



# North Stonington Education Foundation

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.

## Grant Application Guidelines

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. 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. The grant recipient may reapply during the next grant period.

An applicant is limited to the submission of one grant application per year.

### **Review of Grant Application:**

Grants will be reviewed and voted on by the board of the NSEF. Approval will be based solely on merit. 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.

### **Application Due Date:**

Grant application should be received by the North Stonington Education Foundation no later than, **March 15 or October 15** of each year. Applications received after the deadline will be held for the next review period if applicable. Applications are available in the administrative offices of **each school or online at [nsedfoundation.org](http://nsedfoundation.org)**. If you have questions you may **email NSEF at [nsedfoundation@gmail.com](mailto:nsedfoundation@gmail.com)**. Notification will occur within ninety days.

**Mail application to:** North Stonington Education Foundation  
297 Norwich Westerly Road  
North Stonington, CT 06359

### **Funding Procedures:**

All purchases need to be billed to the NSEF, not the North Stonington Public Schools. For reimbursement of items purchased toward the grant, itemized store receipts must be provided to the NSEF treasurer.

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 school unless otherwise set forth in the grant proposal and approved by the NSEF.



# North Stonington Education Foundation

## Grant Application Cover Sheet

Name of Project \_\_\_\_\_

Contact Person for Project \_\_\_\_\_

School/Organization and Title of Contact Person \_\_\_\_\_

Subject Area (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Preference for Contact \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Amount Requested \_\_\_\_\_

Target Population and number of people impacted \_\_\_\_\_

Purpose of Grant (*one sentence*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Administrator Signature (If applicable): \_\_\_\_\_



# North Stonington Education Foundation

## Grant Application

### Proposal:

*Please provide the following information. Kindly limit to no more than five pages in length.*

1. Describe in detail, the project you are requesting funding for.
2. Describe the measurable project goals, objectives and activities.
3. Describe the anticipated benefits of this grant to the targeted group.
4. How do you plan to evaluate the outcomes of the project? Include a description of how the results will be defined and measured.
5. Provide a time line for the implementation of your project.
6. Submit an itemized breakdown specific to grant request in dollars. All components of the project, including shipping, need to be accounted for. (The grant does not cover financial compensation to the educator for time spent on grant preparation and/or time to administer the grant.)
7. How will you sustain the program or maintain it after the allocation has been spent?
8. How will you publicize your project? (Please be specific)

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. 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.

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Contact Person Signature

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Date

Complete grant application package should be addressed to:  
North Stonington Education Foundation  
297 Norwich Westerly Road  
North Stonington, CT 06359

Or turned into the Central Office of the North Stonington Public Schools



# North Stonington Education Foundation

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

Project Title \_\_\_\_\_

Amount Requested \_\_\_\_\_

### SCORING

### SCORE

- |                                  |       |                                 |
|----------------------------------|-------|---------------------------------|
| 0= does not meet criteria        | _____ | Innovative                      |
| 1= somewhat meets criteria       | _____ | Educational Impact              |
| 2=meets criteria fully           | _____ | Student Impact                  |
| 3= exceeds criteria expectations | _____ | Need                            |
|                                  | _____ | Sustainability (Score 0 if N/A) |
|                                  | _____ | Thoroughness/Comprehensiveness  |
|                                  | _____ | Total Score                     |

### Additional Comments:

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### 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



# North Stonington Education Foundation

## 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. We look forward to receiving a report thirty days after project completion.

Name of Project: \_\_\_\_\_

1. How did you fulfill the goals set by your project in the grant application?
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.
3. What problems did you encounter during the course of this project?
4. Please provide an itemized income and expense summary for the total project. Indicate specific sources of all income.
5. If this project is on-going, please list the sources for future funding.
6. What are the specific plans, if any, for continuing the work started by this project?
7. If applicable, please include selected material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.