

## **Twin Valley Community Educational Foundation Grant Application Guidelines**

The Twin Valley Community Educational Foundation funds many types of projects that are consistent with TVCEF's mission *to serve as a link between business, the school district, and the community to provide educational, cultural, and recreational opportunities* for the students of the Twin Valley School District. Grants are awarded in amounts up to \$1000 per classroom teacher or up to \$4000 for a school-wide project. We strive to equitably reach all grade levels at all of the five schools within TVSD and to touch every student in the district with our funded projects. **Grant applications are due by June 30<sup>th</sup>.**

1. Our aim is to supplement, but not replace, the regular School District funding. We look for projects that are innovative in nature and represent an enrichment or enhancement of the district curriculum. Provide a significant and defined benefit to the targeted beneficiaries. Represent a new (or the rethinking of an existing) educational initiative. Projects that have the potential for replication, dissemination and sustainability among teachers and/or schools. Projects that explore the use and integration of new technologies, expand students' experiential learning opportunities and/or engage families and/or communities in education. **Grant awards are announced in August.**

2. The grant-seeker must discuss the grant proposal with the building administrator prior to submitting the grant application to TVCEF in order to ensure the grant will be approved by the school and accepted by TVSD. Projects must enhance the core standards-based curriculum as guided by TVSD and the PA Department of Education (PDE). *Any equipment purchased through the grant becomes the property of the school for which the recipient worked at the time of the grant application.*

3. Initiatives that Twin Valley Community Educational Foundation does not fund include but are not limited to the following:

- Individual staff professional development.
- Items or services that are regularly part of the school's budget.
- Compensation to Twin Valley school personnel for the time they may spend on a project.

4. Immediately after grant implementation, prepare a letter to the parents of the students who benefited from the grant letting them know that their child had this experience and that it was made possible by a grant from TVCEF. A donation letter supplied by TVCEF should accompany your letter. The letter may be distributed via email or letters sent home in backpacks. *Include a copy in final report.*

5. Promote that the program is funded (in whole or in part) by a grant from TVCEF in all publicity and promotions that are prepared for the project. Some of these marketing vehicles may include class websites, email and flyers for parents, etc. School PTOs are especially important because their communication structures can be used to help promote the projects and lend their endorsement to TVCEF. *Include a copy in final report.*

6. Gather documentation (photos, videos, testimonials, etc.) of the project and send to TVCEF at [twinvalleycef@gmail.com](mailto:twinvalleycef@gmail.com) with the final report.

7. Administer an evaluation of the program, upon completion, to the relevant parties (students, teachers, administrators, and parents). *Include in final report.*

**8. Complete Grant Summary Final Report upon completion of grant implementation, but no later than June 1<sup>st</sup> of the grant year.**

**9. You may be asked to make a live presentation/demonstration of your project to the TVCEF and/or the Twin Valley community.**