



March 2025

**RE: 2025 Call for Grant Applications**

Dear Partner in Education:

The Saratoga Schools Education Foundation (formerly the Saratoga Foundation for Innovative Learning) is now accepting applications for the 2025-2026 Education Foundation Grant. While the name has changed, our mission to support trailblazers in education remains the same. The Saratoga Schools Education Foundation was formed in 2013 to raise, manage and distribute financial resources to support educational innovation in the Saratoga Springs City School District. Since 2013, the foundation has awarded **44** grants totaling **\$162,500**. I am writing to encourage you to apply for the 2025-2026 Education Foundation grant to further enhance the work you are doing with your students.

Applications for the Education Foundation grant can be submitted via Word document or PDF to the following email address: [j\\_greco@saratogaschools.org](mailto:j_greco@saratogaschools.org). The forms are available on the district website at: [www.saratogaschools.org](http://www.saratogaschools.org) (under the staff portal tab). Your application and supplementary information should be received by no later than **Monday, April 21<sup>st</sup>, at 4:30 p.m.**

Priority will be given to projects that address the Foundation's mission and are educationally enriching, innovative, creative and include a plan for replication and continuation beyond Foundation support.

Building principals are critical to supporting classroom innovation, so we ask that you either: (a) have your principal sign your grant application; OR (b) have them email me directly indicating that they have reviewed and approved the grant submission.

If your grant is selected for funding, the Foundation will spend the Spring and Summer months raising money specifically for your project. Grants may be awarded in amounts up to \$5,000, depending on the number of grants selected and the success of our fundraising efforts.

Financial awards are given prior to the start of the 2025-26 school year, so you should plan on your project commencing in September. We encourage you to take advantage of this unique opportunity. Best of luck with your application, and please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Joseph A. Greco".

Joseph A. Greco, Ph.D.  
Grant Review Committee Chair



## Guidelines for Submission of Grant Applications

1. Applicants must be employees of the Saratoga Springs CSD.
2. All applications must be received by email or received by the District Office in hard copy on or before **April 21<sup>st</sup>, 2025**.
3. All applications must be submitted in a typed or computer-generated format. (**Applications are available on the SSCSD web site – [www.saratogaschools.org](http://www.saratogaschools.org)** under the staff portal tab).
4. All applications must be authorized by the building principal or appropriate administrator prior to being submitted (an e-mail to [j\\_greco@saratogaschools.org](mailto:j_greco@saratogaschools.org) from your principal is sufficient).

### **Favorable consideration will be given to proposals that:**

- Address the Foundation's mission and support the vision of Saratoga Springs CSD.
- Benefit a large number of students.
- Promote innovative, creative and new approaches to curriculum, instruction and learning.
- Foster professional learning communities/collaboration.
- Include a viable plan for continuation beyond the Foundation's support.
- Incorporate formative and summative assessment of the project's effectiveness.

### **The Foundation looks less favorably on proposals that:**

- are used to fund existing programs.
- are one-time expenditures with limited future impact.
- are for personnel/substitute costs.

If selected for Foundation funding (partial or whole), you may be asked to attend a meeting to further discuss your proposal with members of the Foundation.

If your proposal is funded, the Foundation may require an assessment of the effectiveness of the grant proposal funded in a timely manner, but no later than April 21, 2026.

#### **GRANT TIMELINE**

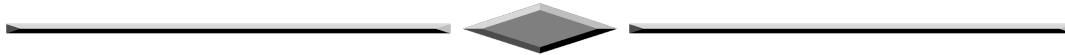
- Applications will be available on the SSCSD website by **March 3<sup>rd</sup>, 2025**.
- Grant requests must be emailed (preferred) or delivered to the SSEF mailbox in the District Office by **April 21, 2025**.
- Grant review process will generally be 4-6 weeks.
- Grant winners will be notified by e-mail prior to the end of the school year.
- A presentation of grant winners may be made to the Board of Education upon their request.

Please note: Selected grants may not be funded at the original requested amounts. Selected grants will have funds raised specifically for their project. The level of funding is dependent on the number of projects selected for fundraising and our overall fundraising efforts.



# 2025 Grant Process Grant Application

(Must be typed)



*Mission Statement: The mission of the Saratoga Schools Education Foundation is to foster forward-thinking and creative educational opportunities that reach beyond the financial limitations of the District for the benefit of our students and community.*

Contact Person (First, Last): \_\_\_\_\_

Position/Building(s): \_\_\_\_\_

Telephone / E-mail: \_\_\_\_\_

Amount of grant funds requested (\$100.00 to \$5,000.00): \$ \_\_\_\_\_

**Authorization: I have reviewed this grant application and support its submission to the Saratoga Schools Education Foundation. Funding for this proposal is currently not available from the District.**

\_\_\_\_\_  
Signature of Principal or appropriate Administrator\*

\_\_\_\_\_  
Date

\*Principal can e-mail endorsement to [j\\_greco@saratogaschools.org](mailto:j_greco@saratogaschools.org)



---

**Project Abstract:**

Using **250 words or less**, please provide a general overview of your project. Use bullet points where possible to focus on key items, and narrative if needed for further clarification. Please attach any copies of brochures, or other information on any items requested, or include websites that provide additional information.



