

The Great Expectations Fund

2018 Grant Program

Eligibility & Application Instructions

The 2018 grant application cycle for The Great Expectations Fund will open on September 21, 2018 and close on May 17, 2019, to coincide with the 2018-2019 school year. SCF will accept requests from eligible applicants on an ongoing basis and award decisions will be made monthly. Teachers working in Fairfield and Suisun public schools (K thru 12) and qualified 501(c)(3) charitable organizations serving Fairfield and Suisun youth are eligible to apply for funding.

Small grants of up to \$2,500 will be awarded to help support projects that give disadvantaged children the opportunity to explore the world, cultivate new interests, experience the arts, and expand their horizons (via excursions, camperships, performance events etc.)

Grant monies must support programs or projects that provide low-income and at-risk children (ages 5 to 20) with opportunities to participate in (or experience) academic and cultural enrichment activities which will help broaden their view of the world.

Foundation staff will review each request received to determine whether eligibility criteria has been met and whether the project meets the specific funding goals and objectives. SCF may ask the applicant to submit specific detailed information, if upon first review the request is deemed suitable for funding and worthy of further consideration.

I. ELIGIBILITY & FUNDING FOCUS

- A. Teachers in Fairfield and Suisun schools (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. Funding support must be used for projects that serve youth ages 5 to 20, **and**
- D. Youth served or to be served must be deemed impoverished, members of low-income households, and or “at-risk” (i.e., youth exposed to the possibility of danger, harm, or loss due to a higher number of risk factors and lower number of protective factors in their life).

II. APPLICATION REQUIREMENTS

- A. Only one request per applicant will be funded in one grant cycle.
- B. Incomplete or handwritten applications will not be considered.
- C. Identical applications submitted by two or more teachers from the same school for the same project (different classes) will not be considered.

- D. All applicants must provide a current email address and phone number.
- E. The project budget is a required application component; it must include a list of expense items and amounts for the proposed use of funding.
- F. If funds are needed in addition to the grant amount requested, give a clear explanation of how and when they will be acquired and how they will be used.
- G. Grant monies awarded to schools may not to be used to pay for personal travel expenses (transportation, tolls, parking, etc.), school chaperone services, or meals.

III. APPLICATION DEADLINE & NOTIFICATION PROCESS

- A. The Application Form is a fill-in-the-blank PDF and content must be typed. A completed form may be printed and signed/authorized by the school principal or head of the nonprofit organization. Electronic signature is preferred.
- B. Applications must be submitted via email to grants@solanocf.org (preferred method), by regular mail, or hand-delivered.
- 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 details.
- E. SCF will notify the applicant by email with a funding status for their request, within 15 business days after a request is received.
- F. Grantee award letters and checks for will be processed and mailed (or held for pick up) within 5 business days after SCF Board approval.

IV. APPLICATION REVIEW

SCF is committed to fairly evaluating all grant requests received. To this end, Foundation staff will review and score each application received, exercising due diligence. A recommendation for funding will be forwarded to the SCF Grants Committee for review of the application package, supplemental materials, previous funding/performance information and scores. Both reviews will help determine the proposed effectiveness of the project/program and the overall impact on the community or individuals served.

After thorough examination and evaluation, the Grants Committee will provide their funding recommendation and any appropriate terms and conditions to the SCF Board for final approval. A vote by the Board based on committee's recommendation will set the award process in motion.

V. SELECTION CRITERIA & AWARD

Projects that clearly have the potential of changing a life for the better, or those that have a history of success, and those that embrace a high level of participant involvement, will receive strongest consideration. The criteria shown below will be used to select requests worthy of funding.

- A. A direct alignment with the specific funding objectives.
- B. Address specific goals and outcomes for the participants.
- C. Project purpose, goals, and the 'Plus! Factor' are clearly identified and funding worthiness is evident and compelling.
- 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. Project budget is complete, aligned with project purpose and goals, and directly related to the activities.

VI. REPORTING REQUIREMENTS & PUBLICITY

- A. All grant recipients are required to submit a written Grantee Final Report.
- 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.
- 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, in brochures, and in marketing materials, etc.
- F. The SCF Grantee Final Report Form and the SCF Media Release Form are available to download from The Great Expectations Fund page on the SCF website.
- G. Failure to submit a required final report will make the applicant ineligible to receive future awards from this Fund.