

# Stonington Education Fund

*“Expanding Opportunities...Supporting Innovation...Opening Minds”*

## GRANT APPLICATION PROCEDURES

### INTRODUCTION

The Stonington Education Fund (“SEF” or “The Fund”) provides funding for educational enrichment programs and helps improve the quality of public education above and beyond conventional curriculum funded by local, state and federal sources. SEF supports and promotes innovative, educational endeavors aimed at encouraging creativity and excellence in teaching and learning. We invite you to visit us at [www.stoningtoneducationfund.com](http://www.stoningtoneducationfund.com) for complete information about SEF and a listing of the grants that we’ve funded in recent years.

### ELIGIBILITY

The Fund welcomes teachers, administrators, school professionals, and other education providers in the town of Stonington to seek funding for projects by completing the correct *Grant Application Form* (see below). SEF encourages collaboration between teachers, grade levels, parent organizations, and/or community organizations. A Grant Review Committee will review grant applications and make recommendations for funding to the Fund’s Board of Directors.

### TYPES OF GRANTS

Grants are awarded in two categories:

#### **Mini Grants**

Mini grants are funded by SEF and awarded through the Career Incentive Committee to educators for enrichment projects and associated materials. Mini grants are typically in the amount of \$500.00 or less. Mini Grant Applications are to be submitted by October 1<sup>st</sup> to the Career Incentive Committee. See your school’s principal for details.

#### **“Apple” Program Grants**

Program grants are awarded for novel programs that support multidisciplinary projects, technology, arts, and/or collaborative grade level, school level, and community enrichment projects. This category also includes “professional-in-residence” programs that bring skilled artisans or experts into the classroom.

### GRANT EVALUATION CRITERIA

The Grant Review Committee will consider the following criteria when reviewing each application:

- ◆ **INNOVATION** Does the grant proposal address the varied educational needs of the students by exploring and developing novel programs and models for teaching and learning? Does the grant proposal seek to achieve creative and unique pathways to learning that add depth to the curriculum and motivate students?
- ◆ **EDUCATIONAL MERIT** To what extent does the grant proposal augment and enrich the curriculum? Does the proposal support the goals, curriculum objectives, and educational values of the Stonington Public Schools? What will the proposed project specifically accomplish?
- ◆ **STUDENT REACH/IMPACT** Who and how many (students) will benefit from participating in the program or be directly impacted by the project? Does the project have the potential of being replicated and/or impacting a larger number of students?
- ◆ **ABILITY FOR THE PROGRAM TO SUSTAIN ITSELF ON AN ON-GOING BASIS**  
Will the program be able to sustain itself after initial funding?

**SUBMISSION**

Submit one original and four copies of a fully-completed and signed "Apple Grant" application, including the coversheet and itemized budget to:

**SEF Grant Review Committee  
P.O. Box 1922  
Pawcatuck, CT 06379**

\*Your site administrator's signature is required.

Applicant may be contacted for further information or may be asked to meet with the committee.

**DEADLINES**

Applications for "Apple Grants" will be accepted between September 1st and April 30th.

**NOTIFICATION**

SEF will notify grant applicants of its decision via letter or visit. Under routine circumstances, please expect up to 45 days processing time, depending upon the timing of the receipt of your application.

**EXPECTATIONS/FOLLOWUP**

- ◆ Feedback is useful information.
- ◆ The SEF requests that your program/project and our funding of it be spotlighted in your school newsletters.
- ◆ You will be invited to display finished work/collages in the "Excellence Showcase" at our Annual Education Celebration (April 5, 2008)
- ◆ Any publicity regarding this grant and project must credit the Stonington Education Fund.
- ◆ We request photos and/or student quotes that highlight your project/lesson/equipment in use that we may post on our website or include in future issues of "The Achiever".

**QUESTIONS?**

Questions may be directed to Susan Alfiero-Bavasso, Grant Committee Chairwoman at 860-599-5522, or via e-mail at [info@stoningtoneducationfund.com](mailto:info@stoningtoneducationfund.com).

**SUBMITTAL OF PHOTOS/QUOTES:**

E-mail attachments or documents to Kathi Murphy, President at [kjm2@comcast.net](mailto:kjm2@comcast.net) or to the SEF e-mail.



# Stonington Education Fund

P.O. Box 1922 - Pawcatuck, CT 06379  
Phone 860-599-0506 - Fax 860-599-2258  
www.stoningtoneducationfund.com

## APPLE GRANT APPLICATION

Grant Facilitator(s) \_\_\_\_\_  
\_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Contact Information Day \_\_\_\_\_ Eve \_\_\_\_\_

Brief Project Description / Name:

Planned Project Schedule: Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Total Project Cost, estimated or actual: \$ \_\_\_\_\_

Grant Dollar Amount Requested from SEF: \$ \_\_\_\_\_

All information in and submitted with this application are true and accurate to the best of my knowledge. This grant application to the Stonington Education Fund is made with the understanding that if this project has been or becomes funded by another organization or grant, funds distributed by the SEF will be returned to the Fund. If the grant is not used, all funds will be returned to the Stonington Education Fund. Further, if there are project changes after a grant is awarded, I shall immediately notify the Stonington Education Fund.

Signatures:

Grant Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

(required)

### Mission

The Stonington Education Fund seeks to promote excellence in the Stonington Public Schools through the effective use of donations and grants. A further goal is to increase community support for and understanding of the educational mission of the Stonington Public Schools. The Stonington Education Fund is a 501©(3) charitable corporation.

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### **Project Information/Description**

Please write a few paragraphs describing the project or program for which you are seeking funding. In your summary, be sure to clearly address the points depicted in all of the listed criteria (innovation, educational merit, student reach/impact, self-sustaining).

In a separate paragraph or sheet, please provide a detailed listing of item, cost and projected source of funding. Map out your spending plan to your action plan, if applicable. How do you plan to use an SEF grant to meet your need? What other budget sources are you using? Have you exhausted other funding sources? What plans do you have for future years' funding? Please indicate how you determined the quality and cost effectiveness of materials or equipment, if applicable.