

A Community Partnership between Alvord Educational Foundation and Alvord Unified School District

**Alvord Educational Foundation
C/O Alvord Unified School District
9 KPC Parkway, Corona, CA 92879
www.alvordef.org**

ENRICHMENT GRANT APPLICATION

2020-2021

FOR TEACHERS AND STAFF

OF THE ALVORD UNIFIED SCHOOL DISTRICT

- APPLICATIONS MUST BE COMPLETED ON THIS FORM TO BE CONSIDERED FOR FUNDING
- AUSD PURCHASE ORDER/ REIMBURSEMENT PROCEDURES MUST BE FOLLOWED TO RECEIVE FUNDING

IMPORTANT DATES

APPLICATIONS DUE

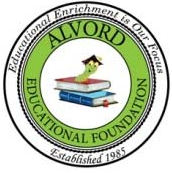
DECEMBER 3, 2020 (BEFORE 2 PM)

RECIPIENTS NOTIFIED

DECEMBER 16, 2020

PHOTOS/DOCUMENTATION DUE

MAY 6, 2021



ALVORD EDUCATIONAL FOUNDATION

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ENRICHMENT MINI-GRANT APPLICATION FOR TEACHERS, STAFF AND STUDENTS OF ALVORD UNIFIED SCHOOL DISTRICT

ALVORD EDUCATIONAL FOUNDATION MISSION

THE ALVORD EDUCATIONAL FOUNDATION (AEF) IS A NON-PROFIT, NON-POLITICAL ORGANIZATION FORMED IN 1985 AND COMPOSED OF CONCERNED CITIZENS FROM OUR COMMUNITY. THANKS TO GENEROUS CONTRIBUTIONS FROM ALVORD STAFF, THE COMMUNITY AND COMPANY SPONSORS, AEF HAS BEEN ABLE TO SUPPORT MANY ADDITIONAL SCHOOL ACTIVITIES, BENEFITTING THE STUDENTS OF THE ALVORD UNIFIED SCHOOL DISTRICT.

ENRICHMENT GRANT REQUIREMENTS

- ONLY TEACHERS AND STAFF OF THE ALVORD UNIFIED SCHOOL DISTRICT MAY APPLY FOR THE AEF ENRICHMENT GRANT PROGRAM.
- APPLICATIONS **MUST BE COMPLETED ON THIS OFFICIAL FORM AND SUBMITTED IN HARD COPY ONLY** OR THEY WILL NOT BE CONSIDERED
- RECIPIENTS WILL BE **REQUIRED** TO SUBMIT A SHORT EVALUATION PARAGRAPH AND ONE/TWO PHOTOGRAPHS OF THE PROJECT TO AEF BY EARLY MAY. THE PARAGRAPH SHOULD BE EMAILED AND PHOTOGRAPHS SENT BY TEXT OR MESSAGE (**NO PDF FILES**) FOR MEDIA USE.
- UNUSED GRANT FUNDS WILL BE RETURNED TO AEF BY THE END OF THE CURRENT SCHOOL YEAR.

