

2019-2020 Yavapai County Education Foundation Building/District/School Matching Grant Guidelines

The Yavapai County Education Foundation is pleased to announce the availability of Building/District/School Matching grants for the 2019-2020 school year. **Grant applications are due by November 4, 2019.** Grant awards will be announced in late November 2019. Funding is scheduled for December 2019.

BUILDING/DISTRICT/SCHOOL MINI-GRANTS - \$1,000.00 Matching Funds - These may include projects involving one or more grade levels or classes that impact the entire building, school, or district. Preference will be given to projects that can be used repeatedly in future years as well as current classes.

*****Please Note:** YCEF will only match up to the **last \$1,000** of the dollars per project. The project **must** already be funded and the application **must** include where the funds are coming from and the dollar amount of the funds. ***** -- on the budget sheet**

ELIGIBILITY - Any teacher in a public, charter, or private school in Yavapai County may apply for matching funds. To meet the Federal requirements binding the Yavapai County Education Foundation, any such school may not be "for profit". The person submitting the application should be the individual with primary responsibility for executing the project. An administrator must sign to confirm the assurance of matching funds.

APPLICATION REQUIREMENTS – Answer all questions in the application. Be sure to fully explain your plans so that the grant committee has all the information necessary to make its decisions. A letter written and signed by an administrator on school or district letterhead confirming the assurance of matching funds must be submitted. A **detailed** budget (revenue & expenses) must be submitted, which will require both the Teacher and Principal's signature.

REPORTING – **Grant recipients will be required to make a brief presentation to their school or district's governing board outlining the impact of their award.** The Yavapai County Education Foundation is to be notified two (2) weeks in advance of the time and location of the appropriate board meeting. If possible, photographic documentation would be appreciated. **Board presentations must be completed by June 30, 2020.** Failure to comply may exclude the teacher and/or school from future eligibility.

EXPENDITURE GUIDELINES – Grant funds will be made payable to your school or district and purchasing should follow all procurement guidelines established by that school or district. **Funds must be spent within six (6) months of disbursement (by June 2020). Any unspent funds must be returned to the Yavapai County Education Foundation by the end of the fiscal year (June 30, 2020).**

HELPFUL HINTS

- Before submitting your grant request, check that your proposed project does not duplicate current or planned projects in your district. The funds provided should not be used for projects that would normally be funded in the school budget or any other source, public or private.

Apply Today

www.ycefoundation.com/matching-grants/

Questions? Contact Jenn Nelson at 928-442-5138 or jenn.nelson@yavapai.us