

**The Needham Education Foundation, Inc.**

**2011-2012  
Fall Grant  
Application Package**

*Please return to:*

**NEF Grant Committee  
C/O Daniel Gutekanst  
Superintendent, Needham Public Schools  
1330 Highland Avenue  
Needham, MA 02492**

**Deadline: Friday 10/21/11**

# The Needham Education Foundation, Inc.

## General Information and Grant Guidelines

### Overview

The Needham Education Foundation, Inc. (NEF) is a non-profit community foundation chartered to fund innovative educational programs and enrichment activities that are outside of normal and expected public funding for the benefit of students in the Needham Public Schools. While we work closely with the Needham Public School system, the NEF is an independent entity. Each year, NEF awards grants that make learning come alive for hundreds of public school students.

The foundation may allocate up to 10 percent of its assets each year for grant awards. Individual grants may not exceed \$5,000, and grants of any size will be considered on their own merits. Awards are for projects to be funded during the 2011/2012 school year.

### What do NEF grants support?

- NEF funds a broad range of projects, from those that focus on traditional academic subjects, to others in the visual and performing arts, science and technology, and still others that promote multi-cultural and community learning experiences.
- In terms of normal and expected funding, the NEF may fund books, professional training and equipment for a new addition to the curriculum, or an innovative enhancement to existing programming. We cannot fund books or equipment to support existing programs.
- NEF funded programs should enhance and augment, but not duplicate, the standard public school curriculum. NEF welcomes applications for all types of innovative learning initiatives, including technology. However, NEF grant committees have generally not considered applications that seek to expand the use of existing technology, such as SmartBoards, innovative.
- The Foundation encourages projects that demonstrate partnerships between teachers, schools and disciplines.
- NEF grants do not underwrite basic school needs.
- Descriptions of recent NEF grants may be found on the NEF website at [www.nefneedham.org](http://www.nefneedham.org).

### Who may apply?

- Needham Public School faculty and administrators, parents, students, and community members may apply for funding in support of enrichment projects that benefit Needham Public School students.
- Applications may be made by individuals or by groups.

### **NEF Grant Funding Criteria (in no certain order)**

- The proposal should demonstrate creativity and innovation in educational programming in a way that has not been done before.
- The proposal must be for the benefit of Needham Public School children. Proposals that target a small number of students, such as one or two classrooms, will be considered as seriously as proposals affecting larger groups of students, assuming other grant funding criteria are met. For example, a project that may seed an initiative that could be replicated in other schools or grades, expanded or repeated in future years, or become a part of permanent classroom materials for use over several years may be considered, as will exceptionally creative ideas which will have a significant impact even on a small group of students.
- The proposal may be a collaborative effort between educators, schools, parents or others to reach children in multiple classrooms, grade levels or schools.
- The proposal should not seek funding to sustain existing programs or retroactive funding for an existing project.
- The proposal should not seek funds for transportation or substitute teachers.
- The applicants agree to account for and report on the project once funded.

### **Submitting Grant Proposals**

- Grant application forms may be obtained from the NEF website at [www.nefneedham.org](http://www.nefneedham.org).
- The proposal should include a clear, typed presentation of the request on the appropriate forms. The application should be clearly written and understood by non-educators.
- The proposal must include all authorizing signatures.
- If the proposal includes a request for equipment funding, the application should detail an educational program in which the equipment would be used.
- Technological hardware requests need to be pre-approved by the Director of Media and Technology Services, Deb Gammerman.
- The Small Grant Committee will send a list of grants that fall under the Fine and Performing Arts Department to the department Director, Dr. David Neves.
- The Foundation encourages collaborative funding and invites applicants to seek partial or additional funding from other sources. The proposal should provide a plan and budget for additional non-NEF funding, if necessary.
- Applicants who are not employed by the Needham Public Schools who are applying for programs that are to be run in the school system must include the signature of an appropriate partner from the schools (i.e. teacher, department head, media specialist) who will help implement the program.

## Grant Review Committee

- The Grant Committee is a diverse group, comprised of 12 members: seven NEF directors; three Needham Public School educators (one each from elementary, middle, and high school); and two community residents.
- The Grant Committee may choose to offer partial funding at its discretion.

## Timeframe

***Application deadline for fall grants: 4:00 p.m. Friday, October 21, 2011 – School Superintendent’s Office, 1330 Highland Ave., Needham, MA, 02492.***

## Fall Grant Cycle

- **June 2011** – NEF Fall Grant application forms will be available on the NEF website at <http://www.nefneedham.org/applications.php>, and the School Administration Building.
- **Friday, October 21, 2011** – Closing date for Fall grant applications. No applications will be considered if **received** after October 21<sup>st</sup>. **Applicants are encouraged to apply online** at <http://nef.mkmwebs.com/> Paper applications may be sent or hand-delivered to the Superintendent’s Office by 4:00 p.m. Please also submit the request electronically to Kathy DeMayo at [kdemayo@rcn.com](mailto:kdemayo@rcn.com).
- **October 2011** – Grant Committee meets to determine which proposals should be funded.
- **November 2011** – Grant Committee recommendations submitted to the NEF Board; School Committee approval of NEF recommendations.
- **November 2011** – Awards announced and publicized.
- **June 1, 2012** – Final reports due to NEF.

