
INTEROFFICE MEMORANDUM

TO: DR. JAMES FRANACHINI, SUPERINTENDENT
FROM: MICHAEL OUIMET
SUBJECT: GRANTS
DATE: FEBRUARY 4, 2020
CC: BOARD OF EDUCATION

The Averill Park Education Foundation has generously made a donation of \$4,881.50 for the purpose of funding the following:

- \$1,831.50 Tone Chimes, Poestenkill Elementary School
- \$3,050 Author visits, District-wide Elementary

I recommend the District accept this donation, increase the General Fund budget by \$4,881.50 (A2110450100000, \$4,881.50) and publicly thank the Averill Park Education Foundation for their contribution and continuing support of our school community.

Please place this recommendation on the February 10, 2020 Board of Education agenda. Please do not hesitate to contact me if you have any questions regarding this recommendation.



January 11, 2020

Melissa Matheke
Poestenkill Elementary School
1 Veterans Street
Poestenkill, NY 12140
Re: Grant Approval

Dear Ms. Matheke:

We're delighted to report that the Trustees of the Averill Park Education Foundation have awarded you a grant in the amount of \$1831.50 to cover the costs of purchase of equipment and material.

The funds from this grant are restricted to cover the costs for the equipment and material as detailed in your grant request dated October 25, 2019 and submitted to the Trustees for consideration.

Within a year, we ask that you send us an informal report on how you have used this grant, along with at least one photo showcasing your project that we may post on our web site or use in promotional materials.

The APEF is proud to support and enrich Averill Park Education through meaningful projects such as yours. We wish you success with your project and look forward to hearing more about it.

Sincerely,
Scott Bendett
President, Averill Park Education Foundation

Averill Park Education Foundation
PO Box 56
Averill Park, NY 12018
<http://www.averillparkef.org/>

GRANT APPLICATION

Name of Applicant: Melynda Matheke Date: 10/25/19
School Campus: Poestenkill Elementary School
Department: Music
Telephone: 518-674- 7125 Email: mathekem@apcsd.org FAX: 518-286-1971
Supervisor/Principal: Mr. John Bishop

Project Type

Funding is being sought for what type of project? (Check all that apply)

- ☒ Classroom Activity
- ☒ Performing Arts
- ☐ Special Event/Guest Presenter
- ☐ Curriculum development
- ☐ Educational outreach
- ☒ Equipment
- ☐ Conference

Other: Please
describe: _____

Project Goals and Description

Please provide a brief description of the project for which you are seeking funding and the goals (what you expect to accomplish) you have set for the project. Please attach additional pages describing your project's time line, planned activities, and responsibilities of principal staff involved. If your request is specifically for funding for equipment, please list the equipment or product you are seeking to purchase:

I would love to be able to offer the students an opportunity to perform on hand chimes, both in general music class, as well as to start a hand chime choir. I would be looking to purchase the Suzuki ToneChime 25-note chromatic set and the 12-note 3rd Octave add-on set. ToneChimes are an easy, relatively quick, and beautiful way to have the students play harmonies to accompany classroom songs, to play melodies one note at a time, and are a great performance outlet when used as an ensemble. If this request is granted and if we are able to receive the instruments by January or February, the students will be able to use them in class before the end of the school year. There would also be enough time to be able to prepare a few selections with the Fourth and Fifth Graders to add this performance outlet to our Spring Concert in May.

What student group(s) will be served by this project/program? Please include an estimate of the number of students served.

All general music classes, grades Kindergarten through Fifth, would be able to use these new instruments. There are approximately 339 students that will have this new instrumental performance and experience opportunity. In addition, I would like to start a hand chime choir as another instrumental ensemble performance opportunity for our Fourth and Fifth Grade students.

Please list any artists, cultural organizations, or other community/business organizations or agencies that will be involved in this project (if applicable):

Poestenkill PTA (to help purchase sheet music)

What are the proposed start and end dates for this project?

From: January 2020 To: _____

Is additional funding also being sought for this project from other sources? ☒ Yes ☐ No

If yes, please list any other funding organizations or sources:

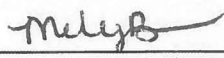
Poestenkill PTA (to help purchase sheet music)

Budget Summary

Description	Unit Cost	Total Cost
Consultants/Purchased Services		
Supplies and Materials		
Travel		
Equipment (Please specify): HB-250 25-Note Chromatic Set (\$999) HB-120A 12-Note 3 rd Octave Add-on Set (\$729) HBB-S1 – Volume 1 music HBB-S2 – Volume 2 music HBB-S6 – Volume 6 music	\$999 \$729 \$34.50 \$34.50 \$34.50	\$1831.50
Printing/Postage		
*Other (Please describe below)		
	Total cost of project/program:	\$1831.5
	Less amount funded by other sources (if applicable):	\$103.50
	Total amount being requested from Averill Park Education Foundation:	\$1728.00

*Other budget item(s) Description:

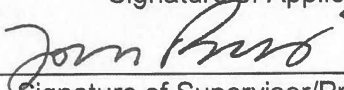
To the best of my knowledge and belief, all the information presented in this application is true and correct. If approved, the Averill Park Education Foundation will be provided a copy of all PO's, requisitions and receipts as documented in the Financial Gifting Letter.



