



2019 Education Plus! Grant Program

Eligibility & Application Instructions

The 2019 Education Plus! Grant application cycle is open and SCF is accepting funding requests from eligible applicants from March 1, 2019 thru October 4, 2019. Teachers working in Solano County public schools (K thru 12), and qualified 501(c)(3) charitable organizations are eligible to apply.

Teachers may apply for small grants of **up to \$1,500** to help support projects that exhibit the “Plus! Factor,” i.e., those that enhance learning, improve student achievement, and augment participants’ educational experience in unique and successful ways. Teacher applicants must submit the Teacher Education Plus! Grant Application Form to request funding.

Nonprofit organizations may apply for larger grants of **up to \$7,500** to support reading and math educational programs (e.g., remedial and mentoring projects, intervention programs, and after-school and summer programs). Nonprofit applicants must submit a Nonprofit Education Plus! Application Form to request funding.

Foundation staff will review each application received to determine whether the request aligns with the stated funding focus areas, addresses specific funding goals and objectives, and contains the necessary criteria for further consideration. If upon first review, the request is deemed suitable for funding, but required information is missing or incomplete, SCF will invite the applicant to submit specific detailed information via email.

Solano Community Foundation is committed to addressing poverty and unemployment in Solano County by supporting programs that address the issues of achieving grade-level reading skills and achieving math skills for appropriate grade-level math placement.

I. ELIGIBILITY & FUNDING FOCUS

- A. Teachers in Solano County and River Delta public schools (in Solano County) serving students in grades K – 12 are eligible to apply.
- B. Nonprofit organizations designated as I.R.S. 501(c)(3) organizations serving Solano County residents are eligible to apply.
- C. Qualified nonprofit organizations must also be a Nonprofit Partnership Program (NPP) member in good standing.
- D. Funding requests must address one of these two specific issues:
 1. Grade-level Reading: work toward achieving grade-level reading skills at the third-grade level, or working to maintain or improve reading skills consistent with current grade level.
 2. Grade-level Math Placement: work toward achieving math skills for appropriate class placement at the ninth-grade level, or working to maintain or improve math skills consistent with current grade level.

II. APPLICATION DEADLINE & NOTIFICATION PROCESS

- A. The Application Form for Teachers and Nonprofits is a fill-in-the-blank PDF and content must be typed. A completed form may be printed and signed by the school principal or head of the nonprofit organization. An electronic signature is preferred.
- B. Applications must be submitted via email to grants@solanocf.org (preferred method), by regular mail, or hand-delivered no later than October 4, 2019.
- C. SCF will send each applicant an email to confirm receipt of their application.
- D. Upon completion of review and scoring of an application SCF will determine funding status. If necessary, an applicant may be requested to provide specific additional information, or an applicant may be invited to submit a full proposal.
- E. SCF will notify applicants of their funding status by email within 7 to 10 business days after a request is received.
- F. Grantee award letters and checks will be processed and mailed (or held for pick up) within 10 to 14 business days after a request is received.

III. APPLICATION REQUIREMENTS

- A. Only one application per teacher will be funded in one calendar year grant cycle.
- B. Only one application per nonprofit organization will be funded in one calendar year grant cycle.
- C. Incomplete or handwritten applications will not be considered – applicant will be notified by email.
- D. Identical applications submitted by two or more teachers from the same school for the same project (but for different classes) must clearly explain the unique purpose of each request.
- E. All applicants must provide a current email address and phone number.
- F. A project budget is a required application component; it must include a list of expense items and amounts for the proposed use of funding.
- G. Supporting documentation of services or materials to be purchased with funding must be provided. No exceptions.
- H. If additional project funding is needed in addition to the Ed Plus! grant amount requested, applicants must give a clear explanation of how and when monies will be acquired.
- I. Ed Plus! grant monies awarded to school teachers may not to be used to pay for a teacher's or school chaperone's meals or personal travel expenses.

IV. ALL GRANTS - APPLICATION REVIEW AND SELECTION CRITERIA

SCF is committed to fairly evaluating all grant requests; each application is reviewed and scored using a rating matrix. Projects that clearly identify the “Plus! Factor,” and embrace a high level of participant involvement, will receive strongest consideration. The criteria shown below will be used to select projects worthy of funding.

- A. A direct alignment with the specific focus area selected on the application form.
- B. Address specific learning goals and objectives for the participants.
- C. Project purpose and goals are clearly identified and the ‘Plus! Factor’ for funding worthiness is evident.
- D. Project activities and level of participant involvement are clearly described.
- E. An evidence-based evaluation system is in place, or will be implemented to plan, record, measure and assess impact.
- F. The project budget is complete, aligned with project purpose and goals, and items are directly related to the activities.
- G. Supporting documentation is provided to show vendor information, cost and description of the item(s) to be purchased.

V. NONPROFIT FUNDING REQUESTS (between \$2,500 and \$7,500)

The SCF Grants Committee, exercising their due diligence, will review ‘large’ funding requests along with SCF staff input. After evaluating the application, supplemental materials, scores, and pertinent information (i.e., previous requests submitted, funding received, performance and reporting history), a funding recommendation will be made to the SCF Board for final approval. Their approval or denial of the request will determine whether SCF staff processes an award letter and grant check for the applicant, or sends a declination letter.

VI. REPORTING REQUIREMENTS & PUBLICITY

- A. Submission of a written Grantee Final Report is required of all grant recipients.
- B. The report is due no later than one year from the date of the award letter or when grant monies have been spent, whichever is sooner.
- C. The final report must include at least two digital photos of participants involved in project activities (or use of items purchased).
- D. Acceptance of an Education Plus! Program grant implies consent for SCF’s use of report information, photos, and award results in media coverage.
- E. SCF’s funding support must appear in grantee publicity releases about the school project, and in marketing materials, etc.
- F. The SCF Grantee Final Report Form and the SCF Media Release Form may be downloaded from the Ed Plus! Program page on the SCF website, or requested via email.
- G. Failure to submit a required final report may render the applicant ineligible to receive future Education Plus! awards.