



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



RESOURCE GRANT APPLICATION

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

Resource grants allow teachers to purchase materials for a specific project in their classrooms. Examples include: student magazine subscriptions, field trip admission or busing costs, plants and soil for a class garden, materials for a classroom calming corner or flexible seating, math manipulatives, etc. Before you fill out this application, please check with your building principal and with the instructional supervisor for the content area in which you are seeking a resource to make sure that there are not already materials or funding available.

A building administrator must sign this application.

Resource grants may be up to \$500 and do not require a community partner.

<p>Elementary Content Area Supervisors</p> <p>Elizabeth Morphy, Literacy and Social Studies emorphy@albany.k12.ny.us - 518-475-6070</p> <p>Sara McGraw, STEM smcgraw@albany.k12.ny.us</p> <p>Kate Wright, Fine Arts - 518-475-6554</p>
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Part I: General Information

Application Date: _____

Project Title: _____

Teacher Name: _____

Teacher Email: _____

School: _____

Planned Date of Project: _____ (if specific one-time event)

Amount Requested: _____

Please note: AFE **can** reimburse you for purchases made AFTER your grant request has been approved with submission of receipts. **Resource grants cannot be used to reimburse purchases made before the grant application was approved.** If you are purchasing supplies from Amazon or other online merchants, please let us know - we may be able to order them for you and reduce costs by using our tax-exemption.

- I will be purchasing supplies out of pocket and will supply receipts to be reimbursed
- I would like AFE's assistance purchasing supplies to take advantage of tax-exempt status
- The school district or PTA will be paying for this resource; please make check payable to them.

Check payable to: _____

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

Part II: Project Specifics

Expected Numbers of Participants:

_____ # Students (along with Grade Level(s)):
_____ # Teachers _____ # Parents _____ # Community Members

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

____ STEAM (____ Science ____ Technology ____ Engineering ____ Arts ____ Math)
____ Social Sciences
____ Building Support Systems
____ Physical, Social and Emotional Well-Being
____ Language Arts

Project Description (you may use an additional sheet of paper):

- What resource are you requesting funding for?
- How did you learn about this resource? Is it new to your classroom/building or is it for a project you have done previously?
- What impact do you think this resource will have on student learning and/or social emotional growth?
- How will you know this resource has had an impact?

Part III: 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 (in-school use)			
Books (student take home)			
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:

For Applicant: I understand that if selected, I will be provided with a project evaluation and be required to complete and submit it within one month of completing my project. Grant recipients who do not submit evaluation forms will be ineligible for future AFE grants. Any funds not spent on budgeted project expenses must be returned to AFE.

Name: _____ Signature: _____ Date: _____

For Principals: I understand that there is limited funding available for Resource Grants and AFE may not be able to fund every grant request from my building. Priority should go to projects that cannot be funded through available district or PTA funds. Keeping these factors in mind, I endorse this proposal and believe it will have a positive impact on learning and growth in our building.

Name: _____ Signature: _____ Date: _____

Please return this application to AlbanyAFE@gmail.com or mail to PO Box 3110, Albany, NY 12203. The Grants Committee will consider grants monthly; see attached schedule for due dates.