

School Fuel Enrichment Grant Application

Application Form for 2023-24 Enrichment Grants

* Indicates required question

1. Email *

Instructions

School Fuel is a local non-profit dedicated to supporting all students within the Novato Unified School District.

Please use this form to request consideration for a 2023-24 enrichment grant from School Fuel.

What Can Be Funded?

Enrichment grants are available for elementary, middle, and high school programs. Grants will be considered for amounts ranging from \$500 - \$5,000. Grants may be used for any legitimate expense supporting student educational enrichment and engagement including enhancement of existing programs. Some examples are instructional technology, equipment, software, musical instruments, consumable supplies, field trips, assemblies, event participation fees, licensing fees, and subscriptions. *Please note that grants for curriculum must be used for district-approved materials.*

Selection Criteria

The selection committee will consider the following priority factors in approving grant requests:

- opportunity to increase student engagement
- identified need or gap in offerings
- closing opportunity gaps for students
- support for student mental health and wellness
- enrichment provided
- demonstrated interest in and support for the program
- efficient use of funds
- expected impact
- balance of projects between NUSD sites
- likely success of proposed program

Who Can Apply?

Grant applications may be submitted by teachers, classified staff, administrators, students, parents, or school program providers.

Can I View The Entire Form?

The entire form is available to download at <http://novatoschoolfuel.org/grants/> if you would like to review all of the questions before filling out this form.

Application Deadline

Application deadline is Friday, September 29, 2023. Grant awards will be announced the last week of October and funds will be available in early November.

Additional Questions?

Please contact Susan Mathews at susanmathews415@gmail.com with any questions.

Grant Conditions

If your application for a School Fuel Educational Enrichment Grant is approved, your program will appear in School Fuel publications and website. For this reason, we would like a short narrative about the impact of the grant at your schools and a few images we may share with the public. Please be aware of the following conditions before you apply for a grant:

- We may request photographs or an opportunity to send a photographer to take pictures to document and promote the impact of the grants.
- If appropriate, the student participants in the program may be asked to showcase their program or work at the Tour of Novato, Art Smart Showcase, or other School Fuel events.
- We expect to hear from you during the year with updates about how the grant is making a difference for your group or school. Please send us an update by spring, which can be by email or you can come present to the School Fuel board at one of our regular meetings. Please contact Susan Mathews at susanmathews415@gmail.com to provide an update or schedule a presentation.
- If you have the ability to do so, please share news of your School Fuel grant with families at your school.
- As a grant recipient, you must complete a survey at the end of the school year summarizing the use of funds and provide feedback about the program.
- If funds are not able to be used for the specified purpose, they must be returned to School Fuel unless you request and receive specific permission to use them for an alternate, similar purpose.
- If questions or concerns arise about accessing funds after they have been awarded, please contact Susan Mathews at susanmathews415@gmail.com for assistance.

Applicant

Describe who you are

2. Name of Applicant *

3. School *

Check all that apply.

- Hamilton Meadow Park TK-8
- Hill Education Center
- Lu Sutton Elementary
- Lynwood Elementary
- Loma Verde Elementary
- Novato Charter School
- Novato Early Intervention Preschool
- Novato High School
- Olive Elementary
- Pleasant Valley Elementary
- Rancho Elementary
- San Jose Middle School
- San Marin High School
- San Ramon Elementary
- Sinaloa Middle School
- Other: _____

4. What is your role at the school? *

Mark only one oval.

- teacher
- administrator
- staff
- counselor
- student
- parent
- PTA/PTO/foundation leader
- Other: _____

5. Contact Phone Number *

Description of Grant Request

Provide an overview of what you are proposing.

6. What would you like to fund with an enrichment grant? *

7. Is this a new or existing program? *

Mark only one oval.

- New
- Existing
- Other

8. How will this proposed grant benefit students? *

9. How many students will likely benefit from this grant? *

10. Will this program or equipment be used by students outside of the regular school day? *

11. If this program occurs outside of the school day, how are students identified for the program? *

12. If this application is to fund equipment, which classes or groups will have access?

13. When and how often will the funded activity occur? *

Program Budget

financial details of your program and proposal.

14. How much money are you requesting? (grants awarded from \$500 - \$5000) *

15. What is the total expense of this program/equipment? Please provide an itemized budget. *

16. What are the other sources of funding for this program/equipment, if any? *

17. Will any of the requested funds be used to compensate individuals who are not NUSD employees? (If yes, we may need some additional paperwork before funds can be distributed) *

Mark only one oval.

- Yes
- No

Endorsement by Stakeholders

Please let us know who is on board with your proposal.

18. Let us know what staff, administrators, parent groups, student groups, etc. are supporting this request. Are any of these stakeholders also contributing funds? *

Selection Priority Criteria

The selection committee will consider the following criteria in approving grant requests and prioritizing grant requests if the available funds are insufficient to meet all of the qualified requests:

- opportunity to increase student engagement
- identified need or gap in offerings
- closing opportunity gaps for students
- support for student mental health and wellness
- enrichment provided
- demonstrated interest in and support for the program
- efficient use of funds
- expected impact
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19. Please feel free to share any information about your request that addresses the criteria listed above.

Additional Information

If you need additional room to complete any of the above answers, or have additional documents, photos, or links you would like the committee to consider, please email the information to susanmathews415@gmail.com

Applicants will be notified of our determinations in late October, and a public list of the funded grants will be posted on School Fuel's facebook page and website.

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