



South Windsor Public Education Fund Grant Application Cover Page

Cover Page - General Information

Title of Project: _____

Department or Curriculum Area: _____

Project Leader: _____

Principal/Coordinator/Dept. Chairperson Signature: _____

School : _____

Telephone/E-mail: _____/_____



South Windsor Public Education Fund Grant Application

Section I - School Principal Authorization

SWPEF will not accept applications without Principal authorization.

Principal Signature: _____

School: _____

Section II - Project Scope

Please indicate if this application is for an individual project, group project or if it is linked to another application being made to SWPEF.

Individual Project _____ Group Project _____ Collaborative _____

If collaborative, please identify the related application being made to SWPEF:

Section III – Beneficiaries

Targeted population to benefit from this grant: _____

Grade level: _____

Number of students: _____

Number of staff: _____

Section IV - Project Summary

Please write a brief summary of the project (attach summary to this form), including the following information:

Goal: describe the ultimate goal of this project.

Motivation: what prompted your interest in or need for this project.

Educational Issue: describe the educational need this project will address.

Activities: describe the procedures and/or activities for implementing or performing this project; include materials, timelines, outside consulting and travel requirements. Please indicate if this is a continuation of a previously funded grant.

Assessment: describe your plan to evaluate the results of your stated project goal.

Section V - Project Budget

Project Budget and Estimated Costs (please attach any supporting detail)

Curriculum Materials:	_____
Equipment:	_____
Consumables	_____
Supplies:	_____
Support Fees:	_____
Other:	_____
Total:	_____

Section VI – Alternative Funding Source

Are you applying elsewhere for funding?

Will any form of matching funds be available to complement potential funding from SWPEF?

Section VII – Requirement

Should my application be funded and it is appropriate, I will send a written invitation to events, programs and/or any activity resulting from this grant. Invitations will be extended to all S.W. Public Education Fund committee members, Superintendent and all S.W. Board of Education members.

Section VIII – Project Evaluation Requirement

I understand that should my grant application be funded by SWPEF, I am obligated to submit a FINAL REPORT of my project, and to return any unused funds, at the project’s completion.

Signature Date

Please feel free to submit any additional information to support your proposal.
Forward proposal to:

Michele Grigorian, Chair: SWPEF Grants Committee
c/o South Windsor Community Foundation P.O. Box 1341
South Windsor, CT 06074

If you have any questions or need assistance call:
Michele Grigorian 644-5751 or Liza Love: 289-8502



South Windsor Public Education Fund Grant Application Instructions

Introduction

The Public Education Fund is pleased to announce the availability of grants to all South Windsor school district employees. The purpose of the grant is to provide funds to support projects and programs that enhance the learning and encourage excellence of both students and teachers.

Guidelines

Grant applications must be academically sound and curriculum based. Single and/or collaborative project applications will be accepted. Principal authorization is required on all grant applications.

Grant funds may be used to purchase educational materials and supplies, computer hardware and/or software, scientific or mathematical equipment, printing expenses, periodical or internet subscriptions, programs, professional development opportunities, speakers, and other uses as part of innovative educational initiatives.

Priority will be given to applications that:

- serve a large number of students (at least 50)
- have goals and outcomes that are measurable, realistic, clearly defined and as much as practicable demonstrate growth in learning
- include an itemized budget
- attempt to have said project covered in future Board of Education budgets
- encourage collaboration among teachers, parents, businesses and/or community groups
- may be used as seed money for an exemplary project
- include a plan to publicize grant award and student experiences

Grant moneys may not be used for:

- programs currently receiving funding from the Board of Education (i.e. text books)
- compensation to South Windsor school or town employees and/or substitutes
- local transportation costs
- refreshments or food incentives

Application Process

All applications are reviewed by a special Selections Committee. **IMPORTANT:** Applications are reviewed in a “blind” review process. Thus, the Committee does not know who is applying. **In order to maintain the integrity of the process, DO NOT include any applicants name in the body of the applications, otherwise your application will be denied automatically.** One original and *four (4) copies* must be submitted to for review. Omit page one from the four copies. Grant requests may be wholly or partially funded. All applications forms must be completed in their entirety. Application forms may be found online at www.swfoundation.org.

