

# **BATAVIA FOUNDATION FOR EDUCATIONAL EXCELLENCE**

## **POLICY FOR REQUESTS, SELECTION AND DISBURSEMENT OF GRANT FUNDS**

### **I. Funding guidelines:**

In keeping with the philosophy and goals of the Batavia Foundation for Educational Excellence, the Foundation will select those programs, activities, and purchases that will enhance and support educational opportunities for students in the Batavia Public Schools. The following criteria will serve as general guidelines:

- A. Grant applications will be accepted and awarded in the spring.
- B. All grade levels and curricular areas will be considered.
- C. Foundation funds will fund programs, activities, educational opportunities and purchases not included in the district's regular operating budget for projects designed to improve learning effectiveness.
- D. New projects, project duplications (projects that have previously been funded, which have not been fully implemented by the district) and project continuations will be considered. Applicants may inquire about projects that can be duplicated with their Batavia Foundation board representative or Chief Academic Officer.
- E. Foundation funds will not be appropriated for salaries or stipends, purchase of textbooks or non-instructional supplies. Consumable items may be funded when integral to the overall effectiveness of the proposal.

### **II. Procedure for requests**

- A. Requests can be initiated by faculty, students, administrative personnel, parents, citizens, and other civic, governmental, or community organization.
- B. Requests must be submitted according to the Batavia Foundation for Educational Excellence Grant Proposal Requirements.
- C. Requests must be submitted according to the currently published schedule.

### **III. Selection Criteria**

The requests will be reviewed by the selection committee in the context of the philosophy, goals, and objectives of the Foundation. The Committee will use the following criteria to guide deliberations regarding requests. Other criteria may also be applied:

- A. Complete application that clearly describes how the project will meet identified needs.
- B. Degree of planned impact on learning/teaching effectiveness for Batavia Public School students in ways not currently served.

- C. Scope of impact (including number of students benefitted and ongoing benefits after program is completed)
- D. Concurrence with Batavia School District goals/mission
- E. Special consideration will be given to projects that are innovative or unique in nature or add elements of uniqueness.

#### **IV. Selection procedure**

- A. The Chairperson of the Board of Directors will appoint a selection review committee annually which includes members of the Foundation Board Directors, one of whom shall be a member of the Executive Committee. Note: The District Superintendent or designee shall be an ex-officio member of this Committee.
- B. The Foundation Board will approve a budget annually, which establishes funds available for distribution. This is referred to as the Resolution for Expenditures.
- C. The selection committee will review all requests for compliance with the philosophy, goals, objectives, and criteria as outlined in Sections I, II, and III.
- D. The selection committee will submit a written report to the Executive Committee recommending funding in the next fiscal year. The report should include any special accommodations such as multi-year funding, cooperative funding with the District, etc.
- E. The Executive Committee may review the recommended requests with the School District for further compliance and concurrence with proposed requests.
- F. The Board of Directors of the Foundation will make the final selections.
- G. All requests and proposals shall be acknowledged in writing. When acknowledging a request, which has been approved for funding, clear instructions and directions shall be provided to the grantee(s).

#### **V. Appropriation Procedures**

The Board of Directors of the Batavia Foundation for Educational Excellence will appropriate funds for approved projects and initiatives in one of the following ways:

- A. Approved projects that can and will be fully funded in one fiscal year will be designated by Board resolution. Upon certification to the Treasurer of The Batavia Foundation for Educational Excellence by the Treasurer of the Board of Education that the goods and/or services have been received, the Foundation Treasurer will render reimbursement to the Treasurer of the Board of Education.
- B. Approved projects that cannot or will not be fully funded in one fiscal year will be designated by Board resolution. The resolution will designate one or two procedures for funding the approved projects for two or more consecutive fiscal years.
  - a. The Board of Directors for the Batavia Foundation may enter into an agreement with the Board of Education in which the Board of Education will

appropriate sufficient funds to complete the approved project. The agreement will stipulate a schedule of payments made by the Treasurer of the Foundation to the Treasurer of the Board of Education to fund the approved project.

- b. The Board of Directors of the Batavia Foundation may authorize the Treasurer of the Foundation to establish an escrow account into which successive deposits will be made until the approved project can be fully funded.

## **VI. Evaluation**

All grantees who have had proposals funded or who have received any other resources from the Foundation are required to submit an evaluation of the project to the Foundation no later than May 30 of the fiscal year for which the proposal was funded. If the grant is multi-year, an interim evaluation shall be in order.

## **VII. Publicity**

- A. The Batavia Foundation for Educational Excellence shall be responsible for publicizing the awards granted.
- B. All grantees shall be responsible for publicity of the activities and events that occur in connection with the grant awarded as appropriate. All grantees shall also be responsible for advising the Batavia Foundation for Educational Excellence Directors prior to these activities and events. Publicity on any grant must include this statement: "This project was funded by a grant from the Batavia Foundation for Educational Excellence."
- C. The Foundation shall also identify equipment, materials, etc.as appropriate.

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