**Utica Community Schools Foundation for Educational Excellence 2019-20 Grant Application Guidelines**

**The Foundation will have two grant cycles for the 2019-20 school year.**

**The UCSEE application forms will be made available to all Utica Community Schools and teachers in August; applications are due to the Foundation by October 15th. Each grant request may be up to $1,000. In some cases, grants exceeding $1,000 may be considered. The grant application must be endorsed by the principal.**

**The rubric used to award the grants is based on four criteria:**

**Innovativeness**

**Student Impact**

**Goal Strength**

**Fund Utilization Impact**

**The specific rubric is attached.**

**All Grant proposals must be consistent with UCS curricular goals. Proposals are reviewed and scored by a selection committee comprised of UCSFEE Board Trustees. The Foundation’s decision is final. School demographics may be considered in awarding grants. Grant recipients must furnish a final report, evaluation and itemized financial accounting at the conclusion of the project. Information about the grant and its impact on student learning may be used in the Foundation’s public communications. Awards will be presented by the Foundation in November. Recipients will have one year from receipt of the notification letter to expend their grants, turn in receipts, and accountability report.**

**The spring grant cycle will follow a similar process to the fall cycle.**

**Please visit the Foundation’s website for information on the 2018-19 grants and grant recipients:** [**https://www.ucsfoundation.org/**](https://www.ucsfoundation.org/)

**For further information or assistance contact the UCSFEE office at (586) 797-6953**