ENRICHMENT GRANT INFORMATION, EVALUATION AND GUIDELINES

- ❖ APPLICATIONS ARE AVAILABLE ON AEF'S WEBSITE AT WWW.ALVORDEF.ORG.
- ❖ APPLICATIONS MUST BE COMPLETED **IN THE SPACE PROVIDED** ON THE FORM (PLEASE PRINT)
- ❖ ONLY PROJECTS WITH STANDARDS-BASED EDUCATIONAL CONTENT ADHERING TO AUSD GUIDELINES WILL BE CONSIDERED.
- ❖ PREFERENCE GIVEN TO PROJECTS THAT FOCUS ON INCREASING PARTICIPATION AND ACHIEVEMENT WITH A LARGER STUDENT GROUP.
- ❖ EACH PROJECT, CLASS, SPORT OR GROUP MAY SUBMIT A SINGLE GRANT (DO NOT DIVIDE A LARGE PROJECT BETWEEN SEVERAL REQUESTS)
- ❖ THE EMPHASIS SHOULD BE ON STUDENT ACTIVITIES & INVOLVEMENT IN **CURRENT PROGRAMS & ACTIVITIES**. WE ARE PLEASED TO FUND REQUESTS INVOLVING MULTIPLE-USE BOOKS OR MUSIC, CLASSROOM OR SPORTS EQUIPMENT, ART MATERIALS, TICKETS TO EVENTS, ETC. MATERIALS THAT WILL BE USED MULTIPLE TIMES **BY STUDENTS** AS PART OF A LARGER PROJECT IN ANY AREA OF STUDY.
- ❖ APPLICATIONS WILL BE **EVALUATED** USING THE ATTACHED RUBRIC.
- ❖ THE FOLLOWING **WILL NOT** BE CONSIDERED FOR GRANT FUNDING:
 - BUS OR TRANSPORTATION COSTS, SUBSTITUTE TEACHER COSTS, SALARIES, TRAINING OR WORKSHOPS FOR STAFF MEMBERS.
 - ACTIVITIES SUPPORTING COLLEGE VISITATIONS EXCEPT FOR 11TH GRADERS.
 - CLUB/SPORTS/COMPETITION FEES OR CAMPS.
 - TABLETS, COMPUTERS OR FURNITURE (INSIDE & OUTSIDE) OR CLASSROOM/BUILDING REPAIRS.
 - **EXPENDABLE ITEMS** (IE: T-SHIRTS, UNIFORMS, COSTUMES, SNACKS, FREEBIES, PRIZES, AWARDS, PERSONAL STUDENT ITEMS).

ENRICHMENT GRANT FUNDING LIMIT

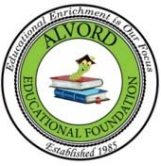
AEF ENRICHMENT GRANTS HAVE AN OVERALL LIMIT OF \$1000.

APPLICATION DUE DATE, SUBMISSION AND GRANT NOTIFICATION

- ❖ ALL APPLICATIONS MUST BE SENT **IN HARD COPY**. US MAIL MUST BE POSTMARKED ON OR BEFORE THE DUE DATE. APPLICATIONS SUBMITTED THROUGH INTER-DISTRICT MAIL OR IN PERSON (TO THE ALVORD DISTRICT OFFICE MAILROOM) MUST BE RECEIVED ON OR BEFORE THE DUE DATE AND BEFORE THEIR 2PM CLOSING TIME.
- ❖ **ADDRESS YOUR ENVELOPES TO ALVORD EDUCATIONAL FOUNDATION** (NOT "AEF" SO THEY AREN'T MISPLACED IN "AEA" MAILBOX).
- ❖ APPLICATIONS SHOULD BE SUBMITTED OR MAILED TO:

**ALVORD EDUCATIONAL FOUNDATION
C/O ALVORD UNIFIED SCHOOL DISTRICT
9 KPC PARKWAY,
CORONA, CA 92879**

- ❖ GRANT RECIPIENTS WILL BE NOTIFIED BY EMAIL AND/OR AEF WEBSITE.



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ENRICHMENT GRANT APPLICATION SUBMISSION FORMAT

PROJECT TITLE: _____

APPLICANT NAME: _____ SCHOOL: _____

TELEPHONE NUMBER: _____ EMAIL: _____

GRADE: _____ SUBJECT AREA: _____

NUMBER OF STUDENTS IMPACTED: _____ TOTAL COST OF PROJECT: \$ _____ TOTAL AMOUNT REQUESTED: \$ _____

THE APPLICANT & ADMINISTRATOR VERIFY THAT THIS PROJECT FALLS WITHIN ALL DISTRICT EDUCATIONAL, HEALTH & SAFETY GUIDELINES.

APPLICANT SIGNATURE: _____

APPLICATION INSTRUCTIONS

PLEASE COMPLETE THIS FORM USING THE SPACE PROVIDED. BE BRIEF AND CONCISE, KEEPING EXTRANEOUS INFORMATION TO A MINIMUM. APPLICATION SHOULD NOT EXCEED TWO PAGES. APPLICATIONS WILL BE EVALUATED & SCORED USING THE ATTACHED RUBRIC.

NOTE: A FINAL EVALUATION PARAGRAPH AND PHOTO(S) OF THE FINISHED PROJECT, PREFERABLY WITH STUDENT INVOLVEMENT, IS REQUIRED **NO LATER THAN MAY 6** OF THIS SCHOOL YEAR.

TYPE OR PRINT IN THE SPACES PROVIDED BELOW.

