

The Georgetown Education Foundation



2017 Grant Application Package

Please submit grant applications electronically to:

grants@gef-kids.com

Deadline: February 28th, 2017



**The Georgetown Public Education Foundation
2017 Grant Application Package
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I. 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 works to raise money to support programs in science, technology, the arts and innovative teaching methods for the Georgetown Public Schools.

Who may apply?

- Georgetown Public School faculty and administrators may apply for funding in support of innovative 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. The GEF's 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.
- The proposed project must be in the areas of science, technology, the arts, or an innovative teaching technique which enhances the curriculum.
- The proposed project must provide for activities over and above what is covered by the school budget (i.e., the GEF does not typically make awards for field trips, transportation fees, teacher's and or substitute salaries, textbooks or supplies required by the existing curriculum).
- Grants are typically awarded 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 status, progress, and impact of the project once funded. Applicants agree to complete an evaluation at the conclusion of the project.



Submitting Grant Proposals

- Grant application form may be obtained from the GEF website at www.gef-kids.com. Submissions will ONLY be accepted via email at grants@gef-kids.com. Once received, a confirmation email will be sent within 24 hours. If you do not receive the confirmation email within 24 hours, please contact us immediately.
- The proposal should include a ***thorough and descriptive 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. Applicants must be signed by the Applicant and his/her principal and/or the superintendent. Additionally, if the requested funds are for technical equipment, the application must be signed by the Director of Finance and Operations.

If the proposal includes a request for equipment funding, the application should detail an educational program in which the equipment would be used.

Budget Limitations

- Funding is subject to resource availability and comparison with other grant requests.
- The Grant Committee may choose to offer partial funding at its discretion.
- The amount of each grant is as follows:
 - Not to exceed \$2,000.00 for a grant impacting an individual class;
 - Not to exceed \$3,000.00 for a grant impacting a grade level; and,
 - Not to exceed \$5,000.00 for a grant impacting an entire school.
- Since funds are limited, projects costing less than the maximum tiered amounts 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 the tiered limitation.
- 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.

Grant Funding Process

- Funding will go through the Office of Finance and Operations.
- The grant applicant must submit a purchase order to the Office of Finance and Operations, Georgetown Public Schools, 51 North Street, Georgetown, MA 01833.
- A copy of the approved purchase order or invoice should be sent to the GEF Treasurer.
- *Approved grants will be funded on an as-incurred basis.*
- All purchases must be made by **November 30th, 2017**.



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 **Tuesday, February 28th, 2017**.
- Grant awards will be announced by April 1st, 2017.

How to Submit

- Please include in the email subject line “GEF Grant Application” and attach a signed copy of your grant application and commitment letter.
- All grant applications must be submitted electronically via email to grants@gef-kids.com.

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.

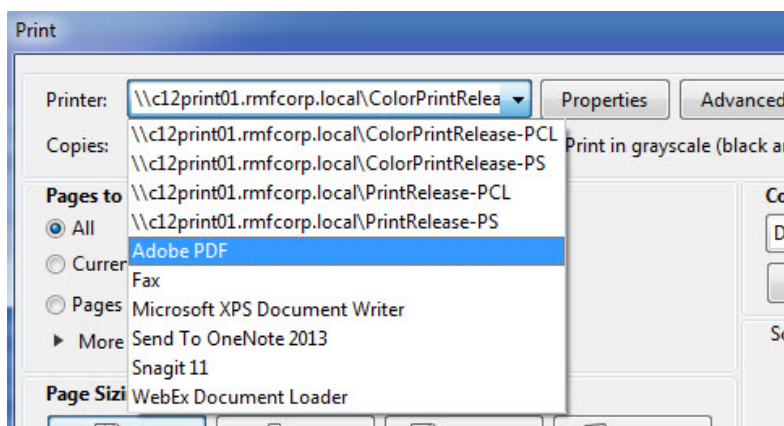
In order to promote sharing of successful projects, the GEF encourages teachers, principals and administrators to actively promote dissemination of positive experiences gained from projects in their departments, their schools, and if appropriate, throughout the system.

Questions

If you have questions about whether your project would merit consideration by the GEF Grant Committee, feel free to contact us at grants@gef-kids.com for further clarification.

Printing Forms

In the menu bar above, click FILE/SAVE AS and save a local copy of this form on your computer. Complete the in-line form fields (i.e. info about your project) and when you are done, save your updates. Then click FILE/PRINT and change the Printer selected to Adobe PDF and then click PRINT (it will then ask you where you want to save the document). This will save the form on your computer with the form information you provided.





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II. *Grant Application*

**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/funded in the future.

Additional Comments

Please feel free to include or attach any additional materials that may assist us in better understanding the proposed project (e.g. links/URLs, etc.)



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*** including links to all products.

Project Title:

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

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

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: _____

_____ 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.



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III. *Grant Application Form Commitment Letter*

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 via the office of Finance and Operations at Georgetown Public Schools, 51 North Street, Georgetown, MA 01833.
- 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: _____

_____ Date: _____



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IV. *Feedback Form*

The Georgetown Education Foundation congratulates you as a recipient of a GEF grant. Now we ask for your feedback on how the grant has impacted the Georgetown Public Schools. We also request digital photos of the project in action. Please note that we may want to quote you and use your feedback and photos to help promote the mission of the Georgetown Public Education Foundation on our website, in our mailings, and in the local newspaper(s). Upon completion of your grant project, please return this completed form by email to grants@gef-kids.com. Please remember to attach digital photos to the email as well.

Date: _____

Grant Title: _____

Submitted by: _____

1. Please describe your project in terms easily understood by the general public. Please provide the current status of the project.
2. What are the positive results of your project? Please describe how this project impacts the students in Georgetown schools.
3. Did you find it necessary to make any changes from your original proposal? If so, please explain.
4. Please share any other information regarding your grant that you think would be of interest to the GEF and to the general public.