



2021-22 Grant Guidelines and Requirements

The Johnston Community School Foundation (Foundation) provides funding for programs that offer opportunities reaching beyond the scope of the school district's regular funding limits. The objective of the Foundation is to invest in programs that:

- reflect the mission of the Foundation to raise funds to provide grants for our educators in support of our students and schools to promote educational excellence
- benefit a significant portion of the student population
- have a long-term impact on students
- represent nonrecurring expenditures
- have peripheral benefits to the Johnston or greater Des Moines community
- have measurable results

In addition, the Foundation will look favorably on programs that:

- position the Foundation as a majority sponsor or contributor in situations when there will be collaborative funding
- have previously evaluated alternative funding options following the Foundation grant application requirements

Grant Guidelines and Requirements

- Proposals may be submitted by teachers and/or staff of the Johnston Community School District (District) and must support a program or building in the District.
- Proposals must be approved by a school administrator prior to submitting.
- The District leadership will provide feedback as to how each grant fits within the overall District education plan. The District will share its input with the Foundation, and the Foundation Board of Directors will determine which grants to approve, based on the recommendations of the Foundation's Grant Review Committee.
- The Foundation will consider grant requests of \$1,000 to \$10,000. Funding requests under \$1,000 should be directed to the building PTO's or other sources. Funding requests over \$10,000 will be considered a project-based grant or "Big Idea" and the Foundation will work collaboratively with the District and outside sources to fund the project.
- If funded, grant equipment, materials, and ideas become the property of the District.
- A final report of the program, including expenditures, must be submitted by June 30. Upon final report, any unallocated or unspent funds will be retained by the Foundation for redistribution.

The Foundation will not fund the following grant requests:

- Furniture, such as collaborative furniture. These requests should be directed to District administration.
- Technology, such as iPads, computers, etc. These requests should be directed to District Administration

Application Requirements

1. Complete the Foundation Grant Application online and submit online to jcsfgrants@gmail.com
2. All grant applications must be approved by a school administrator before submission
3. A final report of the program, including expenditures, must be submitted by June jcsfgrants@gmail.com
4. The Grant Application and Final Report forms can be found on the Foundation website at www.wearejohnston.com under the Classroom Grants tab

Frequently Asked Questions

When should I submit a grant application?

There is no specific time frame for submitting grant applications. Grant applications may be submitted at any time during the academic school year.

What happens after I submit the grant application?

First, the Foundation's Grant Review Committee will review each grant application submitted and may seek clarification from the submitting staff member if needed.

The Grant Review Committee will meet on the 15th of each month during the academic school year and review grant applications, taking into consideration the Grant Guidelines and Requirements established by the Foundation.

The Grant Review Committee will then recommend approval or denial of funding specific to each grant application and forward that information on to the Foundation President

How does the approval process work?

The Grant Review Committee will provide its recommendations to the Foundation President, who will then forward the grant requests approved by the committee to District administration for review and comments.

Those grant applications that are approved by the District administration will then be reviewed by the Foundation Board at the next regularly scheduled board meeting. The Foundation Board usually meets the third Thursday of the month. The Board does not meet in December.

The Foundation Board will determine which grants are funded and in what amount.

When will I know if my grant applications has been approved?

The grant applicant will be notified as soon as possible after the Foundation Board has acted on their grant request. All grant applicants will be notified if their grant application has been approved or denied.

Questions regarding the grant process should be directed to April Wilson, Foundation Board Secretary, at aprilwilson@jcsfoundaton.org.