



Needham Education Foundation, Inc.

2011-2012

Large Grant Program – Application

**Please Return to:
NEF Large Grant Committee
C/O Needham Public Schools
1330 Highland Avenue
Needham, MA 02492**

**Deadline Concept Paper: Friday, October 14, 2011
Deadline Final Large Grant Application: Friday, December 16, 2011**

Introduction

The Needham Education Foundation, Inc. (“NEF”) is dedicated to fostering excellence and innovation in public education, which we consider a cornerstone in Needham’s economic and social well being. In over fifteen years of grant making and fund-raising, this community foundation has awarded over \$1,000,000.00 in support of innovative projects benefiting Needham’s schoolchildren. By supporting the creativity of Needham’s educators and by enhancing the enrichment opportunities for Needham’s schoolchildren, we believe we are building stronger schools and a stronger, more vibrant community in Needham.

Thanks to the generosity of our donors and the growth of our assets, NEF is able to continue its commitment to educational excellence through the Large Grant Program. In addition to our autumn/spring, \$5,000 grant awards, NEF also considers requests of \$5,000 to \$15,000 a year to fund broader, more ambitious projects. These large grants support one-year or two-year projects that are either school-wide or system-wide and **that are innovative, collaborative, and that promise broad and lasting impact for Needham schoolchildren.** If a second year funding is desired, a second grant application must be submitted.

What we mean by...INNOVATION

A large grant project should represent a meaningful expansion, adaptation or improvement of current practice or curricula in the Needham schools. It may include an idea or technique that is entirely new in the literature or it may involve replicating an idea that has been successfully piloted elsewhere. While we encourage experimentation, NEF requires that large grants demonstrate an approach or technique that is supported by research.

What we mean by...COLLABORATION

A large grant project should be a joint effort promoting a partnership between schools, departments, classes, teachers and/or disciplines. Any combination of parents, students, faculty, administrators and community groups may team to plan and implement a project, but there must be at least one principal and one teacher involved. The Superintendent of Needham schools must also endorse the project.

What we mean by...BROAD AND LASTING IMPACT

The Large Grant Program will underwrite school-wide or systemic innovation that stands to enhance the education of a significant number of Needham students. NEF will fund initiatives that augment and support system-wide goals, but will eschew the funding of state and federal mandates or other programs more properly financed by public funds. We invite past grant recipients to propose ways to expand and continue previously funded projects that have demonstrated strong results and merit replication across the Needham school system. NEF favors projects that promise to produce lasting benefits for the students and that initiate improvement for the school(s) involved.

This packet provides guidelines to the foundation's Large Grant process and a copy of a grant application. A description of recent NEF Large Grants may be found on the NEF web site. Following the guidelines, procedures and deadlines outlined in this packet will assure that your application receives proper consideration.

If you have questions about whether your project would merit consideration by the NEF Grant Committee, feel free to contact Steve Mock (781-444-8121) NEF Co-President, for clarification.

Who decides whether a project gets funded?

The NEF Large Grant committee reviews Large Grant concept papers in the fall and makes recommendations to the Board of Directors regarding which papers should move forward in the final application process. The Board of Directors votes on this in November. Final applications are reviewed in December by the Large Grant Committee. The Large Grant Committee may ask applicants to present their grants to the Large Grant Committee, before making final recommendations to the board at its January meeting. The Board of Directors votes on the proposals in January. Approved grant requests are then presented to the Needham School Committee for final acceptance.

The Large Grant Committee is comprised of the NEF board members and up to two community residents.

The Large Grant committee may choose to offer partial funding at its discretion. The foundation encourages collaborative funding and invites applicants to seek partial or additional funding from other sources.

What makes a Large Grant application successful?

The application must be complete and comply with deadlines. It should include a clear typed presentation of the request on the appropriate forms. It should include all authorizing signatures.

The proposal must clearly outline how the project is innovative and collaborative and how it will provide broad and lasting impact for Needham schoolchildren.

If the grant includes a request for equipment funding, the application details an educational program in which the equipment would be used. Technological hardware requests must be pre-approved by Deb Gammerman, the schools' Director of Media and Technology Services (455-0471).

The proposal provides a plan for additional non-NEF funding, if necessary.

The applicants agree to account for and report on the project, once funded.

The proposal does not seek funds for transportation or substitute teachers.

The application is clearly written and can be understood by non-educators.

The Process

The following deadlines will apply for the coming year:

Summer 2011 NEF Large Grant application forms will be available. The application can be downloaded from the NEF web site. There are also a small number of copies available at the Needham Public Schools Administration Building.

Friday, October 14, 2011: Closing date for Concept Paper applications. No applications will be considered if received after October 15th. Applications must be delivered to the Superintendent's office in the school Administration Building by 4:00 p.m.

October, 2011: Large Grant Committee Concept paper recommendations submitted to the NEF Board

End-October, 2011: NEF notifies applicants which proposals will move on to the Large Grant application.

