

To: The Board of Education  
From: The Geneseo Education Foundation

Re: Requesting board approval for the schedule and reviewing procedure of grant applications.

The Board of Directors of the Geneseo Education Foundation set the following guidelines for accepting and reviewing grant applications.

Grants may be submitted in the fall and spring.

Fall deadline dates:

October 14<sup>th</sup> - Grants due to the teacher's school principal.

October 20<sup>th</sup> - Grants due to Barb Fehlman for review by the committee.

November School Board Meeting - Grants submitted for approval.

Spring deadline dates:

April 15<sup>th</sup> - Grants due to the teacher's school principal.

April 21<sup>st</sup> - Grants due to Barb Fehlman for review by the committee.

May School Board Meeting - Grants submitted for approval.

We are requesting school principals review each grant before it is submitted to the foundation. This will avoid our committee considering a grant that has already or could be included in the school's budget or does not fit the curriculum.

Grants will only be accepted during fall and spring dates. Special requests may be submitted for review, considering the opportunity was not available during deadline dates but fits our criteria for grant selection.