OLYMPIA
education foundation

2024-25 TEACHING & LEARNING GRANTS GUIDELINES AND FAQ

What may the Foundation's Teaching & Learning Grants be used for?

Our Teaching & Learning Grants are intended to support educators seeking to enhance student learning, close opportunity gaps, and meet needs that the district and individual school buildings cannot.

Grants are limited only by the applicant's creativity and the needs of their students. However, *the Foundation does NOT consider requests for the following*:

- Sports uniforms
- Leases (e.g., printers, copiers, etc.)
- School supplies to be distributed building-wide
- Science fair supplies to be distributed building-wide
- Professional development opportunities
- Technology and curriculum requests that have not received prior approval from appropriate district staff. (See FAQ below re: who is involved in approval.)

Who may apply for Teaching & Learning Grants?

Any district staff who works directly with students.

How much money can be granted and for how long?

- Grant Requests may be made for any amount up to $2,000 – except for Browsers Books requests for school or classroom libraries, which are limited to $500. Applicants must detail the specific costs of the request to the greatest extent possible.
- Applicants are encouraged to seek building, district, or school organization funds, as well as funds from other grantors, in addition to funds requested from the Foundation.
- All funds awarded must be used as outlined in the original request.
- Funds must be spent by Aug. 31 of the school year they were allocated for. UNUSED FUNDS DO NOT ROLLEVER. Instead, they will be returned to the Foundation.
- Multiple-year funding requests for the same project are discouraged. Requests should not rely on the Foundation as the sole source of funding for subsequent or future years.

May an applicant request a grant for wages, stipends or salaries?

Yes, however, such grants will be paid using OSD's payroll process and may take several months to reimburse. In addition, payroll taxes, benefits, etc., are likely to be deducted; the amount requested should take this into consideration.

What are the timelines for Grant Requests for the 24-25 school year?

Requests may be submitted beginning April 22, 2024. *Subject to available funds,* the Foundation will have two application periods.

- **Application Period 1: April 22 – June 21, 2024**
    - Opens: Monday, April 22
    - Closes: 5 p.m. Friday, June 21
    - Olympia Education Foundation Board discussion: Tuesday, Aug. 13
    - Applicants notified: by Friday, Aug. 16

- **Application Period 2: Aug. 26 – Oct. 24, 2024**
    - Opens: Monday, Aug. 26
    - Closes: 5 p.m. Friday, Oct. 24
    - Olympia Education Foundation Board discussion: Tuesday, Nov. 12
    - Applicants notified by: Friday, Nov. 15

Requests must be submitted prior to project start dates and may not be used for reimbursement of previously spent funds.

Who must review or approve a Grant Request before it is submitted to the Foundation?

- The applicant's direct supervisor must <u>approve</u> prior to submission.
- Requests for curriculum must first be <u>approved</u> by OSD Teaching and Learning staff. Contact Chief Academic Officer Inger Owen *prior to* completing a Grant Request.
- Requests for technology must be <u>approved</u> by OSD Technology staff. Contact Bob O'Donnell (elementary), Jamie Sproul (secondary: math and science), or Sharyn Merrigan (secondary: humanities) *prior to* completing a Grant Request.

What is the Foundation's process for approving requests?

- Grant Requests are evaluated based on alignment with the Foundation's mission to empower every student and OSD Teaching and Learning Guidelines. (The Foundation and OSD are separate and distinct entities, but OSD Teaching and Learning staff will review and make recommendations on all requests made of the Foundation. The Foundation will consider those recommendations in its decisions.)
- Following the committee's review of all requests, it will make recommendations to the full Board of Trustees at regular meetings of the Board as provided in the timeline above.

- The Board may: approve an entire request; decline a request; partially fund a request; or hold a request to seek more information.

What is required after an applicant has utilized funds granted for a project?

A Post-Grant Report, available on our website, must be filed within 30 days of project completion or by no later than the last day of school.

The report must contain adequate answers to the questions about the project, a photo or video of the project, and receipts for all purchases made.

Grantees who fail to submit a Post-Grant Report are ineligible for future grants.

Who may I contact if I have additional questions?

Olympia Education Foundation Executive Director Katy Johansson is happy to answer questions! Contact her at info@olyedfoundation.org or 360.596.6110.