North Stonington Education Foundation

Grant Application Guidelines

The mission and purpose of the North Stonington Education Foundation is to support and enhance the quality of education in North Stonington, by facilitating cooperative education ventures among the North Stonington Education Foundation, community groups, organizations, individuals and the North Stonington Public Schools.

The North Stonington Education Foundation (NSEF) is pleased to offer grants to educators and others that will facilitate and reward innovative approaches to learning and to the development of our students and community. The NSEF will fund grants to benefit the North Stonington School District that aren't covered through the school budget.

Eligibility for Grants:

Anyone who supports the mission and purpose of the NSEF is eligible to apply.

Project Eligibility:

- The NSEF seeks to fund educational projects that are creative, innovative, relevant, effective and inspiring. The primary criterion for dispensing grants will be high-quality educational content and the impact on students and/or community members. The project must promote advancement of skills or knowledge and add depth to the education programming.

- Projects may be directed towards students of any grade level (Pre- K through 12), a single class, a single grade level, or multiple classes or grade levels. Projects that were denied funding during the Board of Education budgeting process will not be considered for a grant by the NSEF.

- The Foundation will fund only those proposals that augment and enrich the education of the students of the North Stonington Public Schools and do not supplant programs traditionally funded by district, state or federal budgets.

- The Foundation will not fund books, supplies, honoraria, equipment, professional development, etc. as isolated items unless these items are essential to the project.

- The Foundation will not fund local transportation costs, compensation for substitute teachers and salaries or stipends for additional staffing as a part of an approved project.

- The Foundation will generally not grant funds for projects that will later become a required future expense for the North Stonington Board of Education. A good question to ask is, "Will the program be able to sustain itself or be replicated after initial funding?"

- At the conclusion of the project, recipients are expected to provide NSEF with a written report of achievements through the grant. They are also expected to attend the NSEF Grants Reception in May. There may also be an opportunity to exhibit any outcomes or products as a result of the project. Any publicity, pictures, printed materials or presentations generated by the project must credit the NSEF. We request photographs and/or student quotes that highlight your grant/project in use that we may post on our website or include in printed materials for the NSEF.

If for any reason a grant recipient is unable to administer the approved project, the grant recipient will return all allocated funds and purchased items to the Foundation.

Review of Grant Application:

Grants will be reviewed and voted on by the board of the NSEF. Projects may be partially or completely funded.

Members of the NSEF will recuse themselves from voting or endorsing the selection of specific proposals for which the Board member suspects a conflict of interest.

Members of the NSEF will keep all discussion of Grant reviews private. There will be no discussion of the review proceedings or voting with non-NSEF persons.

Application Due Date:

Grants can be submitted at any time and will be funded throughout the year. Approval will be based solely on merit. Applications are available ***online at nsedfoundtion.org.*** If you have questions you may email NSEF at nsedfoundation@gmail.com or cphensley@gmail.com.

Please submit the completed grant (in MS Word format) to cphensley@gmail.com and to nsedfoundation@gmail.com. Signatures are not needed except for grants requesting classroom computers.

Funding Procedures:

All purchases need to be ordered by/approved by the NSEF, not the North Stonington Public Schools.
Funding for grants will proceed as follows:
1. If the grantee is seeking to purchase an item from an external vendor, send the tax ID (26-0088118) to the vendor, asking for a tax free invoice.
    a. The invoice will then be attached to the grant to define the budget.
    b. If the grant is awarded, Mustapha will send a check to Deb, which will be deposited in a school account.
    c. Deb will then send a school check with the invoice to the vendor.
    d. When the items are received, the grantee will bring the packing slip to Deb indicating that the items have been received.
    e. Deb will then send a copy of the packing slip to Mustapha to complete the cycle.
2. If the grantee needs cash to purchase an item from a local store (Target, Walmart, etc.),
    a. Mustapha will send a check for the requested amount to Deb which will be deposited in a school account.
    b. The grantee can then request checks be drawn against the account for specific cash purchases until the funds are used up.
    c. With each purchase, the grantee will bring the receipts to Deb.
    d. Once the funds are used up, Deb will send a copy of the receipts to Mustapha to complete the cycle.
3. If a community member is seeking to purchase an item from an external vendor, send the tax ID (26-008818) to the vendor, asking for a tax free invoice.
    a. The invoice will then be attached to the grant to define the budget.
    b. If the grant is awarded, Mustapha will send a check to the vender
    c. When the items are received, the grantee will bring the packing slip to Mustapha indicating that the items have been received.
    d. Mustapha will then complete the cycle.

If a reduction in any cost is achieved by the applicant or a NSEF board member's efforts, the savings are not to be reallocated without prior concurrence with the NSEF.

Funds need to be used within the calendar year unless prior approval has been given by the NSEF.

Items purchased through an NSEF grant shall remain the property of the organization unless otherwise set forth

in the grant proposal and approved by the NSEF.

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Grant Application

Name of Project: Click here to enter text.

Contact Person for Project: Click here to enter text.

School/Organization and Title of Contact Person: Click here to enter text.

Subject Area (if applicable): Click here to enter text.

Mailing Address: Click here to enter text.

City: Click here to enter text. **State:** Click here to enter text. **Zip:** Click here to enter text.

Telephone (H) Click here to enter text.   **(W)** Click here to enter text.

Email address: Click here to enter text.

Date: Click here to enter text.

Grant Amount Requested Click here to enter text.

