

**XENIA EDUCATIONAL ENDOWMENT FUND
GRANTS PROGRAM - 2009**

PURPOSE

The XEEF Grant Program is designed to enrich learning experiences for Xenia area students. It is an opportunity for staff, parents and community members to put creative ideas into practice with financial support from the Fund.

ELIGIBILITY

Residents and employees of the Xenia area schools, accredited by the State of Ohio, are eligible to submit a grant proposal.

APPLICATION TIMELINE

Applications will be available at all Xenia area schools and the Xenia Community Schools Board of Education office after **March 9, 2009**. Applications are to be submitted by **April 13, 2009**. Grants will be awarded on **June 8, 2009**.

FUNDING

The selection committee reserves the right to adjust the amount awarded per grant based on the number of requests received and the needs of the applicant. If you feel that it will affect your proposal, so state on the application.

(The range of grants in the recent past has been from \$200 to \$2,000)

NOTE: All supplies and equipment become the property of the respective schools.

REVIEW AND SELECTION

All applications are to be mailed to the XEEF Grant Selection Committee, c/o PO Box 938, 578 East Market Street, Xenia, Ohio 45385 or sent to the Superintendent's office. A selection committee, appointed by the XEEF Board of Directors, will review all applications and determine merit. Proposals will be funded based on content, practicality, implementation and potential educational value.

GUIDELINES

1. Applicant is to be the individual primarily responsible for the project, or a person-in-charge shall be designated.
2. Application must be typewritten and should not exceed three doubled-spaced pages.
3. Recipients must submit a written evaluation of their project to the XEEF Board 30 days after completion of project. With this evaluation, please include pictures dealing with the grant. Just be sure to have the necessary clearance from the parents to use them in our publications. Evaluations must be received to be eligible for further grants
4. Projects must be in accordance with the goals and philosophy of the respective schools.
5. Proposals submitted by teachers and/or residents of the community must be reviewed by the principal of the building where the project would occur.
6. Generally the funds will not be used:
 - X to purchase major equipment or field trips
unless they are a vital component of a larger strategy
 - X for capital improvements
 - X to supplant public funds
 - X for food items
 - X as compensation for staff
7. If you can obtain or will receive matching grants, please mention this. Describe

Xenia Educational Endowment Fund, Inc.
Grant Program

Application

Applicant _____ Position _____

District _____ School _____

Address _____ Date _____

Project Title:

Target Group:

Number of Students to be Served:

Statement of Need:

Description of Project:

Objectives:

Timeline:

Evaluation Plan: (How will you determine whether your objectives have been achieved and whether your project has been successful?)

Resources Needed:

Budget:

Total
Cost_____

Signature_____

Applicant=s

Date_____

Immediate Supervisor=s Signature_____

Date_____

Decision of Review Committee

Approved_____

Not Approved_____

Chairperson_____

Date_____