

**Department of Educational Technology – Guidelines for Approval of Mother’s Club Grants
with Technology Implications**

Technology requests via a grant process are extremely challenging for the district since there are generally implications relative to long term support, technology planning, equity, curriculum alignment and possibly redundancy with current bond projects.

The following general guidelines are developed to assist you when completing a grant application that may have technology implications, so that time is not spent in writing grants that may not be approved by the Department of Educational Technology prior to submitting the request to Mothers’ Club. Please note that approval by the Department of Educational Technology does NOT imply approval from Mothers’ Club.

1. Please do not request funding for items that have long-term support costs associated with them. The list below includes items that should not be included in your grant application.
 - computers
 - monitors
 - laptops
 - printers
 - TVs
 - VCRs or VCR/DVD players
 - software
2. Technology requests **cannot** have ongoing costs associated with them. In addition to the items listed above, another example would be a project that is reliant on an Internet subscription for ongoing implementation but the grant only includes the cost of the subscription for one-year. After the one-year period, the cost would then be added to the district general fund budget. In this case, the grant must include the funding sources for the subsequent years. The funding source must be approved by the building principal.
3. The following equipment, based on the current district standard, may be applied for. Please contact the Educational Technology Department for specific brand and pricing.
 - digital cameras
 - digital camcorders
 - data projectors (as long as they will be shared among a department, group and/or school –The device will not be ceiling mounted.)
 - consumables (CDs, flash drives, etc.)
 - visual presenters (document cameras)
 - Alpha Smarts
 - audio CD player
 - instructional DVDs (or VHS tapes)

Items not listed in numbers 1 and 3 will be evaluated on a case by case basis.

4. All grant requests with technology implications must be submitted to the Director of Technology for approval prior to submission.

September, 2009