## Evaluation of Grants Funded

The NEF requires grant recipients to agree to account for and write a brief evaluation of the project at the conclusion of the project. These evaluations will assist the NEF in better understanding and supporting future requests. The NEF also requests that grant recipients secure appropriate media opportunities within the school, with other schools in Needham, and the larger Needham community. Permission to photograph and/or video programs must be obtained from performers/program organizers. Photographs, visuals and other publicity items related to the project should be submitted with the final grant report.

In order to promote sharing of successful projects, the NEF encourages teachers, principals and administrators to actively promote dissemination of positive experiences gained from projects in their departments, their schools, and if appropriate, throughout the system.

## Questions

If you have questions about whether your project would merit consideration by the NEF Grant Committee, feel free to contact NEF Grant Committee Co-Chairs Brooke Baker at 781-449-8112 or [b.baker@mac.com](mailto:b.baker@mac.com), or Steve Mock at 781-444-8121 or [semock@verizon.net](mailto:semock@verizon.net), for further clarification.

**NEF Fall GRANT APPLICATION FORM**

*(Must be typewritten)*

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

Amount of funding requested from NEF: \_\_\_\_\_

Applicant name(s) and association with school(s):

\_\_\_\_\_

School based partner (if applicant is not a Needham Public School employee):

\_\_\_\_\_

School(s)/groups targeted for grant: \_\_\_\_\_

\_\_\_\_\_

Approx. # of students impacted: \_\_\_\_\_

Project Leader(s): \_\_\_\_\_

\_\_\_\_\_

Grant Manager/Contact person: \_\_\_\_\_

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

\_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Secretary/Bookkeeper with access to Town's financial system (usually one of the school secretaries or Department secretaries.)

\_\_\_\_\_

*Please identify and inform this person of your intent to apply for an NEF grant. This person will assume the task of submitting purchase orders to the school financial office for fund reimbursement should applicant be awarded an NEF grant.*

Abstract of Grant:

*Please summarize the project in 250 words or less including a description of how your proposal is innovative. You may provide additional narrative on a separate sheet of paper, if needed.*

Benefits

*Please describe the benefit to Needham Public School students. How many children will be impacted? Be specific about the advantages your project offers. Give reasons why this proposal should be funded.*

Details of Proposed Project

*Outline the educational goals and objectives. Please indicate if the project is related to a specific school district goal or curriculum area. Describe who will be involved. Detail what will happen, when, where and how the project will be executed.*

Proposed Schedule

*Describe the project's timeline, including start and completion dates.*

Specific Methods of Evaluation

*How and when will you measure the project's success? Describe the methodology you plan to employ.*

Additional Comments

**Budget**

Please be as specific as possible with your budget information. Use a separate sheet of paper if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased. ***If you plan to purchase technology, please identify the make and model of any hardware requested. Such requests must be reviewed and approved by Deb Gammerman, the School Department's Director of Media and Technology Services, to ensure compatibility.***

If stipends are requested, please identify the person(s) receiving a stipend and their affiliation with Needham Public Schools. Standard NPS stipend rates should be used. The Needham Education Foundation, Inc. does not provide funding for substitute teachers or transportation. If either will be required to implement your project, please indicate the funding source that will underwrite those costs.

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

Total Project Budget: \$ \_\_\_\_\_ Total NEF Funds Requested: \$ \_\_\_\_\_

<u>Expense Category</u>	<u>Detailed description of Expense</u> (use separate sheet if necessary)	<u>Amount(s) Requested from NEF</u>	<u>Amount(s) Requested from Other Sources</u>	<u>Total Project Funding</u>
<b>Stipends</b>	Stipend recipient _____ # of hours _____ @ \$ _____ per hr.			
<b>Materials</b>	See following page			
<b>Equipment</b>	See following page			
<b>Fees</b>	Fee for:			
<b>Other (Specify)</b>				
<b>Total</b>				

NEF encourages partnerships with other funders. Please list any other sources of funding you are applying to or which have already granted financial support to your project.

Non-NEF funding source: \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Signature(s) of applicant(s): \_\_\_\_\_

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

Comments and Signature of Principal(s) and/or Superintendent: \_\_\_\_\_

\_\_\_\_\_

Comments and Signature of School partner (if applicant is not a Needham Public School employee): \_\_\_\_\_

\_\_\_\_\_

Comments and Signature of the Director of Media and Technology Services (if requesting funds for technology equipment): \_\_\_\_\_



## Fall Grant Application Form Commitment Letter

Project Title:

---

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to:

- Meet with the Financial Operations Department for the Needham Public Schools to plan for the disbursement of funds.
- Submit a detailed accounting of all Needham Education Foundation, Inc. funds expended as part of this grant to Anne Gulati, Director of Finance.
- Submit a final project report within thirty (30) days of completing this grant, but no later than June 1, 2012.
- Secure appropriate media opportunities within the school, with other schools in Needham, the business community, the larger Needham community and elsewhere.
- Obtain permission to photograph and/or video programs, gather work samples, and/or other visuals for publicity purposes to be submitted with the final project report.

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Note: Final project report forms will be sent with grant award letters.

Applicant(s) signature(s):

---

---

---

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