

CONCORD EDUCATION FUND GRANT PROPOSAL GUIDELINES

I **PROPOSAL DUE DATE is Thursday, October 15, 2009 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 2011). 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 either by:

Preferred: Email Word document or PDF to:
grants@concordfund.org

Postal mail or drop off two (2) copies to:
Missy Olsen
262 Harrington Avenue
Concord, MA 01742

Note: If you submit by e-mail 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 should be willing to provide updates on grant implementation. This may include photos, demonstrations and information about the grant and its success.

**CONCORD EDUCATION FUND
GRANT PROPOSAL COVER SHEET
YEAR 2010 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 THURSDAY, OCTOBER 15, 2009

PLEASE SUBMIT: **Preferred:** E-mail Word or PDF to grants@concordfund.org
OR
Postal mail or drop off paper two (2) copies:
Missy Olsen
262 Harington Avenue
Concord, MA 01742

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 should be willing to provide updates on grant implementation. This may include photos, demonstrations and information 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 2009-2010 Grant Committee Co-Chairs:

Missy Olsen
polsen2000@comcast.net

and

Richard Wells
raw@lawsbrook.org