

# **CONCORD EDUCATION FUND GRANT PROPOSAL GUIDELINES**

## **I *PROPOSAL DUE DATE is October 28th, 2011 AT 5:00 PM***

No late or partial proposals will be considered. Grants are awarded in January for project implementation no later than the end of the following school year (June 2013). Awarded funds will be available through the school administration before summer so that proposal work can commence.

## **II PROPOSAL CONTENT**

The proposal must include the attached Cover Sheet and be presented clearly and directly in less than seven double-spaced typed pages and in the following headings and format:

- A. Proposal Goal - Include number and grade level of primary beneficiaries.
- B. Proposal Description - Including timeline and implementation plan.
- C. Evaluation Methodology - Include how you will be able to evaluate the proposal during and after completion.
- D. Proposal Budget - Include a detailed accounting of all project expenses such as equipment, supplies, printing, travel, stipends (salaries cannot be funded), etc.. Also indicate whether this project could proceed with partial funding and if other funding sources are being approached.
- E. Qualifications - Describe education, experience or personal interest of proposal leaders and participants.
- F. Future Budget - Please indicate whether the proposal will have future operating budget impacts and if so, how your proposal will remain funded or supported in the future when CEF funds are spent

## **III PROPOSAL SUBMISSION**

Please submit proposal by emailing a PDF to [grants@concordfund.org](mailto:grants@concordfund.org).

**Note:** Expect an acknowledgment response within 2 days.

## **IV INTERVIEW**

A convenient time and place may be requested for some applicants to present their proposal in greater detail to the Grants Committee and to answer any questions raised by the Committee or CEF Board Members.

## **V FOLLOW UP**

All grant recipients will be asked to provide updates on grant implementation. This update should include photos (where applicable), as well as demonstrations (upon CEF board request), and always written documentation about the grant and its success.

**CONCORD EDUCATION FUND  
GRANT PROPOSAL COVER SHEET  
YEAR 2012-2013 GRANTS**

PROPOSAL TITLE \_\_\_\_\_  
\_\_\_\_\_

PRIMARY CONTACT *(Primary applicant will be used for all grant correspondence)*

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

OTHER PROPOSAL APPLICANT NAME(S)

\_\_\_\_\_  
\_\_\_\_\_

\$\$ AMOUNT REQUESTED \_\_\_\_\_

GRADE LEVEL(S) TO BENEFIT FROM THIS PROPOSAL \_\_\_\_\_

ESTIMATED # OF STUDENTS WHO  
WILL BENEFIT FROM THE PROPOSAL \_\_\_\_\_

SHORT DESCRIPTION OF PROPOSAL \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

IS THIS PROGRAM NEW TO THE CONCORD SCHOOLS? \_\_\_\_\_

IF NO, PLEASE EXPLAIN \_\_\_\_\_

\_\_\_\_\_

**DUE NO LATER THAN 5:00 PM ON October 28, 2011**

PLEASE SUBMIT PDF TO [grants@concordfund.org](mailto:grants@concordfund.org)

# **CONCORD EDUCATION FUND GRANT PROPOSAL INFORMATION**

## **CEF GRANTS PROGRAM GOALS**

Our goal is to support the development of programs for academic enrichment through the creation of new or enhanced curriculum, programs and/or services that are extraordinary and beyond the scope of the annual school budget.

## **ELIGIBILITY FOR GRANT AWARD**

Those eligible for grant award include teachers, administrators and curriculum specialists within the public school system or any member of the community in conjunction with a schoolteacher or administrator.

## **WHAT CAN BE FUNDED**

- Stipends for curriculum development, as long as it complements but does not replace system funding (is an enhancement not a basic development) Staff stipends should be no more than the maximum rate set by the Concord Public Schools.
- Training related to implementation of the proposal.
- Equipment, supplies, travel, and so on, if required for implementation of the proposal

## **WHAT CANNOT BE FUNDED**

- Salaried positions
- Programs previously funded in the school budget
- Basic school curriculum development
- Equipment, supplies, materials, and so on, not related specifically to implementation of the proposal

## **CEF EVALUATION CRITERIA IN PROPOSALS**

- Academic enrichment for students
- Creative and innovative ideas
- Probability of project continuity by school system or other means
- Number of students and/or teachers benefiting
- Consistency with curriculum goals of the school system
- Clearly defined goals, activities and outcomes
- Fiscally responsible budget
- Proposal support within subject discipline
- Evaluation mechanism that can accurately assess project results

## **PROPOSAL TIMELINE**

CEF will award grants for a one-year term only. Subsequent funding will be considered for two additional years.

## **GRANT AWARD PROCESS**

The final awards are made by the full board of the Concord Education Fund after review and recommendations by the Grants Committee. Awards are made on the merits of the each proposal and the ability of the CEF to fund them.

## **ADDITIONAL CONSIDERATIONS**

All grant recipients will be asked to provide updates on grant implementation. This update should include photos (where applicable), as well as demonstrations (upon CEF board request), and always written documentation about the grant and its success.

Applications which fulfill CEF criteria may be featured at fundraising events and on the CEF website for fundraising purposes.

Budgets must be spent as itemized in the application. Any changes must be reported to and approved by the grant committee.

## **CEF CONTACT INFORMATION**

Questions about the grant application process and evaluation criteria may be directed to the CEF 2012-2013 Grant Committee Co-Chairs:

Missy Olsen  
polsen2000@comcast.net

and

Pamela Gildehaus  
pamela@Gildco.com