**Needs Assessment:**

State the specific need for this proposal, and how it might enhance the educational experience for Saratoga students.

**Teacher Explanation should include:**

- Supporting data on existing deficits
- Specific connections to academic goals
- Enhancement of student learning
- Professional development needs
- Any additional supporting details

Needs	1 pt.	2 pts.	3 pts.	4 pts.
<b>Assessment Rubric*</b>	Student benefits of the proposal and anticipated improvements to learning are not established. Data provided does not indicate how academic goals are presently being met. State content or performance standards are not linked to proposed project activities.	Student benefits of the proposal and anticipated improvements to learning are underdeveloped. Non-specific data is provided indicating how academic goals are presently being met. State content or performance standards are limited to proposed project activities.	Student benefits of the proposal and anticipated improvements to learning are developed. Adequate data is provided indicating how academic goals are presently being met. State content or performance standards are limited to proposed project activities.	Student benefits of the proposal and anticipated improvements to learning are highly developed. Strong and specific measurable evidence cited demonstrates existing student academic deficits. Goals are enumerated.

\*Be sure to use the rubric as a guide when completing the grant application.

*Attach Teacher Explanation Below:*



**Learning Objectives/Curriculum Alignment:**

Explain how this grant will foster impactful learning, support the curriculum, standards, and District Vision through the use of the requested resources.

**Teacher Explanation should include:**

Description of academic goals and standards.  
Outline of teaching methodology to reflect innovation and foster student engagement.  
Plans for incorporating District Vision.

<b>Learning Objectives, Curriculum Alignment Rubric</b>	<b>1 pt.</b>	<b>2 pts.</b>	<b>3 pts.</b>	<b>4 pts.</b>
	Requested resources act as a direct tool substitute with no functional change. Academic goals are not defined and/or are not connected to the appropriate standards.	Requested resources act as a direct tool substitute with functional improvements. Academic goals are not specifically defined and/or connected to the appropriate standards.	Requested resources allow for significant task redesign. Academic goals adequately defined and connected to the appropriate standards.	Requested resources allow creation of new tasks previously inconceivable. Academic goals are strongly and specifically defined and connected to the appropriate standards.

*Attach Teacher Explanation Below:*



**Evaluation and Sustainability:**

Identify what evaluation tools (formative and/or summative) you will use to evaluate the effectiveness of this project on student learning and engagement. Please outline efforts that will be taken to replicate and continue the project or program after the grant funds are expended. Applicants must be prepared to share the project's methods and results, within the district and beyond, that will ensure ongoing successful use of the innovative requested resources. *(Please note that if your proposal is funded, you may be required to report the results to the Educational Foundation)*

**Teacher Explanation should include:**

- Specific evidence to be collected that measures impact on student learning and engagement.
- Description of both formative and summative assessment tools.
- The implementation plan for the duration of the school year.
- A plan for dissemination of results and replication of project with PLTs.

Evaluation	1 pt.	2 pts.	3 pts.	4 pts.
<b>Rubric</b>	Proposed tools and activities fail to appropriately evaluate student progress and/or achievement. There is little to no evidence of a PLT plan for dissemination of best practices of this proposal, as well as sustainability and expansion of the project.	Proposed tools and activities are non-specific and marginally evaluate student progress and/or achievement. There is evidence of a PLT plan for dissemination of best practices of this proposal, or sustainability and expansion of the project, but it is non-specific or underdeveloped.	Proposed tools and activities adequately evaluate student progress and/or achievement. Assessment timeline is provided. There is adequate evidence of a PLT plan for dissemination of best practices of this proposal, or sustainability and expansion of the project beyond the initial funding.	Proposed tools and activities are strong and specific in evaluating student progress and achievement. A detailed assessment timeline is provided. There is strong and specific evidence of a PLT plan for dissemination of best practices of this proposal and, sustainability and expansion of the project beyond the initial funding.

*Attach Teacher Explanation Below:*



## Proposed Budget

\*Please note the information contained in the below table is an example of how the budget information should be disclosed. Please include your specific grant budget in the boxes below.

Expense Categories	Amount Requested From Foundation	Funding From Other Sources (e.g. matching corporate grants)	Total
Fees and Services	\$	\$	\$
Supplies and Materials	\$	\$	\$
Equipment	\$	\$	\$
Other (Describe): _____ _____			
<b>Totals</b>	\$	\$	\$

- Estimate shipping and handling where applicable.





## **Saratoga Schools Education Foundation**

### **Grant Application Final Checklist**

- ❑ Does your application make sense to a grant reviewer? Clear, Concise, and Complete.
- ❑ Is the application typed?
- ❑ Did you attach adequate secondary information including, but not limited to, brochures, pictures, website address, etc.?
- ❑ Is the application authorized by your Building Principal or other appropriate District Administrator?
- ❑ Did you scan the signed application and send it as a PDF attachment; OR did you send the completed application as a Word document and request the reviewing principal email the grant chair with written approval?
- ❑ Was the application and secondary information emailed to [j\\_greco@saratogaschools.org](mailto:j_greco@saratogaschools.org) by 4:30 pm on April 21<sup>st</sup>, 2025?

*(This page for your use only – it does not need to be returned with packet)*