



Jeffco Schools Foundation
a nonprofit 501c3 partner to Jeffco Public Schools in Colorado

1829 Denver West Drive
Bldg. 27
Golden, CO 80401

Jeffco Schools Foundation Educator Funding Application Guidelines

Purpose:

Teacher grants aim to empower educators by offering extra funds for resources and programs, facilitating an enriched teaching experience while eliminating financial barriers.

Eligible Applicants:

All educators and staff working in a Jeffco school are eligible to submit an application to support a Jeffco school or classroom. The grant application must be **reviewed and approved by the school principal** or department leader in a department application. Grants **will not** be awarded to parent groups or outside providers.

Eligible Proposals:

Each educator or school department may submit **one request per grant cycle** through the **online application**. Each educator or department is eligible to receive a maximum of **two grants per school year**. Grants must clearly articulate the following areas:

- Demonstrated need
- Intended Impact
- Alignment with JSF Values: equity, engagement, and excellence
- Alignment with district

Grant Size:

Grants range between \$500 and \$1,000 and are awarded to individuals or departments. Jeffco Schools Foundation will not consider requests exceeding \$1,000 for this grant cycle.

**Grant size may increase in future grant cycles.

Population Served:

Grants must serve **Jeffco students**. It may not include expenses for parents, volunteers, school or department staff or non-Jeffco students, unless the expense is essential to the program/project and does not exceed 10% of the overall request.

Application Deadline:

Fall 2024 Grant Timeline

- **Applications Open: October 1, 2024**



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- **Applications Due: November 15, 2024**
 - **Applications Reviewed: November 18, 2024 - December 12, 2024**
 - **Awardees notified by: December 18, 2024**
 - **Checks sent starting: January 6, 2024** (*subject to signed grant award letter and agreement being returned to the Foundation*)
 - **Final Reports due June 30th, 2025**

All completed grant applications must be submitted online **by 5 p.m. mountain time** on the specified deadline date above.

Grant Term:

Grant funds must be fully expended exclusively for the approved grant request by July 30th, 2025. Funds cannot be carried over to the next calendar year. Unused funds will be returned to Jeffco Schools Foundation to be re-granted.

Non-fundable Items:

- Reimbursement for a project that has been completed or is currently covered under the school or department budget. If you are unsure if the request is covered through your school or department budget, please contact your school's financial secretary.
- Payments to any Jeffco staff (this includes part-time, full-time, substitute), parents or students in the form of salary, stipends, gift cards, etc. Note: this does not include payments to cover admissions or program/project costs for adults participating in activities as chaperones, though chaperone costs should not be the majority of a request.
- Snacks and meals (unless a critical component of requested program/project) – e.g. if a program or project will occur off campus and will last for 5 hours or longer, snacks or meals may be permitted if there is no reasonable alternative to transport and safely store snacks or meals.
- Sponsorship of school fundraising events (table purchases, centerpieces, etc.)
- School and/or after-prom parties (not inclusive of pep rallies or other similar school spirit type activities).
- Re-granting to another program in your school.

*** If these non-fundable items are included in the application, they will be excluded when considering the amount to award. ***

Report Requirements:

After the project/program is completed, we require grant recipients to submit a final report online summarizing the accomplishments, challenges, unexpected outcomes and success stories of the funded request. Failure to submit a final report may affect future funding for the applicant. **The final report is due by June 30th, 2025.**



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Impact Report: <https://forms.gle/Eki1kmKDgurWn4SbA>

Site Visit:

We may select your program/project/activity for a site visit in which Jeffco Schools Foundation staff and others may visit your school to see the program in operation and ask questions. We ask for your cooperation with scheduling this visit.

Grant Publicity:

Jeffco Schools Foundation appreciates any recognition you provide in print or electronic materials related to your funded request. We encourage you to recognize Jeffco Schools Foundation as a funder in newsletter articles or other materials sent to your parents or community. We ask you to consider including a link to our website, www.JeffcoSchoolsFoundation.org, in any publicity materials.

We kindly request you submit thank-you letters, photos of the project/program in operation or quotes which we may publish on the Jeffco Schools Foundation website or in Jeffco Schools Foundation marketing materials. **Please ensure students in the photos have signed photo releases.**

Additional Information:

- Grant applications will be **read by non-educators** so **avoid educational jargon and acronyms**. It is beneficial to provide background information on programs, curriculum being used and general information that may not be known by non-educators. Excessive educational jargon and acronyms or lack of background may influence funding as your application is read by non-educators.
- Applicants are encouraged to provide all funding information on the application including scholarships being offered, partnerships formed with nearby organizations and funding from other sources such as the school, fees from students, other grants and/or the PTA.
- Applicants may be contacted for additional information or clarification.
- By submitting an application, you acknowledge that your email and mailing address are subject to be contacted by the Jeffco Schools Foundation.

Contact Us:

Email: JSF@Jeffco.k12.co.us
Phone: (303) 982-2210



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JSF Educator Funding Application Questions

Please complete the application below to be considered for Jeffco Schools Foundation funding.

We are scoring these applications based on these four priorities:

- Demonstrated need
- Intended Impact
- Alignment with JSF Values: equity, engagement, and excellence
- Alignment with district

Contact Information

1. Name
2. Email
3. Phone
4. Principal/Supervisor Name
5. Principal/Supervisor Email

School Specific Information

1. Which School will be impacted?
2. Title 1?
3. Which articulation area is the school located in?
4. Does the school(s) have an active PTA/PTSA/PTO?
5. What is your PTA/PTSA/PTO's annual budget?

Project/Program Information

1. Program/Project Name
2. What will you use these funds for?
3. Funding amount being requested
4. Total Program/Project Budget
5. Please upload a project/program budget breakdown if you have one
6. Total number of unduplicated, unique individual's anticipated to be served by this funding
7. How often will this project/program occur?



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8. Is this a new or existing program/project?