Grant Award Process

A weighted system is used to determine funding decisions and amounts. On a scale of 1 to 5 (1 being low and 5 high), these questions are considered:

1. Number of students served by this grant.
2. Goals and outcomes are measurable.
3. Budget is itemized.
4. Proposal is unique and academically sound.
5. Proposal is curriculum based.
6. Promotes collaboration among parents, businesses and/or community groups.
7. Longevity of grant (i.e. yearly use of materials vs. one-time presentation)

Proposals with the highest scores are discussed in detail and funding levels determined by the Selections Committee. Funding recommendations are then presented to the Board of the S.W. Public Education Fund for approval and S.W. Board of Education for acceptance.

Notice

All equipment and material purchased as a result of this grant becomes the property of South Windsor Public Schools and must be labeled to identify the *South Windsor Public Education Fund* as the donor of said property.

Deadlines

Grant awards will be made with deadlines for applications to be received August 31, 2008 and November 30, 2008. Notification of awards will be made in September 2008 and January 2009. Beginning in 2009, and forward the deadlines will be May 31 and November 30. Completed proposals and copies must be mailed to:

Michele Grigorian, Chair – Grants Committee
S.W. Public Education Fund
P.O. Box 1341
South Windsor, CT 06074

Questions

If you have questions or need assistance completing your grant application, you may call: Michele Grigorian 644-5751 or Liza Love 289-8502.

Evaluation

All grant recipients must submit a final evaluation form stating the status of the accomplishment of the goals. Failure to do so will result in immediate decline of any future grant applications submitted by you or on your behalf. Any unused funds must be returned to the S.W. Public Education Fund.

South Windsor Education Foundation Grant Rubric

	4 Exceeds	3 Meets	2 Approaching	1 Below
Number of Students	Proposed number of students served by this grant is greater than 50	Proposed number of students served by this grant is 50	Proposed number of students served by this grant is between 40-50	Proposed number of students served by this grant is 35 or less
Goals/Outcomes	The goals and outcomes of this proposal are specific and clearly defined. Statistics and data will be used to measure goals and outcomes	The proposal has goals and outcomes that are realistic, somewhat defined and measurable.	The proposal has goals and outcomes that are realistic and clearly defined, but not measurable.	No goals or outcomes defined.
Curriculum Based and Academically Sound	Proposal is well written, unique and academically sound. Program aligns perfectly with current curriculum.	Proposal is unique and academically sound. Partially curriculum based.	Proposal is unique, but not academically sound. OR Proposal is academically sound, but not unique	Proposal is not unique or academically sound.
Budget	Budget and estimated costs are sensible and itemized. Supporting documentation includes credible quotes and estimates.	Budget is sensible and itemized. Does not include supporting documentation	Budget is sensible, but not itemized.	No budget included with application.
Promotes Collaboration	Proposal demonstrates clear, strong and specific partnership plan with parents, businesses, and/or community groups	Proposal demonstrates loose collaboration plan with parents, businesses, and/or community groups	Proposal demonstrates weak collaboration plan with parents, businesses, and/or community groups	No collaboration or partnership plan included
Longevity of Project	Proposal has sustainability and will have lasting effect in the district for 2-4 years.	Proposal has sustainability and will have lasting effect in the district for 1-2 years.	Proposal will last at least one year in the district.	Proposal is a one time event.



South Windsor Public Education Fund

Final Report

Use this form to report to the S.W. Public Education Fund on use of funds. This report must be received no later than thirty (30) days after completion of the project. Please mail to.

Michele Grigorian, Chair: SWPEF Grants Committee
 c/o South Windsor Community Foundation P.O. Box 1341
 South Windsor, CT 06074

Grant _____

Project _____

School Amount of Grant \$ _____

On a separate sheet of paper, describe how the funds were used and the impact the grant has had on the educational process in your classroom or school. Report any modifications in the project from your original application. Did the project meet your objectives? Will you continue the project in the future in some way? Explain.

Compare the budget you provided in your application to the actual costs you incurred:

	Description	Estimated	Actual
		Cost	Cost
	Curriculum Materials		
	Equipment		
	Consumables		
	Supplies		
	Support Fees		
	Other		
	Total		

_____ Date: _____
 Signature of Grant Recipient