



## Grant Application Deadlines

Please submit your grant by...	...for consideration at
Monday, Oct. 2, 2023	October 2023 Board Meeting
Monday, October 23, 2023	November 2023 Board Meeting
Monday, November 20, 2023	December 2023 Board Meeting
Monday, December 18, 2023	January 2024 Board Meeting
Monday, January 22, 2024	February 2024 Board Meeting
Monday, February 19, 2024	March 2024 Board Meeting
Monday March 18, 2024	April 2024 Board Meeting
Monday April 22, 2024	May 2024 Board Meeting (End of Year Trips & Celebrations!)
Monday, May 20, 2024	June 2024 Board Meeting (Summer Programs and Back to School)
Monday, August 19, 2024	September 2024 Board Meeting

Questions? Call 518-417-2107 or email [execdir@albanyfundforeducation.org](mailto:execdir@albanyfundforeducation.org)



# 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. Please note – AFE is **no longer able to fund school or grade wide PBIS programming**. If you think your request may fall under this category, please contact us before filling out the grant application.

### A building administrator must sign this application.

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

### Part I: General Information

Application Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher Email: \_\_\_\_\_ Teacher Phone: \_\_\_\_\_

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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><b>Elementary Content Area Supervisors</b></p> <p><b>Elizabeth Morphy</b>, Literacy and Social Studies <a href="mailto:emorphu@albany.k12.ny.us">emorphu@albany.k12.ny.us</a> - 518-475-6070</p> <p><b>Sara McGraw</b>, STEM <a href="mailto:smcgraw@albany.k12.ny.us">smcgraw@albany.k12.ny.us</a></p> <p><b>Kate Wright</b>, Fine Arts - 518-475-6554</p>
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**Part III: Project Budget**

<b>Project Expense Category</b>	<b>Expense Detail (number of students /cost, supplier, etc.)</b>	<b>AFE Grant Contribution</b>	<b>Other Funding if Applicable (Please identify amount, source and cash/in-kind)</b>
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)			
<b>TOTAL COST :</b>	<b>OVERALL PROJECT COST:</b>	<b>AFE FUNDS:</b>	<b>IN-KIND/OTHER CASH:</b>

**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 scan and email this application to [execdir@albanyfundforeducation.org](mailto:execdir@albanyfundforeducation.org).  
The Grants Committee will consider grants monthly; see attached schedule for due dates.