

# YSEE Grant Request Process

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*Yellow Springs Community Foundation*

## *Instructions for Grant Applicants*

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### **Yellow Springs Endowment for Education (YSEE) Advisory Committee for the Yellow Springs Community Foundation**

#### **Grant Application, Process and Information**

**Yellow Springs Endowment for Education (YSEE) Field of Interest Fund** of the Yellow Springs Community Foundation is a non-profit organization. Our mission is to provide funding for educational programs and projects that encourage excellence, creativity, and diversity in education for students of the Yellow Springs Exempted Village Schools. These programs and projects enhance the curriculum standards set forth by the Ohio Department of Education.

**Funding** for these grants comes from tax-exempt contributions to the YSEE Field of Interest Fund of the Yellow Springs Community Foundation by community members, school alumni, civic organizations and businesses.

**Grant Application Information:** Faculty, staff and students of the Yellow Springs Exempted Village Schools are eligible to submit grant applications. Other individuals may submit applications in collaboration with current faculty, staff or students. However, a faculty or staff member must be the lead applicant. Additional faculty, staff or students who are part of a project team must be listed as a co-applicant on the Applicant Identification portion of the form.

Prior to submission to the Yellow Springs Community Foundation, applications must be reviewed and endorsed by the Superintendent to assure compliance with school policy and philosophy. Two letters of support may be included to address how this project would benefit educational needs within the public schools.

**Application Review Process:** All applications are reviewed by the YSEE Advisory Committee which makes recommendations to the Yellow Springs Community Foundation Trustees, who make the final decisions. Completed grant applications must be received at the YSCF by the first day of the month. The YSEE Advisory Committee will attempt to review the application and make recommendations during the month in which it was received. Upon approval, the applicant is contacted and funds are sent to the Treasurer of the YS Schools. Prior to the release of monies, the School Board and Treasurer must approve the expenditures. *Funding requests for individual educational opportunities and associated expenses will not be considered. In general, previously funded projects will not be subsequently considered.*

**Final Report:** Final report instructions will be provided with the grant award letter. This process must be completed in the followup section of this software within 30 days of the end of the project.

The application should be submitted by completing the information requested below.

**For Grant Application Assistance:** Contact the YSCF Foundation Administrator @ 767-2655 or yscf@yscf.org .

## *Project Description*

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### **Project Name\***

Name of Project.

*Character Limit: 100*

### **Summary Description\***

Please enter a one sentence description of your project.

*Character Limit: 250*

### **Applicant faculty or staff?\***

#### **Choices**

YS School Faculty

YS School Staff

### **Start Date\***

Enter projected dates

*Character Limit: 10*

### **End Date**

*Character Limit: 10*

### **Name and Position of Co-Applicant (if any)**

*Character Limit: 250*

### **Co-Applicant Phone #1**

*Character Limit: 20*

### **Co-Applicant Phone #2 (optional)**

*Character Limit: 20*

## Co-Applicant email

Character Limit: 100

## Name and Position of Collaborator (if any)

Character Limit: 100

## Collaborator Phone #1

Character Limit: 20

## Collaborator Phone #2 (optional)

Character Limit: 20

## Collaborator email

Character Limit: 100

## Project Details

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### Description\*

Project description (Please answer the following questions: What are you planning to do? Where will the project take place? Who will be participating? Who will benefit from the project?):

Character Limit: 5000

### Project Goals

Describe the project's goals—what you hope to achieve. (Reference Ohio Department of Education Standards where applicable):

Character Limit: 5000

### Outcome measurement

How will you objectively measure or judge whether the project succeeded in meeting its educational goals? (This outcome information is required on the Final Report):

Character Limit: 5000

### Other information

What else would you like us to know about your project?

Character Limit: 5000

### Amount Requested from All Funding Sources\*

Character Limit: 20

### Collaboration\*

Are you currently collaborating with other groups on this project to make a bigger impact? Please describe.

*Character Limit: 2000*

### **Diversity Impact\***

Please describe the impact, if any, that the project will have on promoting diversity in Yellow Springs and Miami Township.

*Character Limit: 2000*

### **Local Impact\***

What percentage of the project expenses are you planning to spend with local vendors?

*Character Limit: 50*

### **Anticipated start date\***

*Character Limit: 10*

### **Anticipated completion date\***

*Character Limit: 10*

## *Financial Information*

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### **Total Amount Requested from YSEE for project\***

*Character Limit: 20*

Please download the project budget template, complete it and upload it to the application.

[Click here to download Project Budget Template](#)

### **Project budget\***

Please upload the completed project budget spreadsheet.

*File Size Limit: 1 MB*

### **Project Grand Total (All Sources)\***

*Character Limit: 20*

### **Additional Funding Sources**

Specify additional funding sources and amounts applied for but not yet approved (including anticipated dates of notification)

*Character Limit: 500*

### **Other financial information**

Provide any other pertinent financial information (optional)

*Character Limit: 500*

## *Letters of support and other attachments*

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Two letters of support may be included to address how this project would benefit educational needs within the public schools. You may also attach up to two other documents of your choice.

### **Letter of Support 1**

*File Size Limit: 2 MB*

### **Letter of Support 2**

*File Size Limit: 2 MB*

### **Other Information 1 (optional)**

*File Size Limit: 3 MB*

### **Other Information 2 (optional)**

*File Size Limit: 3 MB*

## *Superintendent's Endorsement*

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### **Approval\***

This grant application has been reviewed and endorsed by the Superintendent of the Yellow Springs Exempted Village School District.

#### **Choices**

Yes

No

### **Superintendent endorsement documentation\***

Please upload a document that verifies the endorsement of the project application by the superintendent of Yellow Springs Exempted School District.

*File Size Limit: 5 MB*