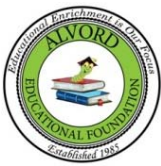
❖ PROJECT SUMMARY:

- PROVIDE A BRIEF SUMMARY ABOUT YOUR PROJECT, INCLUDING STUDENT INVOLVEMENT:

❖ PROJECT DESCRIPTION:

- DESCRIBE THE STUDENT NEEDS YOUR PROJECT WILL ADDRESS:

- LIST THE STANDARDS AND EDUCATIONAL GOALS YOUR PROJECT WILL ACCOMPLISH:



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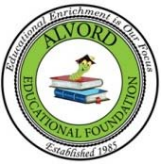
- DESCRIBE HOW YOU WILL EVALUATE YOUR PROJECT OUTCOME TO DETERMINE ITS EFFECTIVENESS WITH STUDENTS:

❖ PROJECT TIMELINE:

- PROVIDE A BRIEF LIST OF THE STEPS YOU WILL FOLLOW TO IMPLEMENT YOUR PROJECT FROM BEGINNING TO END

❖ PROJECT BUDGET – PLEASE ATTACH, TAKING THE FOLLOWING PROCEDURES IN CONSIDERATION:

- ATTACH A QUOTE AND AN ITEMIZED LIST OF PROJECTED COSTS OF YOUR PROJECT (INCLUDING SOURCES, TAX & DELIVERY)
- PLEASE LIST ANY ADDITIONAL FUNDING SOURCES FOR YOUR PROJECT (FUNDRAISERS, SCHOOL FUNDS, DONATIONS, ETC.)
- AUSD PURCHASE ORDER/REIMBURSEMENT PROCEDURES MUST BE FOLLOWED TO RECEIVE GRANT FUNDING
- SOURCES MUST BE APPROVED BY THE AUSD. POS WILL BE USED FOR PURCHASES & ALL GRANT MONIES WILL BE PAID TO THE DISTRICT. REIMBURSEMENT PROCEDURES MUST BE APPROVED BY ADMINISTRATION. NO DIRECT PAYMENTS WILL BE MADE BY AEF TO THE GRANT RECIPIENTS



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ENRICHMENT GRANT APPLICATION SCORING RUBRIC

THE SCORING RUBRIC PROVIDES A SET OF QUANTITATIVE GUIDELINES FOR APPLICATIONS OF EXEMPLARY QUALITY. THE RUBRIC IS NOT A CHECKLIST OF APPLICATION QUALITIES, RATHER IT IS A DESCRIPTIVE APPROACH TO MAXIMIZE THE POTENTIAL OF EACH APPLICATION, PROVIDE DETAILED DESCRIPTIONS OF EACH PROJECT AND TO ENSURE THE MOST IMPARTIAL APPROACH TO GRADING EACH APPLICATION.

