**InstaGrant Guidelines**





**Rolling Grant Review**

**for Requests up to $2000**

The Foundation for the Public Schools of the Tarrytowns is excited to pilot a new funding program. **“InstaGrants”**:

* Are intended to meet or supplement an instructional need or enrichment opportunity that has emerged during the school year.
* Funds can subsidize a program/project that might not otherwise happen, such as a new field trip that corresponds to a topic or lesson. Other examples include programs, speakers, and classroom materials.
* Available for teachers and HS students. Student grants require collaboration with a teacher advisor.

**Guidelines**

The Foundation seeks to fund projects and/or programs that:

1. Enhance student learning, are compatible with district curriculum, and have measurable objectives.
2. Have the support of all school personnel involved in implementing the program.
3. Are carefully reviewed, approved and signed by the school principal.
4. Student grant request require a teacher advisor/sponsor.
5. InstaGrants are not intended to be used for significant investments in technology infrastructure, hardware or software. Technology requests will need additional approval by the Technology Director.
6. InstaGrant applicants can request funding up to $2000.
7. Applicants are limited to one InstaGrant per school year.
8. Submissions can be submitted over two periods: September 1 --October 31, and January 1-- April 30th. Grants are approved on a rolling basis.
9. The allocated funding for InstaGrants is limited and as such, the InstaGrant program may be suspended if available funds are exhausted.
10. Successful grant applicants are required to submit a final assessment form.

**Review and Approval Timetable**

The goal is to fully process and approve InstaGrants within a 6 week time period. Submissions will be reviewed on a rolling basis.

The applicant will be notified if supplemental information is needed for the committee to consider the application. Once complete, InstaGrant applications will be considered at the next Foundation Board meeting. If approved, InstaGrant applicants will need to contact Pat Way-Townes to initiate the purchasing procedure.

Grant approval is discretionary, and grants may not be funded even if the above criteria are satisfied. It is also within the discretion of Foundation to partially fund a grant and/or make alterations to a grant as a condition of approval or subsequent funding. All grant recipients will need to to provide a brief final assessment of their grant as well as photos where possible.

*NOTE: When notifying the community about the project the following language must be included: "This project/program was funded by The Foundation for the Public Schools of the Tarrytowns."*

***Questions: Call Shelly Colley at 914-366-8457 or email foundation@tufsd.org***