

EAST ROCHESTER ALUMNI FOUNDATION, INC.

Dear Grant Applicant:

The East Rochester Alumni Foundation Board is pleased that you are interested in applying for an East Rochester Alumni Foundation (ERAF: "The Foundation") grant.

Please bear in mind the Foundation's mission and goals as you prepare your application.

Our Mission

"To make East Rochester Public Schools the best they can be"

Our Goals

To bring alumni together

To unite the school district, the community and students of today

To raise funds and to make grants for programs critical to the educational system which are not funded in the school district budget

To build a stronger school system, a stronger community and a stronger future for all East Rochester students

Your grant request should include an assessment of how your program will address some, or all, of the Foundation's Mission and Goals. You are welcome to ask questions or discuss ideas with the Foundation's Grants Chairperson, Anita Mance, Katie DeVito, our in-school liaison, or with any other Alumni Foundation Board Member(s) prior to submitting your grant application.

Grants are considered for innovative projects which are not provided for in the East Rochester School District budget. The Foundation does not provide grant support for projects which benefit a single student and will always consider more favorably those undertakings which benefit a large number of students versus only a few. Also, The Foundation does not fund scholarships.

Applications may be submitted at any time. Please understand that prior to any Grant Request being considered by the Foundation's Board, it must first be reviewed and approved by our District's Leadership group. The Foundation's Board typically meets on the third Monday of each month. Due to the timing and sequence of review steps, it may be necessary to submit your grant request several months before funds are actually needed.

The Grant Application form and criteria can be found on the Foundation's website under the "Alumni Foundation Grants" link: http://erschools.org/alumni/alumni_foundation_grants. Copies are also available in the District Office. Please see the ERAF Grant Process Flow Chart to fully understand the complete process, also available in the same place.

Once completed, your Grant Request must be submitted to Kristen Adler in the District Office. You will be advised promptly by the District Superintendent's office if more information is required or if your request has been disapproved by the District Leadership Group. You will also be advised promptly of the Foundation's decision by the Foundation's Grants Chairperson.

Sincerely,

East Rochester Alumni Foundation Board

Rev 10/2021

ERAF GRANT CRITERIA & GUIDELINES

THINGS YOU SHOULD KNOW:

Grant requests should be consistent with East Rochester School District (ERUFD) Goals and Standards

Grant requests should be consistent with East Rochester Alumni Foundation's Mission and Goals

Grant requests must not be for funds available or includable in the School District Budget

Since all grant deliberations by the Alumni Foundation Board will include an evaluation of student impact, grant applicants should address this criterion as part of their original Grant Request.

Grant requests benefiting a single student will not be approved.

The Foundation does not fund scholarships, but views favorably grants which assist multiple students with unmet needs.

Grants for projects benefiting many students will be viewed more favorably than those benefiting only a few.

The Foundation considers "Pilot Programs" but may be less enthusiastic about those programs which require ongoing funding. If a program is likely to be multi-year in nature, the request should address this concern, such as suggesting/considering sources of new or additional funding.

The Foundation does consider Grant Requests for Extra-Classroom Clubs and events. However, the Foundation should not be the sole source of club funding. Students should actively undertake and participate in fundraising activities in accordance with the bylaws of the "Safeguarding Accounting and Auditing of Extra-Classroom Activity Funds" to satisfy their revenue requirements.

The Foundation will evaluate the success of each project it funds. Prior to submitting their final report to the Foundation, grantees should perform a self-evaluation of the project in relation to project outcomes predicted in their original Grant Request.

Please include these actual results along with other comments, observations and pictures, if available, in your final report to Anita Mance. The Final Report is to be submitted within 10 working days of project completion.

Grant related reimbursements will be made by a check drafted by the ERAF Treasurer. Payments will only be made once the Foundation's Treasurer is in possession of receipts and/or invoices or by special arrangement(s) made in advance between the Grantee and the Foundation's Treasurer. Reimbursements will not exceed the amount originally approved by the Foundation. Overruns must be approved by the Foundation Board before associated payments are made.

As a 501 (c) (3) Charitable Organization, The Foundation is accountable to follow NY State and Federal laws. The process that is outlined in the Grant Process Flow Chart is consistent with these rules and must be followed to ensure our "good standing" status.

EAST ROCHESTER ALUMNI FOUNDATION, INC.

GRANT APPLICATION (please print legibly for prompt attention)

Project Name: _____

Contact Person: _____

School Phone: _____ Personal Phone: _____

E-Mail: _____

Fund Amount Requested: _____ Date Funds are needed: _____

Date of event(s): _____

Project Description: _____

Anticipated Outcomes / Benefits: _____

Number of Students involved / affected: _____ Projected Costs: Attach summary please

Is District Funding Available? Yes / No

Other sources of funds? (Please describe): _____

Signature: _____ Date: _____

Please attach additional page(s) if needed. Deliver completed application document(s) to:

East Rochester Alumni Foundation, Inc.
C/O Office of Superintendent of Schools
222 Woodbine Avenue
East Rochester, NY 14445

GRANT FOLLOW-UP SUMMARY/EVALUATION

(Please submit within 10 days of activity completion)

Title of Grant: _____

Contact Person: _____

School Phone: _____ Personal Phone: _____

E-Mail: _____

Date of event(s): _____

Summary of activity: _____

Goals & Outcomes:

• **Impact on Students:**

○ # of Students expected to participate: _____ # of Students actually participating: _____

○ Improvement of student character:

○ Motivation:

○ Achievement:

• **Lessons Learned:**

○ Positive Results:

○ Possible future changes / improvements:

• **Miscellaneous:**

○ Forecasted expenses: _____ Actual expenses: _____

○ Reimbursed by ERAF: _____ Funds raised by group: _____

• Please attach photos if available or send digital photos to Pam Narsisian (pamnar@gmail.com)

• Receipt(s) / invoice(s) attached or already submitted (Please circle appropriate response)

Signature _____

Date: _____