

**AAPSEF Grant Application Form**  
**ANN ARBOR PUBLIC SCHOOLS EDUCATIONAL FOUNDATION**  
**Initiatives for Excellence Grant Application Form 2011-2012**

Dear Colleague,

We are pleased to provide you with the AAPSEF's 2011 – 2012 Initiatives for Excellence grant application form.

The Educational Foundation is committed to helping all Ann Arbor Public Schools students achieve their highest potential by providing community support for innovative and excellent educational opportunities within the Ann Arbor Public Schools.

The Educational Foundation places an emphasis on supporting programs that improve access to the core curriculum and excellence beyond what the core curriculum offers, that have measurable outcomes for student achievement, are aligned with the strategic plan of the Ann Arbor Public Schools and are offered to all students in a cohort group across the district (all students, all schools).

The Educational Foundation's status as a 501(c)(3) organization requires vigilant oversight and stewardship of donated funds. When the Educational Foundation awards grants, emphasis will be placed on ensuring funds are used for the intended purpose and reporting impact of donated dollars to funders. In addition to AAPSEF staff, volunteer program coordinators may interface with AAPS staff to provide stewardship.

Any change in purpose of use of funds must be pre-approved by the Educational Foundation. Violations of this agreement may result in an immediate withdrawal of funding.

Tentative schedule. The proposed schedule for this grant cycle is as follows:

March 17, 2011	Grants presented to AAPSEF board by grant seekers
March – June	Initiatives for Excellence committee and board members research grant applications; question applicants as appropriate
July	Upon conclusion of One Million Reasons Campaign, committee recommends funding support to the board of directors of the AAPSEF
July	AAPSEF notifies AAPS and grant seekers of awards
September - June	Program implementation and reporting

We look forward to reviewing your applications.

Sincerely,

Board of Directors of the Ann Arbor Public Schools Educational Foundation

# AAPSEF Grant Application Form

## STRATEGIES FOR SUCCESSFUL GRANTSEEKING

1. **Do your research** to determine whether the Educational Foundations goals and objectives for grantmaking are consistent with your type of grant request.

Does the program for which you are requesting support:

- a) Apply to “all students, all schools”? If the program is for third graders, is it offered to all third graders? If not, it is not a program likely to be funded by the Educational Foundation.
  - b) Is the program purpose aligned with the strategic plan of the Ann Arbor Public Schools?
2. Often times it is advantageous to have initial contact with the Educational Foundation before submitting a written proposal to answer any questions you may have. The telephone number for the Educational Foundation is 734-994-1969, and the current e-mail contact is: [wcorrell@aapsef.org](mailto:wcorrell@aapsef.org).
  3. Include a cover letter with each proposal that introduces your department, your proposal, and makes a strategic link between your proposal and the Educational Foundation’s mission and grantmaking interests – *you will not find a form for this, you must create the document yourself.*
  4. Type and single-space all proposals.
  5. Answer all the questions in the order listed.
  6. **Do not include any materials other than those specifically requested unless asked to do so.** More is not always better.

# AAPSEF Grant Application Form

## Initiatives for Excellence Grant Application Cover Sheet

Date of application: \_\_\_\_\_

### Grant Seeker Information

*Name of Grant Seeker*

*Title*

*Address*

*City, State, Zip*

*Phone*

*Fax*

*Department*

*School*

*Phone*

*E-mail*

*Name of contact person regarding this application  
(may be the same as grant seeker)*

*Title*

*Phone*

*E-mail*

### Proposal Information

Please give a 2-3 sentence summary of request:

Population served (number, ages, grades):

### Authorization

Name and title of senior most  
administrator supporting grant request:

\_\_\_\_\_

\_\_\_\_\_

**Signature**

\_\_\_\_\_

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### PROPOSAL CHECKLIST FOR SUBMISSION

- Cover letter introducing your department, your proposal, and makes a strategic link between your proposal and the Educational Foundation's mission and grantmaking interests – *you will not find a form for this, you must create the document yourself.*
- Application cover sheet (complete standard form).
- Proposal narrative (create).
- Project budget (complete standard form).

Please mail or deliver 2 copies of your completed packet to:

AAPSEF  
2555 South State Street  
Ann Arbor, MI 48104