

## **ANDOVER ADVANTAGE FOUNDATION GRANT APPLICATION PROCEDURES**

GRANTS WILL BE AWARDED TO INDIVIDUALS, GROUPS OR SCHOOLS FOR IMAGINATIVE PROGRAMS WHICH INSPIRE STUDENTS, GENERATE ENTHUSIASM AND PROMOTE EXCELLENCE.

1. Applicants receive grant packets from principal.
2. Applicants return grant application to principal for review and date.
3. Principal forwards the grant application to the Foundation's Allocations Committee by the deadline. (October 1 or the closest school day to this date)
4. The Allocations Committee will review the application and make a recommendation to the Foundation's Board of Directors.
5. The Allocations Committee will notify applicants of the Foundation's decision to deny or approve the request. In some cases, projects may be granted partial or additional funding.
6. The approved applicants will receive the grant money through their school principal in the form of a special account set up for record keeping purposes. Any unused funds will be returned to the Foundation.
7. Grant project will be implemented.
8. Grant Recipient or designated person will present to the Andover Advantage Foundation Board of Directors a written evaluation of the completed project.

The schedule for grants is listed below for each semester.

### **Fall Grants**

1. Application forms are due to the Allocations Committee by October 1. If that date falls on a weekend, the next school day shall be the deadline.
2. The Allocations Committee reviews the forms.
3. The decision to approve or deny a request is made by the Board of Directors and applicants are notified of the decision in the month of November.
4. Copies of receipts and/or purchase orders are due at time of purchase.
5. Grant evaluations and reports are due within one year of date of the award.

Grant applications may be mailed or delivered to:

**ANDOVER ADVANTAGE FOUNDATION  
ATTN: ALLOCATIONS COMMITTEE  
1432 NORTH ANDOVER ROAD  
ANDOVER, KS 67002**

# ANDOVER ADVANTAGE FOUNDATION

## I. GRANT APPLICATION CRITERIA

- A. Is the need for this project clearly explained?
- B. Are the goals clearly stated? Are they realistic and worthwhile?
- C. Is the plan of action clearly described? Are the needed materials, resource personnel, and schedule specified?
- D. Are the plans for evaluating the project clearly defined?
- E. Is the budget request reasonable and sufficiently detailed?
- F. Does the proposal indicate creative and innovative thinking by the applicant?
- G. Is the project cost above and beyond the allocated budget you have from the Andover School District?

## II. GRANT APPLICATION TIPS

- A. The first step in planning your grant is to discuss the concept with your school principal. Your Principal's commitment is essential.
- B. Your chances of receiving a grant will be better if your idea is educationally sound and shows creativity.
- C. Have a clear idea of what you want; you will have to make your case in writing. In a clear and concise paragraph, describe your project and why it deserves to be funded.
- D. **Detail your budget request.** Include specific information such as kinds of materials and equipment needed. List sources of supplies and costs, include any tax or shipping cost.
- E. It is acceptable to submit more than one proposal at a time and to resubmit the same proposal if it has been denied in the past.
- F. **If a grant is funded, please follow-up. Budget reports, expenditure documentation and evaluations are mandatory in order to complete the grants.**

If there are any questions or you need assistance, please contact your building principal or building representative. He/she can put you in contact with a member of the ANDOVER ADVANTAGE FOUNDATION.

**ANDOVER ADVANTAGE FOUNDATION  
GRANT APPLICATION COVER SHEET**

Thank you for your interest in the Andover Advantage Foundation Grant Program.

Type of Funding requested

Project Grant  Teacher Grant  Other (Please specify)

Applicant(s) Name(s)

Position(s)  Building

Home Address

Work Phone  Home Phone

Project Title

Amount requested  Number of students reached by the project

Have you secured financial support from any other source for this project  If yes, list the amount

Applicant Signature

Bldg. Principal Signature

Date  (Application deadlines are October 1)

Forward your applications to: **ANDOVER ADVANTAGE FOUNDATION  
ATTN: ALLOCATIONS COMMITTEE  
1432 NORTH ANDOVER ROAD  
ANDOVER, KS 67002**

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For Foundation Use

Date Allocations Committee received request \_\_\_\_\_ Application # \_\_\_\_\_

Signature of director receiving request \_\_\_\_\_

Date presented to Board of Directors \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date applicant notified \_\_\_\_\_

Date of disbursement \_\_\_\_\_ Check # \_\_\_\_\_

Date receipt or purchase order received \_\_\_\_\_

Date evaluation given to Board of Directors \_\_\_\_\_

**ANDOVER ADVANTAGE FOUNDATION  
GRANT APPLICATION**

Project Title

Brief description of project:

Project objectives:

How is this project innovative or why is this an area of special need in your building or classroom?

What is the projected long-term effect of this project on your students, school, district? How will the project objectives be measured?

Number of students affected by the project: directly

indirectly

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GRANT APPLICATION  
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Time line of project implementation/completion:

Projected budget:

Comments:

**ANDOVER ADVANTAGE FOUNDATION  
PROJECT EVALUATION**

Grant Recipient(s)

Building

Project Title

Grant application number  Date of Completion

Date of Evaluation

1. How did the project address the major need defined in your application for the grant?

2. How did the students respond to the project?

3. Describe the benefits you feel were derived from the project.

4. How did you share the project results with your peers?

5. Additional comments:

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DATE RECEIVED \_\_\_\_\_