

YCEF Grant Rules

YCEF offers two types of grants: Classroom Grants or Matching Schoolwide Grants

- A **Classroom Grant** is for a project that a single teacher will use in his/her classroom. A classroom grant is fundable up to \$500.
- A **Matching Schoolwide Grant** is for a project that a single teacher or multiple teachers will use in multiple classrooms or a shared school space. This is a “matching” grant, meaning YCEF will match funds obtained from another source up to \$1000. YCEF will only fund 50% or up to \$1000, whichever is less. For example, if a project costs \$1200, YCEF will fund \$600 of that project. If a project costs \$3000, YCEF will fund \$1000 of that project. All other funding must be guaranteed by an outside funding source (school, district, private donor, etc.) prior to applying for this grant. This approval must be documented and verified on the Matching Schoolwide Budget Form by the organization or individual(s) who are guaranteeing the addition funding.
- YCEF will only accept applications from teachers and schools that do not have funding for their own classroom grant program such as a district foundation.
- YCEF can only support grant applications from not-for-profit education institutions in Yavapai County.
- Funds must be expended by the end of the school year in which they were granted. All unused funds must be returned to YCEF by Jun 30th of the school year in which they were granted.
- All state and local procurement rules must be followed.
- Equipment purchased through this grant program becomes the property of the school and must remain at the school should the teacher leave.
- Spelling, grammar, and accurate mathematical calculations will be taken into consideration when selecting grants for funding
- A teacher can only apply for one YCEF grant per school year.
- You cannot leave a section of the application blank. You will get an error message.

If awarded a YCEF Grant:

- Grant recipients are requested to make personal presentations before their governing boards outlining the impact of the award for their students. Please be sure YCEF is listed on the agenda so school board members know a YCEF board member will be present and would like to address the board.
- A photograph, brief video, and/or email downloadable to social media for posting on the YCEF website and social media is appreciated. Note: Obtain necessary permissions for photo or video of students.

Online Classroom and Matching Schoolwide Application Instructions:

At the top of the online application, select the grant for which you are applying. Use the drop down arrow to select Classroom Grant or Matching Schoolwide Grant

I. General Information

Name of Applicant: This is your name

School District/Charter: Click on arrow to select

School Name: Type the name of your school

Applicant E-mail: Please use an email that you check regularly

Grade level(s) covered by this grant: Include only the grade level(s) for which the project applies. For example, you might teach music in grades K-12 but the project will only be used at the high school. In that case you would only list grades 9-12.

Subject(s) covered by this grant: Include only the subjects for which this grant will apply. For example, you might teach history and P.E. but the project will only apply to your history classes. In that case only list history for subject(s) taught.

II. Proposed Project Information

Title of Project: This will be used by the review committee to discuss your application. Make it memorable and descriptive of your project. Do not use your name. Example: Bumper Cars

Number of Students: This is the number of students who will be impacted by the project. If this project is for consumable items or a one-time project, please enter the number that will be impacted. If the project will be used over multiple school years, please enter the number of students that will be impacted per year. In the description section, state that the project will be used over multiple school years.

Amount requested: This is the amount you are asking from YCEF. Classroom grants cannot exceed \$500. A Classroom grant that exceeds \$500 will not be considered. Schoolwide grants cannot exceed 50% of the project or \$1000, whichever is less. See YCEF Grant Rules for more details.

Describe the need and purpose of the project:

- Explain if this is a one-time project or if it can be used over multiple school years.
- Explain why the project is needed.
- Describe how the project will support your curriculum or student's access to curriculum.
- You cannot exceed 250 words.

III. Proposed Project Budget

You must use the appropriate budget form provided in the tabs at the top of the online application. If it is not included in your grant application, the application will not be considered for funding. No other budget documentation will be accepted. If you are applying for a Classroom Grant, use the Classroom Grant Budget Form. If you are applying for the Matching Schoolwide Grant, use the Matching Schoolwide Grant Budget Form.

Print the appropriate form, complete it, and secure all signatures. Scan and attach it as a pdf to your application.