

February 2023



# OSWEGO FOUNDATION FOR EDUCATIONAL EXCELLENCE (OFEE) GRANT

The Oswego Foundation for Educational Excellence (OFEE) is a community-based group of volunteers committed to the goal of enriching and enhancing educational opportunities for SD308 students and classrooms. OFEE has been awarding grants since 1995. Funds are generated through donations and events and are dispersed via grants. OFEE awarded thirteen grants totaling nearly \$9,000 in the 2021 - 2022 grant cycle.

## ***GRANT POLICY AND GUIDELINES*** ***Grant request is due to OFEE by April 30, 2023***

### **GUIDELINES FOR GRANT REQUESTS:**

In keeping with its philosophy and goals, OFEE will present grants to selected programs, activities, and expenditures which enhance and support educational opportunities for students in the SD 308 Schools.

- I. Criteria guidelines:
  - A. OFEE grants **will be** appropriated for initiatives/programs for student enrichment including programs in science, humanities, art, technology.
  - B. OFEE grants **may pay** for part of a proposal if the applicant provides some options.
  - C. All grade levels and curricular areas **will be** considered.
  - D. OFEE will fund programs, activities, and expenditures which **are not** part of the District 308's regular operating budget.
  - E. OFEE grants **will not** be appropriated for the purchase of textbooks or for operational supplies that support regular curriculum offerings.
  - F. OFEE grants **will not** be appropriated for salaries or training costs of the applicant(s).
  - G. Funds requested for expenses for extracurricular **must include** the portion the participants will pay.
  - H. OFEE grants **will not** pay for material or other equipment that is available within the school or of an existing program.
  - I. OFEE grants **may pay** for part of a proposal if the applicant gives some options.

### **II. SELECTION CRITERIA FOR GRANTS BY THE COMMITTEE**

The requests will be reviewed by the Foundation Board in the context of the philosophy and objectives of the OFEE. The Board will use the following criteria:

- A. Number of students and levels that will benefit from this request.
- B. Explanation and clarity of the grant's objectives and concurrence with SD308's goals and mission.
- C. Positive impact on students that can be demonstrated and ongoing benefits that will occur after grant funding ends.
- D. Disposable materials or equipment available within the school or of an existing program **should not** be requested.

### III. REQUEST FOR FUNDING PROCEDURES

- A. Requests must be submitted with the **OFEE Grant Proposal Form** and the **Proposed Grant Budget Form**.
- B. Requests should be submitted *electronically* to Jamie Modaff, **OFEE Grant Chairperson at [oswegofoundationgrants@gmail.com](mailto:oswegofoundationgrants@gmail.com)** and **must be** received by the **April 30, 2023**. Please **do not** send to District Administrative Center.
- C. Requests can be initiated by District 308 faculty, staff, or other interested individuals.
- D. Recipients of OFEE awards **will be expected to present a summary and evaluation of their activities (such as pictures, written work, etc.) within a year**.
- E. If grant activity is publicized, acknowledge OFEE's funding to increase public awareness, future donations and grant participation.

### IV. SELECTION PROCEDURES FOR GRANT COMMITTEE MEMBERS

The Board of Directors of the Foundation **will make the final selections** for funding and notify applicants notified by May 25, 2023.  
Grants selected for funding will be acknowledged by OFEE with a certificate and letter by May 25, 2023.

### V. GRANT APPROPRIATION PROCEDURES

The OFEE Board of Directors will appropriate funds for approved projects and initiatives in the following way:

- A. The OFEE Board will annually approve the amount of funds that will be available for grant distribution.
- B. The Grant Reimbursement Form including amount awarded and the further instructions for ordering and purchasing **will be emailed out after June 1, 2023**.
- C. **Funds must be used by December 31, 2023.**

Grant funds will be available after July 1, 2023.

**OSWEGO FOUNDATION FOR EDUCATIONAL EXCELLENCE  
GRANT REQUEST FORM**

**Submit electronically to Jamie Modaff at  
[Oswegofoundationgrants@gmail.com](mailto:Oswegofoundationgrants@gmail.com)**

***Grant request form is due to OFEE by April 30, 2023***

**DATE:**

**NAME(s):**

**SCHOOL(s):**

**CONTACT PHONE NUMBER:**

**CONTACT EMAIL:**

**GRANT PROPOSAL TITLE:**

**DESCRIPTION OF PROPOSAL:** *(Additional pages may be added.)*

**WHO WILL BENEFIT:**

**START DATE:** \_\_\_\_\_ **COMPLETION DATE:** \_\_\_\_\_

**SIGNATURE(s) of  
APPLICANT(s)** \_\_\_\_\_  
\_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

**Include a budget for your proposal on the following form.**

**OSWEGO FOUNDATION FOR EDUCATIONAL EXCELLENCE**

**PROPOSED GRANT BUDGET FORM**

**PROJECT TITLE** \_\_\_\_\_

**PARTICIPANTS:** \_\_\_\_\_

**GRANT AMOUNT REQUESTED** \$ \_\_\_\_\_

<b>EXPENSE ITEM</b> <b>(Describe below)</b>	<b>AMOUNT</b>
1. _____ _____	\$ _____
2. _____ _____	\$ _____
3. _____ _____	\$ _____
4. _____ _____	\$ _____
5. _____ _____	\$ _____
6. _____ _____	\$ _____
7. _____ _____	\$ _____
8. _____ _____	\$ _____
9. _____ _____	\$ _____
10. _____	\$ _____
<b>TOTAL</b>	\$ _____

**OFEE Board Members will address grant proposals in May. Notification of grant awards will take place by May 25.**

**OFEE encourages individuals who are awarded grants help to continue the work of generating Foundation grants through donation via payroll deduction\$1 - ? per paycheck. The donation is tax-deductible.**

**Grant recipients are strongly encouraged to participate by attendance or assistance at an OFEE event within 2 years of grant receipt. OFEE's vital work is only possible through strong community support. Donating to OFEE's mission and helping to raise awareness of our work will continue to make our district stronger, and enrich the learning experiences of all students in SD308.**

**Grant funds will be available after July 1, 2023.**