

GRANT EVALUATION AND AWARD PROCEDURES

FOUNDATION OPERATIONS MANUAL

DECEMBER 2019

UPPER DAUPHIN AREA TROJAN EDUCATIONAL FOUNDATION | 5668 STATE ROUTE 209, LYKENS, PA 17048

INTRODUCTION

The Upper Dauphin Area Trojan Educational Foundation was developed in 2015 for the purpose of developing, promoting and financing education programs, activities and projects for the Upper Dauphin Area School District, Lykens, PA for the advancement of academics, the arts and athletics. To fulfill that purpose, the Board of Directors has developed a set of guidelines that will be used to provide direction for the evaluation and awarding of grants for programs and activities across the school district.

SUPERSESION

These guidelines supersede and replace all prior guidelines, rules and agreements related to distribution of funds through grants and other methods by the Upper Dauphin Area Trojan Educational Foundation (“Foundation”). However, this document will not affect any funds already distributed or in the process of being distributed by the Foundation.

CORE FOCUS AREAS

The Foundation has set the following core focus areas to guide its efforts:

1. Enabling Academic Innovation and Improved Instruction – Programs and activities that enhance the ability for teachers and students to use state of the art, groundbreaking, creative or leading practice strategies and techniques to enhance learning and deliver curricula.
2. Enhancing the Student Experience – Programs and activities that improve the experience of students while they attend Upper Dauphin Area including initiatives that expand current offerings, meet needs of students that are not currently being met and/or enhance the number, type, operation or effectiveness of extracurricular programs across the district.
3. Modernizing Extracurricular Facilities – Programs and activities that allow for the physical improvement of facilities used for athletic, music, artistic and other extracurricular programs across the district.

These Core Focus Areas will be used to guide funding efforts of the Foundation.

PROJECT SUBMISSION

Timeline

Projects that meet one or more of the Core Focus Areas identified in the Core Focus Area Section may be proposed to the Foundation Board of Directors at any time between June 1st and June 30th to be considered for the upcoming school-year.

Application Process

The project application must be completed by one or more staff members of the Upper Dauphin Area School District and sponsored by at least one administrator. An administrator seeking to submit a project application may sponsor his or her own application.

The project application will consist of, at a minimum, the following components:

- Project Title,
- Project Description,
- Project Contact,
- Project Sponsor,
- Project Timeframe/Timeline,
- Description of how the project meets one or more Core Focus Areas set by the Foundation,
- Description of the primary objectives and outcomes of the project,
- Description of how the project funds will be used to meet the primary objectives and outcomes (narrative),
- Description of who will be affected and how the project will affect the school district and its students,
- Description of how success will be measured, and
- Detailed project budget and other revenue sources.

The project application must be submitted using the method prescribed by the Foundation for the given grant cycle.

Allowable Expenditures

The following types of expenditures may be made with grant money received by the Foundation as part of an awarded grant:

- Capital Expenditures (Building improvements, etc.);
- Equipment;
- Supplies;
- Professional Services;
- Technology;
- Travel costs for student activities;
- Professional Training Fees;
- Admissions and registration costs for student activities; and
- Salaries and Stipends

The following types of expenditures may not be made with grant money received by the Foundation as part of the awarded grant:

- Travel costs for employee activities;
- Admissions and registration costs for employee activities;
- Contributions to individual students;
- Advertising and Public Relations;
- Donations to individual families or students.

PROJECT EVALUATION

Evaluation Timeline

Project applications will be reviewed during an evaluation period that will occur from July 1st to July 30th for the upcoming school-year. Recommendations will be made by the Evaluation Committee at the August meeting of the Foundation Board of Directors.

Evaluation Committee

The Grant Evaluation Committee will be comprised of five members of the Board of Directors. The Board of Directors will appoint the Grant Evaluation Committee annually prior to June 1st. The Grant Evaluation Committee must be comprised of at least three individuals who are not employees of the school district. The Grant Evaluation Committee may not include anyone who plans to submit/sponsor a project application for the upcoming grant cycle.