CRITERIA	4	3	2	1
<p>NEED:</p> <p>CLEARLY DEFINED NEED CONSISTENT WITH INCREASING STUDENT PARTICIPATION AND ACHIEVEMENT, ENHANCING A CURRENT PROGRAM/ACTIVITY.</p>	<ul style="list-style-type: none"> ✓ CLEARLY DEFINED NEED IN A CURRENT PROGRAM ✓ INCREASES STUDENT PARTICIPATION. ✓ INCREASES STUDENT ACHIEVEMENT. 	<ul style="list-style-type: none"> ✓ CLEARLY DEFINED NEED IN A CURRENT PROGRAM ✓ INCREASES STUDENT PARTICIPATION. ✓ No/LITTLE INCREASE IN STUDENT ACHIEVEMENT. 	<ul style="list-style-type: none"> ✓ NEED IS DEFINED BUT NOT ADDRESSED. ✓ No/LITTLE INCREASE IN STUDENT ACHIEVEMENT OR PARTICIPATION. ✓ NOT A CURRENT PROGRAM 	<ul style="list-style-type: none"> ✓ NEED IS UNDEFINED. ✓ No/LITTLE INCREASE IN STUDENT ACHIEVEMENT OR PARTICIPATION. ✓ NOT A CURRENT PROGRAM
<p>GOALS:</p> <p>EDUCATIONAL GOALS ARE WELL DEFINED, CLEARLY OBTAINABLE AND MEASURABLE. OUTLINE TO DETERMINE PROJECT EFFECTIVENESS IS ESTABLISHED.</p>	<ul style="list-style-type: none"> ✓ GOALS ARE DEFINED, OBTAINABLE AND MEASURABLE. ✓ PROJECT EFFECTIVENESS IS STATED AND MEASURABLE. 	<ul style="list-style-type: none"> ✓ GOALS ARE DEFINED AND OBTAINABLE BUT LACKS MEASURABILITY. ✓ PROJECT EFFECTIVENESS IS STATED AND MEASURABLE. 	<ul style="list-style-type: none"> ✓ GOALS ARE DEFINED AND MAY BE OBTAINABLE BUT LACKS MEASURABILITY. ✓ PROJECT EFFECTIVENESS IS STATED BUT LACKS MEASURABILITY. 	<ul style="list-style-type: none"> ✓ GOALS AND MEASURABILITY ARE NOT DEFINED. ✓ PROJECT IS POSSIBLY EFFECTIVE OR NOT DEFINED AND LACKS MEASURABILITY.
<p>METHODS AND ACTIVITIES:</p> <p>METHODS AND ACTIVITIES ARE INSTRUCTIONALLY SOUND AND ADHERE TO TEACHING STANDARDS.</p>	<ul style="list-style-type: none"> ✓ METHODS ARE RESEARCH BASED INSTRUCTIONALLY SOUND. ✓ STANDARDS AND BENCHMARKS DEFINED. 	<ul style="list-style-type: none"> ✓ METHODS ARE INSTRUCTIONALLY SOUND. ✓ STANDARDS AND BENCHMARKS DEFINED. 	<ul style="list-style-type: none"> ✓ METHODS ARE IDENTIFIED. ✓ STANDARDS AND BENCHMARKS SUPPORTED BUT NOT DEFINED. 	<ul style="list-style-type: none"> ✓ METHODS ARE NOT IDENTIFIED. ✓ STANDARDS AND BENCHMARKS ARE NOT CITED.
<p>GOAL EVALUATION:</p> <p>ESTABLISHED METHODS TO EVALUATE PROJECT GOALS.</p>	<ul style="list-style-type: none"> ✓ PROJECT HAS AN EVALUATION COMPONENT. ✓ PROJECT HAS SPECIFIC EVALUATION ACTIVITIES. 	<ul style="list-style-type: none"> ✓ PROJECT HAS AN EVALUATION COMPONENT. ✓ EVALUATION ACTIVITIES NOT ADDRESSED. 	<ul style="list-style-type: none"> ✓ PROJECT HAS AN EVALUATION COMPONENT. ✓ EVALUATION ACTIVITIES NOT ADDRESSED. 	<ul style="list-style-type: none"> ✓ PROJECT EVALUATION METHODS NOT ADDRESSED.
<p>TIMELINE:</p> <p>THE PROJECT TIMELINES IS FEASIBLE AND INCLUDES LIST OF STEPS TO IMPLEMENT & ALL PROPOSED GRANT ACTIVITIES.</p>	<ul style="list-style-type: none"> ✓ REALISTIC TIMELINE IS STATED. ✓ ACTIVITIES LINKED TO TIMELINE. 	<ul style="list-style-type: none"> ✓ REALISTIC TIMELINE IS STATED. ✓ ACTIVITIES NOT LINKED TO TIMELINE. 	<ul style="list-style-type: none"> ✓ TIMELINE IS NOT REALISTIC. ✓ ACTIVITIES NOT LINKED TO TIMELINE. 	<ul style="list-style-type: none"> ✓ TIMELINE NOT INCLUDED.
<p>BUDGET:</p> <p>BUDGET IS CLEARLY ITEMIZED , FOLLOWS DISTRICT REQUIRED GUIDELINES & INCLUDES ALL PROPOSED GRANT ACTIVITIES WITH SOURCES OF INCOME STATED.</p>	<ul style="list-style-type: none"> ✓ ITEMIZED BUDGET WITH SOURCES & INCOME STATED. ✓ BUDGET MATCHES ACTIVITIES. 	<ul style="list-style-type: none"> ✓ BUDGET PROVIDED WITH SOURCES & INCOME STATED. ✓ BUDGET MATCHES ACTIVITIES. 	<ul style="list-style-type: none"> ✓ BUDGET UNCLEAR. ✓ BUDGET MATCHES ACTIVITIES. 	<ul style="list-style-type: none"> ✓ NO BUDGET. ✓ ACTIVITIES UNMATCHED.