



ANNUAL GRANT APPLICATION PROCEDURE

Revised August, 2011

VISIONS Endowment Fund Mission:

To provide financial support for educational experiences that enhance the curriculum with unique and creative teaching opportunities for grades K-12 which are not within the budget of the Vandalia-Butler City School district.

VISIONS Endowment Fund Grant Procedure:

The VISIONS Grant Committee and Board of Trustees have created the Grant format and the process for awarding financial support for educational enhancements. To increase the benefits to students and to elevate the scope of the initiatives and the impact of the grants, criteria have been developed.

While the Auditorium Renovation Team (ART), and the Orville M. Cotterman Grant Fund (OC) continue to be awarded up to three times per year to teachers on an individual basis, the VISIONS' Endowment Fund is awarding a single VISIONS' Annual Grant to fund one major project during a school year.

Grants will be awarded for building, department or grade level initiatives. Applicants will be representatives of the respective building, department or grade level. Applicants are encouraged to organize a team consisting of a district administrator and staff members. The team is to develop and present a qualified plan for the creative use of the available funds of the VISIONS' Annual Grant.

A VISIONS' representative will contact district administrators and building principals at the beginning of the school year with information promoting the concept of organizing a "team" to study worthy projects that fall within the S.M.A.R.T. criteria. Once a project is identified, each team is to submit the VISIONS' Annual Grant Application. Each team is to present their project concept during an interview with VISIONS' Grant Committee. Once all interviews have been completed, the project that demonstrates the most unique concept with the greatest positive impact on a significant number of students will be selected for funding.

S.M.A.R.T. Criteria

- Specific goals including teacher participation and budget allocation
- Meaningful building, department, district wide grade level or school grade level initiative (project) with unique, creative educational experience(s)
- Attainable objectives that exhibit student participation
- Results that can be measured and define the level of success of the initiative
- Tracking of the development and implementation of the initiative for "work-in-process" documentation presented at VISIONS' February Fund-raising Benefit.

The project to receive the annual grant per the S.M.A.R.T. criteria will be announced at VISIONS' annual Fund Raising Event in February, 2012. Two representatives from each team will be invited as VISIONS' guests to attend the event.

VISIONS' Annual Grant Requirements:

- **The annual grant application is to be submitted to VISIONS' Grant Committee by December 1 each year. Interviews are conducted during the month of January (specific dates TBD).**
- Implementation of the initiative receiving the grant must begin within seven (7) months of the award announcement.
- A brief status report on planning and implementing the initiative "to date" is to be reviewed with VISIONS' Grant Committee the last week of April each year (or other timeframe as deemed appropriate).
- A brief narrative report is to be presented at the following year's VISIONS' annual Fund-raising benefit. The presentation is to be visual and clear, including the utilization of, but not limited to, photographs, Power Point, videos, etc.
- Written documentation, including photos, is to be submitted at the completion of the project. Receipts and documentation for all expenditures of the grant dollars are due with the report.
- All grant dollars that are not utilized for the implementation of the project must be reimbursed to the VISIONS Endowment Fund.
- The applicant receiving the Annual Grant is asked to acknowledge **The Visions Endowment Fund** in any press releases, website updates or other public recognition related to the activity.

Grant Amount for 2011-2012 School Year: \$5,000

Application Submission:

Complete the VISIONS Building Grant Application and Request for Interview form and submit to:
VISIONS Endowment Fund, Attn: Grant Committee Chairperson
P.O. Box 90282
Dayton, Ohio 45490

The application can also be emailed to info@visionsendowmentfund.org.