

2021 Fall Grant Cycle

Needham Education Foundation

NEF Grant Eligibility

Will this grant be used for the benefit of the Needham Public Schools?*

Choices

Yes

No

Has the NEF previously funded this grant at your school?*

Check the database of previously awarded grants. The NEF will not fund the same project at the same school.

Choices

Yes

No

Will this grant include items NEF doesn't fund?*

1. Basic school needs.
2. Books, technology, or equipment that replaces outdated materials for existing programs.
3. Expansion of the quantity of existing technology in the absence of a new innovative use or need.
4. Transportation for students or staff on school field trips. Performer, expert, and professional development related travel fees (economy only) will be considered.
5. Food for grant participants unless integral to the grant implementation.
6. Substitute teachers.
7. Out-of-town professional development opportunities if there is a local alternative.
8. Any expenses incurred before grants funds are available.

Choices

Yes

No

Not Eligible for an NEF Grant

We are sorry, your project is not eligible for NEF grant funding. Please consider us in the future for new innovative programs that will benefit the Needham Public Schools.

Please click on the **Abandon Request** button to close out your application. Thank You!

Applicant Information

Grant Application Instructions:

- Click on the **Collaborate** button at the top to invite others to be able to view, edit or submit your application. *Note: Do not invite yourself, doing so will cause a system error.*
- Expand or collapse sections by clicking on the section title.
- Responses are saved as they are answered or you may use the **Save** button at the bottom.
- To download a PDF of your application, click on the **Application Packet** button in the top right of the screen. Selecting Question List will give you a PDF of a blank application.
- You may log out and return at any time.
- If you have questions, contact Sarah Winig at swinig@nefneedham.org.

Additional Grant Writers

If additional people helped write this application, list their name(s), followed by their school affiliation and title/role (e.g. Jane Doe, Broadmeadow, 4th grade teacher).

Note: Only list grant writers here. Supporters of your project should be listed in the Grant Support section below.

Character Limit: 500

Mailing Address: Use the following fields to enter the physical address to which grant-related correspondence can be mailed. Email correspondence will be sent to the email address you used to login to this system.

Applicant Street Address*

Character Limit: 250

Applicant City*

Character Limit: 250

Applicant State*

Character Limit: 2

Applicant Zip*

Character Limit: 5

Applicant Phone*

List the phone number where you can most easily be reached.

Character Limit: 100

NPS Employment Affiliation*

Select your primary school of employment. If you work for Central Administration, please select "*Other NPS employee.*" If you are a parent, student, or community member, please select "*Not an NPS employee.*"

Choices

Early Childhood Center
Broadmeadow
Eliot
Mitchell
Newman
Sunita Williams
High Rock
Pollard
High School
Other NPS employee
Not an NPS employee

Title/Role*

Enter your title or role in the Needham Public Schools. If you are not an NPS employee, please specify whether you are a *Student, Parent, or Community Member.*

Character Limit: 100

Non-NPS Employee Question

School-Based Partner*

If you are not an NPS employee, you are required to have an NPS employee partner who has agreed to help with the implementation of your proposed project. List the name of the NPS employee, followed by their school and title/role. If there are multiple partners, enter one name per line.

Character Limit: 250

NPS Employee Question

Superintendent Approval Required?*

Are you a Needham school principal or part of NPS Central Administration?

*If yes, this application will be sent to the Superintendent for approval prior to review by the NEF. We recommend that you discuss your proposal with him **before** you submit your application.*

Choices

Yes
No

Impacted School(s) & Required Approvals

Impacted School(s)*

Check the school(s) that will be impacted directly by this grant.

*Note: After submission, this application will be sent to the principal of each impacted school for approval prior to review by the NEF. We recommend that you discuss your proposal with them **before** you submit your application.*

Choices

Early Childhood Center
Broadmeadow
Eliot
Mitchell
Newman
Sunita Williams
High Rock
Pollard
High School

Technology Directors Approval Required?*

Does this grant contain a request for a technology purchase?

*Note: After submission, this application will be sent to Jean Tower, Director of Media and Digital Learning, and Mark Messias, Administrator of IT Services, for approval prior to review by the NEF. We recommend that you discuss your proposal with them **before** you submit your application.*

Choices

Yes
No

Professional Development Approval Required?*

Does this grant contain a request for professional development funding?

*Note: After submission, this proposal will be sent to Terry Duggan, Assistant Superintendent of Student Learning, for approval prior to review by the NEF. We recommend that you discuss your proposal with her **before** you submit your application.*

Choices

Yes
No

Basic Grant Information

Grant Title*

Enter the name of your grant project.

