Guidelines

Thank you for your interest in applying for a grant from the New Paltz Central School District Foundation for Student Enhancement. Please review the guidelines below as you prepare your application.

### Project Selection Criteria

- **Instructionally Innovative:** proposals should enrich the educational experience of the target student populations.
- **District's Learning Standards:** proposed activities should directly relate to the curriculum content or further develop students' critical thinking skills, attitudes or career goals.
- **Target Student Population:** while activities having a broad impact upon a large group of students are ideal, high impact activities for smaller numbers of students will also be considered.
- **Sustainability:** the Foundation is particularly interested in projects that will continue to enhance the educational experience of students beyond the initial project award period.
- **Feasibility:** applicants must demonstrate that the project is feasible within the requested budget.
- **Evaluation:** applicants must provide the criteria and process they will use to evaluate the project's success – evaluation is a critical component of all Foundation grants.

### Application process:

Applications will be available on the teacher's website and must be submitted in electronic form. Once the application is sent, it will be forwarded to the corresponding school Principal for approval. From there it will require final approval by the school superintendent before being sent on to the Foundation for consideration.

### Limits of the Award:

The Foundation has not established any specific limit for a single award. Applicants should request an amount of money suitable for the purposes of the proposed project. All funding requests should be explicitly justified. The Foundation reserves the right to reduce the requested amount of the award.

### Conditions of the Award:

Awards will be given in trust to the school district, which will create an individual account in the business office to handle the funds. The Applicant cannot use the funds for any purpose different from that expressed in the project application without prior approval of the Foundation. Small deviations from the proposed budget within the overall total award amount, such as substitution of vendors or changes in prices of goods or services, are allowable at the discretion of the Project Leader.

The school district will be responsible for submitting a final cost accounting to the Foundation. The Applicant is responsible for carrying out the project for which funds are awarded and for submitting a final project report to the Foundation. For projects funded over \$500, the applicant may also be requested to submit a mid-project progress report.