Friday, December 16, 2011: Closing date for Large Grant Applications. No applications will be considered if received after December 16th. Applications must be delivered to the Superintendent's office in the School Administration Building by 4 p.m.

Mid-December, 2011: NEF Large Grant Committee may request to meet with large grant applicants.

Mid-January, 2012: Large Grant Committee final recommendations submitted to the NEF Board.

End-January, 2012: NEF presentation to the School Committee.

End-January, 2012: Awards announced and publicized.

Part I. Concept Paper

To streamline the application process, NEF invites applicants to submit a one to two page abstract of their proposed projects to the attention of: NEF Large Grant Committee-chair, c/o Superintendent's Office, 1330 Highland Avenue no later than 4:00 p.m. on Friday, October 14, 2011.

Concept Paper Requirements

The concept paper should include the following:
(One paragraph brief summary statement of your proposal)

A one to two page abstract of your proposed project and how it will satisfy one or all of the following criteria:

*A system-wide **collaboration** in the Needham schools;*

*An **innovative** idea or technique that has not been previously tried in the Needham schools;*

*And/or a project resulting **in a broad and lasting impact** on a large number of Needham students.*

(Please see Introduction for further explanation of these terms.)

The concept paper should clearly state the dollar amount you will seek for your proposal and what you expect to use the funds for.

The concept paper should state whether you anticipate seeking a second year of funding from NEF for this program and what additional funding you would seek for the second year of the program.

Each Concept Paper must include either a Principal or Department Head signature.

Please include a contact name, phone number and e-mail address. The Large Grant Committee may wish to contact applicants for further information.

Final approval of Concept Papers rests with the NEF Board of Directors. The Large Grant Committee will notify applicants in October as to whether they should proceed with Part II of the Large Grant Program Application as described below.

Part II. Large Grant Program Application

1. **Applicant Information:** Please complete the applicant information sheet. (Form provided.)
2. **Large Grant Goals and Benefits:** Expanding on the ideas presented in your Concept Paper, please describe in detail the ultimate goals and benefits of your project. What educational needs are addressed? Specifically describe how your project satisfies one or all of the following criteria: a system-wide collaboration in the Needham schools; an innovative idea or technique that has not been previously tried in the Needham schools; and/or a project resulting in a broad and lasting impact on a large number of Needham's students.
3. **Project Description:** Please describe the procedures and/or activities you will use to implement your project. If you intend to use an individual outside the school system, please specify his or her role in the project and attach a copy of that individual's resume.
4. **Timeline:** Please provide a detailed timeline as to how you will implement your project. Please list stages of your project and estimated dates of completion of each phase.
5. **Evaluation:** How will you measure if your project is successful? Please explain how you will evaluate your project. (i.e. data, survey, journals, photos, etc.)
6. **Budget:** Please complete the budget sheet. (Form provided)
7. **Submission:** Please sign your proposal and submit one original to the Needham Education Foundation Inc, Large Grant Committee, c/o Superintendent's Office, 1330 Highland Avenue, Needham, MA 02492. Applications must be received at the School Administration Building 4:00 PM Friday, December 16, 2011. Each proposal must include either a Principal or Department Head signature.

Final approval of the Large Grant Proposal Applications rests with the NEF Board of Directors. The Large Grant Committee will inform each applicant of the Board's final decision regarding their proposal. The Large Grant Committee will also provide grant recipients with grant disbursement information.

APPLICANT INFORMATION

Project Title: _____

Total Funding Requested: _____

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

Project Start Date: _____

Approximate # of students impacted: _____

Contact Person: _____

Mailing Address: _____

E-Mail Address: _____

Daytime Phone: _____ Evening Phone: _____

(If additional personnel will be involved in the project, please add a separate sheet of paper containing names, positions, and their roles in the project and their signatures.)

Signature of Applicant: _____ Date: _____

Comments and Signature of Principal(s) and/or Department Head:

PROPOSED BUDGET

*Please be specific 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. **Note: If you plan to purchase technology, please identify the make and model of any hardware requested. To assure compatibility, such requests should be reviewed and approved by Deb Gammerman, Needham School Department's Director of Media and Technology Services.***

If stipends are requested, please identify the person(s) receiving a stipend and their affiliation with the Needham Public Schools. Standard stipend rates for Needham Public Schools should be used

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

Project Title: _____

Total Budget Amt.: _____

Total NEF Grant Funds Requested: _____

Expense Category	Amount Requested from NEF	Amount Requested from other Sources	Total Project Funding
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Stipend

Materials

Equipment

Fees

Other (Specify)

Total:

**GRANT APPLICATION
COMMITMENT LETTER**

Project Title:

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to provide detailed accounting of all Needham Education Foundation, Inc. funds expended as part of this grant. We further pledge to submit both a final accounting (with appropriate documentation) and a final project report within thirty (30) days of completing this grant. I/we recognize that this report is a condition of funding and therefore my/our obligation as a grant recipient.

Applicant(s) signature(s):

_____ Date: _____

Principal(s) and/or Department Head Signature(s):

_____ Date: _____