Evaluation Rubric

The following rubric (Table 1) shall be used by the Grant Evaluation Committee to evaluate each grant applications.

Table 1 Evaluation Rubric			
Category: Number of Core Focus Areas			
30 – The proposed project meets three of the Core Focus Areas.	20 – The proposed project meets two of the Core Focus Areas.	10 – The proposed project meets one Core Focus Area.	0 – The proposed project does not meet any of the Core Focus Areas.
Category: Timeframe Required			
30 – The proposed project can be accomplished in six weeks or less.	20 – The proposed project can be accomplished in between six weeks and six months.	10 – The proposed project can be accomplished in between six months and 12 months.	0 – The proposed project will take longer than one year to accomplish.
Category: Impact on Core Focus Area(s) [Note = one score regardless of number of Core Focus Areas]			
60 – The proposed project is expected to make a significant impact on the Core Focus Area(s).	40 – The proposed project is expected to make a moderate impact on the Core Focus Area(s).	20 – The proposed project is expected to make a minimal impact on the Core Focus Area(s).	0 – The proposed project is not expected to have any impact on the Core Focus Area(s).
Category: Approach			
60 – The proposed project approach seems very sound and is very likely to produce the specified outcomes and objectives.	40 – The proposed project approach seems moderately sound and is likely to produce the specified outcomes and objectives.	20 – The proposed project approach seems like it may work and could produce the specified outcomes and objectives.	0 – The proposed approach seems like it will not work and will not produce the specified outcomes and objectives.
Category: Overall Impact			

60 – The proposed project is expected to impact a significant number (> 500) of students, staff and/or community members.	40 – The proposed project is expected to impact a moderate number (100 to 499) of students, staff and/or community members.	20 – The proposed project is expected to impact a minimal number (50 to 99) of students, staff and/or community members.	0 – The proposed project is expected to impact a small number (0-49) of students, staff and/or community members.
Category: Project Cost (Foundation Portion)			
30 – The proposed project is expected to cost less than \$1,000.	20 – The proposed project is expected to cost between \$1,001 and \$2,500.	10 – The proposed project is expected to cost between \$2,501 and \$5,000.	0 – The proposed project is expected to cost over \$5,000.

Evaluation Process

All Grant Evaluation Committee members will review all project applications and score each one according to the rubric contained in the Evaluation Rubric Section. Based on the scoring of each application by Grant Evaluation Committee members, an average category score and average total score will be calculated across all committee members. The average category score and average total score will be provided to the full Foundation Board of Directors.

PROJECT AWARDS

Funding Ceiling

Prior to the beginning of the grant cycle, the Foundation Board of Directors will decide on a funding ceiling amount for the upcoming grant cycle. This amount will be the total maximum amount paid for all grant awards combined for the cycle. The Foundation Board of Directors by two-thirds vote may amend that amount after the grant evaluation is complete and before the project award list is finalized.

Proposed Project List

At the Foundation Board of Directors’ August meeting, the Grant Evaluation Committee will provide a list of proposed projects to the Foundation Board of Directors. The list will be prioritized based on the average total score produced during the evaluation process.

Project Award List

The Foundation Board of Directors will determine what projects can be funded based on the funding ceiling and the total average scores. The fact that a project received a high score does not mean that the project has to be funded if the total project cost is more than the total funding ceiling established by the Foundation Board of Directors or the project would account for over 50% of the total funding ceiling. This decision is at the discretion of the Foundation Board of Directors. The project award list shall include all projects ranked by total average score that can be funded successfully within the funding ceiling.

Project Award Announcements

The project award list will be kept confidential until it is announced. The announcements will be made at the opening in-service meeting held for Upper Dauphin Area School District staff and faculty prior to the beginning of the school year. This opening in-service is usually held in August.

Disbursements

Upon project award announcements, procurement of equipment and supplies may occur. Invoices totaling the amount of the grant awards may be submitted to the Foundation for payment.

Project Final Reporting

A final report must be submitted by the grantee to the Foundation that includes the following within 30 days of the final disbursement made related to the project:

- A description of how project goals were met;
- A description of work yet to be completed; and
- The total amount disbursed for the project.