

**Tempe Union High Schools Education Foundation
Innovative Ideas Grant Program
APPLICATION FORM**

Tempe Union High Schools Education Foundation
**Innovative Ideas Grant Program Application
Cover Page**

Please complete responses to all questions. Send signed and completed application package to:

Tempe Union High Schools Education Foundation
Attn: Grants Committee
500 West Guadalupe Road
Tempe, Arizona 85283-3599

Or E-mail completed application to: grants@tuhsef.org

If sent via e-mail, please send original signature page to Tempe Union High Schools Education Foundation via interoffice mail.

Applicant (Key Contact) Name	Subject/Grade	Cell Phone
Home Address, City, Zip	Home Phone	
School	E-Mail	Work Phone
Project Title	Project Date(s) (mo/day/yr format)	

I UNDERSTAND AND AGREE TO THE FOLLOWING:

- This project does not displace, replace or supplant programs funded through the District.
- Grant funds must be utilized within one year from date of award and any amount not used during that time will be returned to the TUHS Education Foundation.
- TUHSEF will not reimburse any costs of the project above the grant award or pay for those costs or items not included in the proposed budget.
- I **MUST** submit a written evaluation, project findings and budget summary to the TUHS Education Foundation Board within **one month** of completion of the project (In addition, I may be asked to present my findings to the Board, if requested). Written evaluation must include digital photographs of the project and quotes from students and staff participating in project.
- TUHSEF has the right to use this project, if funded for public information purposes or to help other educators.

Applicant (Key Contact)	Date	Principal	Date
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For TUHSEF use only: Funds Allocated \$ _____ Date: _____ TUHSEF Initials: _____

APPLICATION DEADLINES:

- 1ST Quarter – 1st Tuesday in October
2nd Quarter – 1st Tuesday in January
3rd Quarter – 1st Tuesday in April

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Specifications

1. Submit the completed application as an attachment to grants@tuhsef.org or send in Inter-office mail to the TUHS Education Foundation at the District Office. Grants submitted via email are received by the Grants Committee sooner.
2. The narrative should follow the prescribed outline below and not exceed three (3) pages in length, not including the budget. Clarity and brevity are appreciated!
3. Please include the following in your application:
 - a. Cover Page with applicant and principal signatures (send original Inter-office)
 - b. Group Application Signature Page, (if applicable, send original Inter-office)
 - c. Application Narrative: Please use the outline below with corresponding section names. It makes reading the applications much easier.
 - d. Budget
4. Only grant applications using this format and budget forms will be accepted.
5. Please do not use binders or covers.

GRANT NARRATIVE: (3 pages or less; 4 pages or less for group applications)

Purpose of the Project

- What is the purpose and anticipated impact of your proposed project, and how will it improve student achievement?
- How does the project link with the District’s Mission and Vision?

Project Description

Creativity and Innovation:

- How is this project different from the usual classroom approach?
- Identify the elements of creativity you will be using.

Design:

- Describe the activities that will ensure that your project is successfully accomplished.
- How will the project be integrated into the curriculum?
- How will you use the materials and supplies you included in your budget?

Relevance to Grants Program Goals

Extension of student learning:

- How will this project extend student learning beyond the classroom?

Collaboration:

- What other collaborative partners are involved in the project?

Availability of other funding:

- What other possible sources of funding have you investigated, including regular school funding?

Evaluation, Dissemination and Future Plans

Evaluation:

- Indicate how the success of the project will be measured.

PLEASE NOTE: Within 30 days of completing your project, you will be REQUIRED to submit a Final Report. Your one (1) page report should include a summary of the project, the positive effects and any difficulties encountered. Additionally, please include a summary of your expenses along with receipts.

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BUDGET FORM

Please fill out completely the budget form. If applicable, list any in-kind donations or other contributions to the project.

INCOME	Dollar Amount
OTHER FOUNDATIONS	\$
PUBLIC AGENCIES	\$
INDIVIDUALS	\$
TUHS EDUCATION FOUNDATION	\$
OTHER	\$
TOTAL INCOME	\$
EXPENSES	
SALARIES	\$
BENEFITS	\$
SUPPLIES	\$
ADVERTISING AND PROMOTION	\$
PRINTING AND PRODUCTION	\$
POSTAGE	\$
AWARDS	\$
MEETING EXPENSES	\$
CONSULTANT	\$
OTHER	\$
TOTAL EXPENSES	\$

If awarded, this application serves as my acknowledgement that any unused funds remaining, six months beyond event date, will be refunded to the Foundation. Please contact Diane Meulemans at dmeulemans@tempeunion.org and request that a refund check be issued to Tempe Union High Schools Education Foundation.

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GROUP SIGNATURE PAGE

Complete ONLY for Group Applications

Project Title: _____ **Date:** _____

Please include signatures of all applicants who will be responsible for planning and implementation of this grant. Add additional lines if needed.

_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature
_____ Print Name/School	_____ Signature