Signature of Applicant

10/25/19

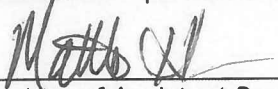
Date



Signature of Supervisor/Principal

10/28/19

Date



Signature of Assistant Superintendent

10/31/19

Date

Additional pages of description of your project may be added if necessary.

Please submit your completed grant application to:

**Grants Review Committee
Averill Park Education Foundation
PO Box 56
Averill Park NY 12018**



January 11, 2020

Serafina Deo

Juliana Strano

Poestenkill Elementary School

Miller Hill Elementary School

West Sand Lake Elementary School

Re: Grant Approval

Dear Ms. Deo and Ms. Strano:

We're delighted to report that the Trustees of the Averill Park Education Foundation have awarded you a grant in the amount of \$3050.00 to cover the costs related to the Eric Luper visit.

The funds from this grant are restricted to cover the cost for the consultant and material expenses as detailed in your grant request dated November 14, 2019 and submitted to the Trustees for consideration.

Within a year, we ask that you send us an informal report on how you have used this grant, along with at least one photo showcasing your project that we may post on our web site or use in promotional materials.

The APEF is proud to support and enrich Averill Park Education through meaningful projects such as yours. We wish you success with your project and look forward to hearing more about it.

Sincerely,

Scott Bendett

President, Averill Park Education Foundation

Averill Park Education Foundation
PO Box 56
Averill Park, NY 12018
<http://www.averillparkef.org/>



GRANT APPLICATION

Name of Applicant: Grade 4 Teachers (MHSL, PES, WSL) **Contact:** Serafina Deo and Julianne Strano

Date: November 14, 2019

School Campus: MHSL, PES, WSL

Department: ELA, Library Media

Telephone: 518-674-7086; 518-674-7175 **Email:** deos@apcsd.org; stranoj@apcsd.org

FAX: _____

Supervisor/Principal: Mr. Denis Sibson and Ms. Laura Kyer

Project Type

Funding is being sought for what type of project? (Check all that apply)

- ☐ Classroom Activity
- ☐ Performing Arts
- ☐ Special Event/Guest Presenter
- ☐ Curriculum development
- ☐ Educational outreach
- ☐ Equipment
- ☐ Conference

Other: Please
describe: _____

Project Goals and Description

Please provide a brief description of the project for which you are seeking funding and the goals (what you expect to accomplish) you have set for the project. Please attach additional pages describing your project's time line, planned activities, and responsibilities of principal staff involved. If your request is specifically for funding for equipment, please list the equipment or product you are seeking to purchase:

Local Author Visit/Workshop at the 3 elementary schools

What student group(s) will be served by this project/program? Please include an estimate of the number of students served.

4th grade students from each school for a total of approximately 200 students

Please list any artists, cultural organizations, or other community/business organizations or agencies that will be involved in this project (if applicable):

Local Author Eric Luper

What are the proposed start and end dates for this project?

From: November 2019 To: June 2020



GRANT APPLICATION GUIDELINES

The Averill Park Education Foundation exists solely for charitable and educational purposes to benefit the students of the Averill Park schools and works to support educational and creative initiatives to enrich programs and services for the students. The Foundation encourages teachers, students, and community members to help identify worthwhile projects for funding opportunities. Funds are distributed in the form of grants and project awards focused primarily in the academic subject areas, as well as technology, cultural enrichment, and general scholastic achievement. Consequently, grant requests submitted to the Foundation must demonstrate that the project/program and the funds requested will benefit our academic environment and our students.

All grants are subject to approval by the Foundation Board. In general, awards range from \$1,000 - 7,500, although larger proposals will be considered.

All proposals will receive a response generally within 6-8 weeks of each deadline. The dollar amount available for grants per year is directly related to the results of the annual fundraising campaign, and may vary from year to year. Depending upon the quality and number of proposals submitted each year, the number of grants awarded may also vary.

Grant awardees will be required to accept the following procedures:

- Submit a written report at the end of the project identifying completion of all established goals, an overview of the results, and recommendations (if any) for future projects;
- Submit a final accounting of all expenses, including budget v. actual, any income or additional funding, and any in-kind donations, if applicable.

Requests for grant renewals must follow the same procedure as initial grant proposal submissions. A prior award does not guarantee a renewal.

Completed applications should be submitted to:

Grants Review Committee
Averill Park Education Foundation
PO Box 56
Averill Park NY 12018

Any questions regarding the submittal of applications may be directed to Sue Powers @ sip505@aol.com.

Local Author Visit/Workshop Proposal: Eric Luper

Background: Last year, we received an APEF grant for local author Eric Luper to visit the 3 Averill Park elementary schools. He presented an inspiring Writing Workshop to all 4th graders in Poestenkill Elementary, West Sand Lake Elementary, and Miller Hill Elementary schools. Additionally, through this generous grant, each student also received a personal copy of one of Luper's books from the "Key Hunters" series, which he individually autographed while talking with each student.

Program Description: We would like to continue to inspire our students to become writers. This year, we'd like to once again invite Eric Luper to visit and inspire 4th graders at each elementary building (West Sand Lake, Miller Hill, and Poestenkill). We hope to once again collaborate with the teachers, librarians, administrators, as well as the art and music departments in each building.

In addition, we will need to add some of Eric Luper's books to each elementary library's collection. His "Key Hunters" series is appropriate for this grade level and several other titles will also appeal to our young readers and writers.

Last year the students were thrilled to have a copy of a book by the visiting author as part of the grant. We'd like to be able to provide a copy of one of Mr. Luper's books for each child this year also. Hopefully he can sign them and get to know some of our students.

Goal: To collaborate across the district and between departments (ELA, Library/Media, Technology, Art, Music) to provide 4th grade Averill Park students with a real-life experience to inspire their creativity in writing. We also plan to integrate technology more this year before, during and after each school's visit. This was something that we didn't plan for last year, but the students responded with ideas of their own so we'd like to involve them in this piece.

The program will be organized and supported by the 3 Library Media Specialists, who will work with the other departments, as well as holding the visit during library-media literacy time with the support from the LMS at all schools, in conjunction with the ELA teachers, creates a better reading/writing experience for all 4th graders.

Timeline and Responsibilities: Author visits would be coordinated by Ms. Strano and Mrs. Deo, in conjunction with their counterpart at PES, as well as the principal, music and art teachers from each building. (see notes above)

Thank you for your consideration.

November - teachers meet to plan the dates, develop the plan for the day at their school, and begin the grant process. This year we worked incredibly hard to creatively schedule Eric's time in an effort to maintain the personal experience for the kids and reduce cost at the same time.

December - teachers devote a portion of their curriculum time to communicate with Eric and plan and develop resources to go along with the day. This includes, but is not limited to, book ordering, conversations about book sales, and the development literacy activities to supplement Eric's presentation. We will also decorate the libraries to make Eric feel welcome and honored as he enters each school.

January - Actual Visits (TBD based on Eric's schedule)

February - teachers meet to finalize the grant process and thank both the APEF and Eric Luper.


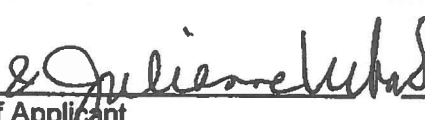
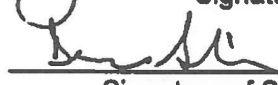
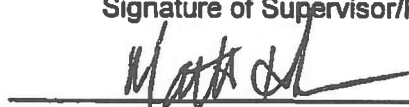
Is additional funding also being sought for this project from other sources? ☐ Yes ☒ No
If yes, please list any other funding organizations or sources:

Budget Summary

Description	Unit Cost	Total Cost
Consultants/Purchased Services	\$2300	\$2300
Supplies and Materials	\$250	\$750
Travel	\$0	\$0
Equipment (Please specify):	\$0	\$0
Printing/Postage	\$0	\$0
*Other (Please describe below)	\$0	\$0
	Total cost of project/program:	\$3050
	Less amount funded by other sources (if applicable):	\$0
	Total amount being requested from Averill Park Education Foundation:	\$

*Other budget item(s) Description:

To the best of my knowledge and belief, all the information presented in this application is true and correct. If approved, the Averill Park Education Foundation will be provided a copy of all PO's, requisitions and receipts as documented in the Financial Gifting Letter.

		11/15/19
Signature of Applicant		Date
		11/15/19
Signature of Supervisor/Principal		Date
		11/15/19
Signature of Assistant Superintendent		Date

Additional pages of description of your project may be added if necessary.

Please submit your completed grant application to:
Grants Review Committee
Averill Park Education Foundation
PO Box 56
Averill Park NY 12018

