



GRANT APPLICATION

GRANT PURPOSE: to award donated funds for the enrichment of the Amherst School District student population via programs and materials not covered by the annual school budget. To continue the excellence in education our Amherst Alumni experienced in the past.

GRANT APPLICATION PROCEDURES

- Grants submission deadlines are October 1 and March 1
- Download grant application from alumni website
- Complete application and attach additional page with details/budget etc.
- Send completed application to the Alumni Office Room 103 ACHS
- Grant applications are distributed to the grant committee, a subcommittee of the ACAF, Inc. Board of Directors
- The grant committee makes recommendations to ACAF, Inc. Board of the grants to fund
- ACAF, Inc. Board of Directors votes on grant recommendations at monthly meeting after submission deadline
- Applications that cannot be funded by ACAF are presented to the District's Alternative Funding Committee (Appeal Fund) for consideration
- The Board of Education accepts the grants at their next board meeting
- The recipient is notified of the approval and the funds are disbursed to the District Office within the month
- The grant applicant is then notified of the budget code to use following the board meeting
- Please use tax exempt forms or plan via the school for your purchases- taxes are not funded through ACAF, Inc. grants
- If grant funds are unable to be used, funds need to be returned to ACAF, Inc. for redistribution

CRITERIA

- All schools in the Amherst School District are eligible- Smallwood, Windermere, AMS and ACHS
- Eligible projects include: items not covered in the school budget such as field trips, special classroom material, extra -curricular etc.
- Only programs taking place in the future considered, no past projects, programs or field trips
- Repeat request from previous year will not be funded unless there are excess funds available
- Seeking requests that affect the greatest number of students
- No teacher or individual stipends or salaries are eligible
- All equipment and material purchased with ACAF, Inc. grant funds remain property of ACSD



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GRANT APPLICATION CHECKLIST

Date: _____

Name of Project: _____ Grade Level(s): _____

Number of Students Benefitting: _____

Amount Requested: _____ Will you accept partial award: Yes _____ No _____

Name(s) of Applicant(s): _____

School: _____

Contact Information:

Email: _____ Phone: _____

First-time application for this project? Yes _____ No _____

If no, explain reason for applying again _____

Are you seeking funds from other sources? Yes _____ No _____

If yes, organization name(s) _____

Principal Approval Signature (required)

*****Please attach detailed information relevant to your project such as overview, etc.*****



OFFICE USE:

ACAF: _____ Approved _____ Denied _____ Tabled/Hold
AFC/Appeal: _____ Approved _____ Denied _____ Tabled/Hold
Alternative Funding Source: _____
Amt. Req. _____ Amt. Awarded _____
Date - Email Notification to teacher: _____
Date - Check Sent to D.O. _____
Follow Up Rec'd: _____