



TIPPECANOE EDUCATIONAL ENDOWMENT GRANT PROGRAM rev. 12/2020

The mission of the Tippecanoe Educational Endowment, a component fund of The Troy Foundation, is to provide funds to students, faculty and employees of Tipp City Schools for the creation of, or participation in, enrichment programs not available through any other means.

Eligibility: Any classroom teacher(s) or employee(s) of the Tipp City School District. The **maximum amount of each grant is \$2,000**. Grants **may not** be used to replace existing public funds or for direct compensation of public school teachers, staff or students. Grant funds **may** be used to promote excellence in a variety of endeavors including (but not limited to): Student academic achievement, scientific inquiry, literacy, history, music, fine arts and performing arts, health and wellness, parent and/or student educational programs and resources, information technology, volunteerism, culture of kindness and conflict resolution. Field trip grant requests will be evaluated on an individual basis, with the primary determination being the number of students affected and its relevance to academic instruction and learning opportunities.

Application Process:

1. Application forms are available at all school buildings or at the Tipp City Board of Education Office.
2. The deadlines for applications will be posted at the Tipp City Board of Education Office.
3. Applications must be submitted to the Tipp City Board of Education Office.
4. Applications for collaborative projects should designate one teacher, administrator or employee to be the project leader. This designated person will receive all grant project communication.
5. Those submitting applications will be informed of the Endowment decision in a timely manner.
6. Each application will be reviewed and signed by the building administrator and the superintendent or the assistant superintendent.
7. **Please note*** If funding for the project has been applied for from other/multiple sources it must be stated on the grant application.

Expenditure Guidelines:

1. The Tippecanoe Board of Education will receive a check in the amount of the grant request to simplify purchasing materials.
2. Upon notification of grant award, project leaders should submit a purchase order for the materials to the Board of Education Office.
3. Project leaders will be notified by the Board of Education Office when the funds are available.
4. Original receipts and invoices are to be kept for all purchases.
5. A final report and evaluation summary, along with all receipts and photographs (electronic or hard copy), if applicable, are to be submitted to the Board of Education within 30 days of grant receipt of item or completion of event, ie) field trip or speaker.
6. Any funds not spent or properly accounted for are to be returned. A check for the difference is to be made to *The Troy Foundation stating Tippecanoe Educational Endowment in the memo.*
7. Grants are not transferable to other teachers, administrators or employees.
8. Items purchased with grant funds become the property of Tipp City Schools.

Review Process: All grant applications will be reviewed by the Tippecanoe Educational Endowment Grant Review Committee appointed by the Tippecanoe Educational Endowment Board of Trustees. The role of the Endowment Fund is to responsibly allocate resources to meet the changing needs in the Tipp City Public Schools. Therefore, the grant applications that will be reviewed most favorably are those that have successfully identified a specific need and will demonstrate the most impact over time as well as provide a lasting benefit to a significant number of students.