



ACE Fund Grant Application

Mail completed application to:
ACE Fund Committee
P.O. Box 701
Arkansas City, KS 67005

Questions? Contact an ACE Fund Committee member:

Leslie Patterson leslie.patterson@usd470.com

ACE Fund
Guidelines for Teacher Grants

The ACE Fund is a non-profit fund whose goal is to enrich, enhance and support Arkansas City Public Schools. One aspect of this fund is to offer mini-grants to teachers as a means of encouraging innovative classroom projects. Items that are included in the normal funding process for USD 470 will not be considered. Grants for projects to be completed during the current school year will be awarded in amounts up to \$1,000. The total amount of funds available will vary from year to year.

What do ACE Fund grants support?

- The mini-grants should enhance, but not duplicate, the adopted school curriculum. We look for innovative, creative ideas that fall outside the regular school budget yet promise to augment the curriculum in a meaningful way.
- The proposal should not seek funding to sustain existing programs, to provide transportation, to pay substitute teachers, or to purchase technological hardware.

Who may apply?

- Teachers and other certified staff may apply for funding in support of enrichment projects that benefit Arkansas City public school students.
- Applications may be made by individual educators or teams of educators. The proposal may be a collaborative effort between educators to reach children in multiple classrooms, grade levels or schools.
- Applicants are encouraged to discuss the project with their building principal as well as other appropriate district administrator(s).

How are grant applications submitted?

- Application forms are available in your school office, on the school website, or may be obtained via email by calling one of the committee members.
- Include a clear presentation of the proposal on the appropriate form, including the commitment page and authorizing signatures.
- The application should be clearly written or typed and be understandable by non-educators. ● Completed forms must be mailed to the ACE Fund Committee, P.O. Box 701, Arkansas City, KS 67005 or emailed to leslie.patterson@usd470.com

How will I know if I am awarded a grant?

- Recipients will be notified via a phone call within six weeks of applying.

What will be expected of me following the project?

- Grant recipients must account for expenditures and write a brief evaluation of the project at its conclusion.
- Photographs, visuals and other publicity items related to the project should be submitted with the evaluation and returned to ACE Fund upon completion.
- The ACE Fund committee encourages teachers and administrators to actively promote sharing of successful projects with their departments, their schools, and the community. ● Recipients should also pursue appropriate media opportunities during the project. The ACE Fund should be acknowledged as the source of funds in all publicity concerning the project. ● Materials and equipment purchased with grant funds will remain property of USD 470.

ACE FUND APPLICATION FORM

Project Title:

Amount requested from ACE Fund:

Applicant names(s) and position(s):

Schools(s) or groups(s) targeted for grant:

Approximate number of students impacted:

Abstract of Grant:

Benefits:

Goals of Proposed Project:

Proposed Schedule:

Evaluation:

Additional comments:

Budget:

Please be as specific as possible with your budget information.

Expenses beyond the limits of the grant may be listed, if anticipated.

Anticipated Materials Expense

Item name	Quantity	Price	Total

Project Title:

Comments by Principal: (required)

Signature of Principal:

_____ Date _____

Include other administrator's signatures if appropriate.

ACE FUND GRANT
Statement of Commitment

Project Title:

As the party(ies) responsible for the completion of the proposed project, the undersigned pledge to:

- Submit to Legacy Foundation, a detailed accounting of funds expended as part of this grant. (Materials will be ordered through USD 470, to be reimbursed by Legacy Foundation.
- Submit a final report/evaluation within thirty (30) days of completing the project, but not later than May 15, of the current school year.
- Secure appropriate opportunities to share the positive outcomes of the project within the school district, the business or civic community, and/or the community at large. ACE Fund and Legacy will be acknowledged as a source of funds in all publicity concerning the project. Review page 2 of the application information.
- Collect photographs, work samples, and/or other visuals relating to the project to be submitted to the ACE Fund Committee for publicity purposes.

I/We recognize that providing the accounting, reporting and publicity items listed above is a condition of funding and therefore, is my/our obligation if awarded the grant.

Name(s) of applicant(s):

Please print.

School: Phone: Your phone:

Your email:

Total ACE Funds requested:

Signature of Applicant(s):

Signature:

Date: