

**The Georgetown Public
Education Foundation, Inc.**



**2009-2010
Grant
Application Package**

Please return to:

**GEF Grant Committee
Georgetown Public Education Foundation, Inc.
c/o Superintendent's Office
Georgetown Public Schools
Perley Elementary School
51 North Street
Georgetown, MA 01833**

Deadline: December 18, 2009

The Georgetown Public Education Foundation, Inc. General Information and Grant Guidelines

Overview

The Georgetown Public Education Foundation, Inc. (GEF) was founded with the realization that supplemental financial resources to maintain excellence in our school system may not be available through traditional funding sources such as local support and state aid. We are dedicated to providing expanded opportunities and experiences to the students of the Georgetown Public Schools. Our mission is to support innovative programs in order to encourage, demonstrate and recognize excellence in our schools for the benefit of students of all aspirations and abilities.

While we work closely with the Georgetown Public School system, the GEF is an independent entity. The GEF hopes to raise money to support programs in science, technology, the arts and innovative teaching for the Georgetown Public Schools.

Who may apply?

- Georgetown Public School faculty and administrators may apply for funding in support of enrichment projects that benefit Georgetown Public School students.
- Applications may be made by individuals or by groups.

GEF Grant Funding Criteria

- The proposal must be for the benefit of Georgetown Public School children.
- All awards must be consistent with the mission of the GEF as determined by its Board of Directors.
- Grants are normally given for one year. The assumption is that programs that prove worthwhile will be included in future school budgets.
- The applicants agree to account for and report on the project once funded.
- Applicants agree to complete an evaluation at the conclusion of the project.

Submitting Grant Proposals

- Grant application forms may be obtained from the GEF website at www.georgetowneducationfoundation.net, or from the Georgetown Public Schools Superintendent's office. Written requests may be made to the Georgetown Education Foundation, P.O. Box 58, Georgetown, MA 01833.
- The proposal should include a clear, typed presentation of the request on the appropriate forms. The application should be clearly written and understood by non-educators.

- The proposal must include all authorizing signatures.
- If the proposal includes a request for equipment funding, the application should detail an educational program in which the equipment would be used.
- The Foundation encourages collaborative funding and invites applicants to seek partial or additional funding from other sources. The proposal should provide a plan and budget for additional non-GEF funding, if necessary.

Budget Limitations

- Funding is subject to availability and comparison with other grants.
- The Grant Committee may choose to offer partial funding at its discretion.
- The amount of each grant is not to exceed \$2,000.00. Since funds are limited, projects costing less than \$2,000.00 allow the GEF to help as many teachers and classrooms as possible. A team of teachers working together may apply for a single grant, but the maximum amount will not exceed \$2,000.00.
- Awards are for projects to be completed during the Fall of 2010. Purchases need to be made by June 30, 2010.

Grant Funding Process

- Approved grants will be funded on an as incurred basis.
- The grant applicant must submit either:
 - a. a paid receipt for reimbursement, or
 - b. an approved invoice for payment directly to a vendorto the GEF Treasurer by:
 - a. e-mail to kevinharney@comcast.net; or
 - b. mail to P.O. Box 58, Georgetown, MA 01833.

Timeframe

- Grant applications are accepted at anytime throughout the year. GEF reviews grants and makes decisions for funding once a year in March. To ensure timely consideration of a proposal, the application deadline is as follows:

Application deadline is: 4:00 p.m. on Friday, December 18, 2009.

How to Submit

- Please clearly label your envelope “GEF Grant Application” and send three (3) original signed copies of your proposal to the following address. Please contact Stephanie Thompson, Grant Committee Chair at (978) 353-4827 to confirm receipt of your proposal.

