



Grant Application Deadlines

Please submit your grant by...	...for consideration at
Monday, Sept. 19, 2022	October 2022 Board Meeting
Monday, October 31, 2022	November 2022 Board Meeting
Monday, November 28, 2022	December 2022 Board Meeting
Monday, December 19, 2022	January 2023 Board Meeting
Monday, January 30, 2023	February 2023 Board Meeting
Monday, February 27, 2023	March 2023 Board Meeting
Monday March 27, 2023	April 2023 Board Meeting
Monday April 24, 2023	May 2023 Board Meeting (End of Year Trips & Celebrations!)
Monday, May 29, 2023	June 2023 Board Meeting (Summer Programs and Back to School)
Monday, August 28, 2023	September 2023 Board Meeting

Questions? Call 518-417-2107 or email albanyafe@gmail.com



INNOVATION GRANT APPLICATION

All grant applications must enhance opportunities for students to learn, grow and succeed.

AFE Innovation Grants are intended for multi-school or large-scale projects with project budgets of \$2,500 or more that introduce new ideas and resources to the District. Innovation Grants may also support pilot programs with a plan for later expansion. Innovation grants for technology purchases are not encouraged. The participation of a community partner in Innovation Grants is highly recommended, but is not required. You are encouraged to contact AFE at 518-417-2107 or albanyafe@gmail.com to discuss your proposal before submitting it.

Part I: General Information

Application Date: _____

Project Title: _____

School(s) impacted: _____

Planned Date(s) of Project: _____

Amount Requested: _____

Who is the "sparkplug," i.e., leader, for the project? _____

Is this person an Albany City School District employee? Yes No

If no, please identify a school district employee who will help coordinate the project:

(There must be a school district employee on the project team.) _____

Sparkplug E-mail Address: _____ Phone #: _____

District Employee Email Address (if different): _____

Which other District staff will be involved with this project? _____

Is this a new project for your building? Yes No

Is this, as far as you know, new to the district? Yes No

Expected Numbers of Participants:

Students (along with Grade Level(s)): _____

_____ # Teachers _____ # Families _____ # Community Members

Project's Focus/Impact (select all that apply):

_____ STEAM (_____ Science _____ Technology _____ Engineering _____ Arts _____ Math)

_____ Social Sciences _____ Physical, Social and Emotional Well-Being _____ Language Arts

Project Evaluation: How do you plan to measure the degree to which you've achieved your goals in these areas?

Please describe any connections between this project and other ongoing District activities that will enhance the impact of this project on student development:

Part III: Community Partners

It is recommended, but not required, that Innovation Grants involve community partners. Community partners are community members, businesses and/or not-for-profit groups. They are involved parties that will help make this project successful by contributing their time and/or resources. They are not vendors receiving payment unless significant in-kind contributions are involved. Involving community partners in our schools provides opportunities for our community members to be engaged in our positive activity in our schools, and opens students' horizons to the resources around them.

Name of Community Partner #1: _____

Has this partner been involved with the District previously? Yes No

Contact Person: _____

Email: _____ Phone #: _____

Name of Community Partner #2: _____

Has this partner been involved with the District previously? Yes No

Contact Person: _____

Email: _____ Phone #: _____

Name of Community Partner #3: _____

Has this partner been involved with the District previously? Yes No

Contact Person: _____

Email: _____ Phone #: _____

What role will these community partners play in this project or what commitments have been made or are expected, from these partners? What prior involvement, if any, have they had with your school/the District?

Part IV: Project Funding

AFE has limited funds. What resources inside and outside the District have you contacted about supporting this project before applying for this grant? _____

Will AFE funding help you leverage additional funds from other sources for this project? Yes No

Please explain: _____

AFE Funding cannot support projects indefinitely. Our goal is to nurture new initiatives and then see them continue with support from others, either the school district or external funders. If this request is for a pilot or ongoing project, how do you intend to sustain and expand it?

If project funds are paid to the CSDA, all district purchasing regulations must be followed. Any funds not used for grant project must be repaid to AFE. Documentation of purchases may be requested.

Check payable to: _____

Project Budget

Project Expense Category	Expense Detail (number of students /cost, supplier, etc.)	AFE Grant Contribution	Other Funding if Applicable (Please identify amount, source and cash/in-kind)
Admission/Tickets			
Books (for in-school use)			
Books (student takehome)			
Event Food			
In-School Presentation/Author Visit			
Musical Instruments			
Professional Development Programs			
Additional teacher/TA wages			
Student Transportation			
Supplies (one-time use)			
Supplies (ongoing use)			
Other Expenses (please describe)			
TOTAL COST :	OVERALL PROJECT COST:	AFE FUNDS:	IN-KIND/OTHER CASH:

I believe this project will enhance opportunities for students in our district to learn, grow, and succeed, and will support the project sparkplug in carrying it out.

Supervising Administrator’s Name: _____

Supervising Administrator’s Signature _____

Please return this application to AlbanyAFE@gmail.com (preferred) or mail to PO Box 3110, Albany, NY 12203.

The Grants Committee will consider grants each month; please see schedule of application dates.