Target Population and number of people impacted Click here to enter text.

Purpose of Grant (*one sentence*): Click here to enter text.

Signature: Click here to enter text.

Signatures below needed only if computers are requested, else leave blank.

IT Coordinator: Click here to enter text.   **Date:** Click here to enter text.

Superintendent: Click here to enter text.   **Date:** Click here to enter text.

Principal: Click here to enter text.   **Date:** Click here to enter text.

Administrator Click here to enter text.   **Date:** Click here to enter text.

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Proposal:
Please answer these questions carefully. Read and understand what the question is asking.
Please limit your response to a short paragraph for each question.

1. Describe your project in detail. Include a clear description of objectives and activities.
   Click here to enter text.

2. How will the outcomes from these objectives and activities be defined and measured? Be explicit.
   Click here to enter text.

3. How is this project innovative?
   Click here to enter text.

4. What is the targeted group? What unmet need is this project filling? Describe the anticipated benefits of the grant to this group.
   Click here to enter text.

5. Provide a time line for the implementation of your project.
   Click here to enter text.

6. Obtain and include an invoice for the item(s) requested in the grant. Be sure to include our tax ID number (26-0088118) with the invoice request. This will allow us to avoid paying sales tax.
   Click here to enter text.

6. How will you sustain the program or maintain it after the allocation has been spent?
   Click here to enter text.

7. How will you publicize this project? Please be specific.
   Click here to enter text.

I understand that the NSEF requires a project and expenditure report from grant recipients for purposes of project evaluation within 30 days of the project completion – see Post Grant Evaluation, below. The report should contain a narrative account of what was accomplished by expenditure of the funds, including a description of progress made toward achieving the goals of the grant.

By signing, the Project Contact Person hereby agrees to:
- Complete the evaluation process for the NSEF and understands that grant awards are subject to the rules and conditions of the Foundation
- Seek approval from the NSEF of changes in the implementation or focus of the project
- Provide photos, testimonials, and materials to assist the NSEF in promoting the project
- Publicize the project directly to parents and teachers via school newsletters, bulletin board displays, etc.
- Credit the grant funding to the North Stonington Education Foundation in any publicity regarding the project.
- Notify the NSEF when a project is taking place so that directors of the NSEF may attend.

Furthermore, the Contact Person accepts that the decision on the acceptance of the project is the sole discretion of the Foundation.

Contact Person Signature Click here to enter text.   Date Click here to enter text.

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GRANT APPLICATION EVALUATION FORM
(Grant Readers will complete one evaluation form per proposal)

Project Title: Click here to enter text.

Amount Requested: Click here to enter text.

SCORING	SCORE	
0= does not meet criteria	Click here to enter text.	Innovative proposal
1= somewhat meets criteria	Click here to enter text.	Significant Educational Impact
2=meets criteria fully	Click here to enter text.	Measurable and achievable goals
3= exceeds criteria expectations	Click here to enter text.	Unmet need
	Click here to enter text.	Reasonable Time Line
	Click here to enter text.	Sustainability (Score 0 if N/A)
	Click here to enter text.	Communication Plan
	Click here to enter text.	Quality preparation
	Click here to enter text.	Total Score

Approval? Click here to enter text.

Additional Comments: Click here to enter text.

Evaluation Criteria

- **INNOVATION**= Does the grant proposal seek to achieve creative and unconventional pathways to learning that add depth to the curriculum and motivate students? Is the proposal meaningful and engaging to students?
- **EDUCATIONAL MERIT**= To what extent does the grant proposal enrich the curriculum? Does the proposal support the goals, curriculum objectives and educational values of the North Stonington Public Schools or other educational objectives?
- **STUDENT REACH/IMPACT**= How many students will benefit from participating in the project or be directly impacted? Does the project have the potential of being replicated and impacting a larger number of students? Is there collaboration among grades, classes, curricular areas and/or the community?
- **NEED**= Does the grant proposal address the varied educational needs of the community by exploring and developing new programs, choices, models for teaching and learning?
- **ABILITY FOR THE PROGRAM TO SUSTAIN ITSELF ON AN ON-GOING BASIS**= If applicable, will the program be able to sustain itself after initial funding?
- **THOROUGHNESS/COMPREHENSIVENESS**= Is the proposal well thought out? Does it include budget details? Did the applicant successfully answer the questions? What will the students achieve? What will a successful project look like?
- **ADDITIONAL COMMENTS**= Explain why you like or dislike the proposal, potential ways to improve it and any other comments which may be helpful to the committee and applicant

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Post Grant Evaluation

The NSEF is pleased to approve your grant. When publicizing this grant, please refer to the North Stonington Education Foundation as the source of funding. Please prepare a summary report thirty days after project completion. Please be prepared to attend the NSEF Grants Recipients Reception in May to present your results.

Name of Project: Click here to enter text.

1. How did you fulfill the goals set by your project in the grant application?

   Click here to enter text.

2. What are the lasting benefits of the project? If possible, please also provide a "human interest story" that illustrates a success of the project.

   Click here to enter text.

3. What problems did you encounter during the course of this project?

   Click here to enter text.

4. Please provide an itemized income and expense summary for the total project. Indicate specific sources of all income.

   Click here to enter text.

5. If this project is on-going, please list the sources for future funding.

   Click here to enter text.

6. What are the specific plans, if any, for continuing the work started by this project?

   Click here to enter text.

7. If applicable, please include selected material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

   Click here to enter text.