Submit to: ***GEF Grant Committee
Georgetown Public Education Foundation, Inc.
c/o Superintendent’s Office
Georgetown Public Schools
Perley Elementary School
51 North Street
Georgetown, MA 01833***

Evaluation of Grants Funded

The GEF requires grant recipients to agree to account for and write a brief evaluation of the project at the conclusion of the project. These evaluations will assist the GEF in better understanding and supporting future requests. The GEF also requests that grant recipients secure appropriate media opportunities within the school, with other schools in Georgetown, and the larger Georgetown area. Permission to photograph and/or video programs must be obtained from performers/program organizers. Photographs, visuals and other publicity items related to the project should be submitted with the final grant report.

In order to promote sharing of successful projects, the GEF encourages teachers, principals and administrators to actively promote dissemination of positive experiences gained from projects in their departments, their schools, and if appropriate, throughout the system.

Questions

If you have questions about whether your project would merit consideration by the GEF Grant Committee, feel free to contact GEF Grant Committee Chair Stephanie Thompson at 978-352-4827, for further clarification.

Grant Application Form Commitment Letter

Project Title:

As the party (ies) responsible for the execution and administration of the proposed project, the undersigned pledge to:

- Submit a detailed accounting of all Georgetown Public Education Foundation, Inc. funds expended as part of this grant, to be submitted to the GEF Treasurer.
- Submit a final project report within thirty (30) days of completing this project.
- Secure appropriate media opportunities within the school, with other schools in Georgetown, the business community, the larger Georgetown community and elsewhere.
- Obtain permission to photograph and/or video programs, gather work samples, and/or other visuals for publicity purposes to be submitted with the final project report.

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Note: Final project report forms will be sent with grant award letters.

Applicant(s) signature(s):

Date: _____

GEF GRANT APPLICATION FORM

(Must be typewritten)

Project Title: _____

Amount of funding requested from GEF: _____

Applicant name(s) and association with school(s):

School(s)/groups targeted for grant: _____

Approx. # of students impacted: _____

Project Leader(s): _____

Grant Manager/Contact person: _____

Mailing Address: _____

Email Address: _____

Daytime Phone: _____ Evening Phone: _____

Abstract of Grant:

Please summarize the project in 250 words or less including a description of how your proposal is innovative. You may provide additional narrative on a separate sheet of paper, if needed.

Details of Proposed Project

Outline the educational goals and objectives. Please indicate how the project is related to a specific school district goal, curriculum area, and/or the state frameworks. Describe who will be involved. Detail what will happen, when, where and how the project will be executed.

Benefits

Please describe the benefit to Georgetown Public School students. How many children will be impacted? How will your project enhance, deepen, or enrich the educational experience for these students? Be specific about the advantages your project offers. Give reasons why this proposal should be funded.

Proposed Schedule

Describe the project's timeline, including start and completion dates.

Specific Methods of Evaluation

How and when will you measure the project's success? Describe the methodology you plan to employ.

Sustainability:

Describe how your project will be sustained in the future.

Additional Comments

Please feel free to attach any additional materials that may assist us in better understanding the proposed project.

Budget

Please be as specific as possible with your budget information. Use a separate sheet of paper if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased. ***If you plan to purchase technology, please identify the make and model of any hardware requested.***

Project Title: _____

Total Project Budget: \$ _____ Total GEF Funds Requested: \$ _____

<u>Expense Category</u>	<u>Detailed description of Expense</u> (use separate sheet if necessary)	<u>Amount(s) Requested from GEF</u>	<u>Amount(s) Requested from Other Sources</u>	<u>Total Project Funding</u>
<u>Materials & Supplies</u>				
<u>Equipment</u>				
<u>Fees</u>				
<u>Other (Specify)</u>				
<u>Total</u>				

Is the success of this project contingent upon other funding? _____

If you have applied for funding elsewhere, please list the name of the organization and the amount requested. Please indicate whether or not that funding has been approved and if not, the expected date of approval.

Non-GEF funding source:	Amount
_____	\$ _____
_____	\$ _____

Signature(s) of applicant(s): _____

Date: _____

Comments and Signature of Principal(s) and/or Superintendent:

Comments and Signature of the Director of Finance and Operations (if requesting funds for technology equipment):

The GEF looks forward to reviewing your application.