

JASD Foundation Funding Policy

(available at its website jasdfoundation.com or through the District's website at jamestown.k12.pa.us)

Approved November 9, 2022

As a trusted and reliable steward of the community's gifts, the Jamestown Area School District Foundation exists to promote the social, cultural, and educational enrichment of our students. Recognizing that it will likely have restricted amounts of funding available to meet needs, the JASD Foundation Board will seek to fund those requests which:

- Maximize the number of individuals who will benefit from our resources.
- Optimize our limited funds.
- Enrich and complement the programs and activities of the JASD.

through a process that:

- Improves communication between the Foundation and JASD faculty and staff, including reports on outcomes of requested funding.
- Is consistent with the annual meeting schedule of the JASD Foundation.

Guidelines for Grant Recipients

The following guidelines for the awarding of grants from the JASD Foundation are provided to establish a common framework for both potential grant recipients and the JASD Foundation Board.

1. Only JASD teachers, principals, and administration personnel may apply for a Foundation grant with a letter following the grant request instructions.
2. Decisions regarding grant proposals are made by the Foundation Board at its regularly scheduled meetings in November, February, April, and May.
3. Awarded funds will be disbursed through the Foundation.
4. No funds will be paid directly to the grant recipient, nor will any grant recipient be reimbursed for funds already spent.
5. If the grant project involves specialized equipment or materials to establish or enhance a specific program, such as a kiln or greenhouse or specialized books, that equipment or material stays within the District for its continued use and is not possessed by the grant recipient.

The JASD Foundation does not intend to be the arbiter of grants but expects that the above guidelines will help retain the spirit in which the original grants were awarded and maintain their usefulness to the maximum extent possible.

Grant Request Instructions

Proposals for grants from the JASD Foundation should primarily be in letter format and sent to:

President, Jamestown Area School District Foundation
P. O. Box 126
Jamestown, PA 16134

Receipt of the proposal by the JASD Foundation should be timed to coincide with regularly scheduled meetings of the JASD Foundation Board as posted on its web site.

The letter should contain relevant information regarding the grant proposal, including, but not limited to:

- Project Title
- Project Director
- Email
- Phone
- School
- Grade Level(s) Involved
- Number of Students Involved
- Project Team Members (if applicable)
- Amount of Request
- Brief Description of the Project and Use of Grant Funds:
 - Summarize the nature of the project and what is to be accomplished
 - State the objectives for this project clearly, how they relate to JASD's curriculum, and how those objectives will be evaluated
 - Provide the time line for implementation of the project

Supporting material, such as photos, drawings, letters of endorsement, or supporting letters from JASD or any co-funding organization, may also be provided and are welcomed.

A summary report discussing the outcomes, value, and effectiveness of an awarded project is required to be submitted to the JASD Foundation at the conclusion of the project. Evaluation tools and measurable goals that would be useful for both objective and subjective reflection by the JASD Foundation Board should be included as appropriate.