Character Limit: 250

Grant Type*

Select the type of grant for which you are applying:

- **Small** - for small grants up to \$5,000.
- **Small-Express** - to repeat a small grant that was already awarded at another school, up to \$5,000.
 - *Feedback from the original grant is required for Express Grants. Please email Sarah Winig at swinig@nefneedham.org to request approval and to get a copy of the original grant application.*
- **Small-Multi-School** - for small grants targeting more than one school, up to \$3,000 per school.
- **Large** - for large grants up to \$15,000. Projects are expected to have broad and lasting impact. May apply for a 2nd year of funding, though award is not guaranteed.

Please contact Sarah Winig at swinig@nefneedham.org if you have any questions about which grant type is appropriate for your project.

Choices

Small

Small-Express

Small-Multi-School

Large

Amount of Funding Requested?*

Enter the total amount of funding requested from the NEF. This amount should match the amount in your grant budget, though **please round up to the next whole dollar (e.g. \$3467.35 should be rounded to \$3468).**

Note: This amount can be up to \$5,000 for Regular and Express Small Grants, up to \$3,000 per impacted school for Multi-School Grants, and up to \$15,000 for Large Grants.

Character Limit: 20

Target Grade(s)*

Check the grade(s) that will be impacted directly by this grant.

Choices

Pre-K

K

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Targeted Curriculum Area(s)*

Check the curriculum area(s) that will be impacted directly by this grant.

Choices

Community Service Learning
Diversity, Equity, & Inclusion
English Language Arts
Fine & Performing Arts
Math
Media & Technology
Science
Social Emotional Learning
Social Studies
Support Services
Wellness
World Languages

Students Impacted*

Indicate the approximate number of students who will be impacted by this grant in its first year.

*Note: You must enter a **whole number**. If the exact number of students is not known, please use an estimate.*

Character Limit: 25

Grant Project Information

Project Information Instructions:

- **NEW!** You now have a rich text editor that allows for simple text formatting on any written response question.

Grant Abstract*

Please provide a short summary paragraph of your grant project. For examples, see the grant summaries on our website.

Character Limit: 2500

Grant Project Details*

Describe the details of your project. How will the grant funds be used? How did you select the items included in your budget? If you will be purchasing consumable supplies, who will pay to replace these items if needed?

Note: Grants cannot be funded without a detailed plan of action and an explanation of the budget items.

Character Limit: 10000

Grant Impact*

Describe the potential impact of this grant. Who will be impacted? How will they be impacted? Click here for examples of what we mean by impactful.

Character Limit: 5000

Grant Support*

Describe who will be involved in the implementation of this project, including their role/title. If the grant targets more than one school, include the people at each school who will be involved.

Note: If there are others who support your grant, even if they will not be involved in its implementation, please describe them here.

Character Limit: 5000

Grant Timeline*

As specifically as you can, please list the timeline for activities related to your grant project.

Character Limit: 5000

Project End Date*

When do you expect that your grant project will be complete?

*Note: The project end date must be no more than **one year** from the grant deadline.*

Character Limit: 10

Grant Success Measurement*

What methods will you employ to measure your project's success?

Character Limit: 5000

Grant Project Information - Non-Express Grants

Grant Connection to NEF Mission*

Describe how this project aligns with the NEF's mission to promote innovation and enrichment for Needham Public School students. **How is it innovative and/or enriching?** Click here for examples of what we mean by innovative or enriching.

Character Limit: 5000

Grant Connection to Curriculum/Priorities*

Describe how this project is related to the existing curriculum or to the school and/or district-wide priorities.

Character Limit: 5000

Grant Project Information - Large Grants

Grant Sustainability*

Large grants funded by the NEF are expected to have a broad and lasting impact. Please describe how you see this grant having such a large and lasting impact.

Character Limit: 5000

Year of Funding*

Large grant recipients are eligible to apply for a second year of funding (though funding is not guaranteed). Is this application for the first or second year of your grant project?

Choices

First Year

Second Year

Large Grant Funding Plans

Second Year of Funding Plan*

At this time, do you anticipate applying for a second year of funding for your large grant project?

Note: Your response is informational only and will not impact whether or not this project is funded.

Choices

Yes

Don't Know

No

Grant Project Information - Professional Development Grants

Previous PD Applicant*

Have you personally received funding for professional development from the NEF before?

Choices

Yes

No

Post-PD Plans*

How will the knowledge gained from this professional development be shared with peers and/or incorporated into the curriculum?

Character Limit: 5000

Support for PD*

Copy and paste a note of support from your Department Head, Curriculum Coordinator, or direct supervisor for the course/workshop/conference for which you are applying.

Character Limit: 5000

Grant Project Information - Express Grants

Express Grant Feedback*

How does the feedback from the original grant affect how you plan to implement this grant if approved?

Note: Soliciting feedback from the original grant writer is preferred. If this person is unavailable, feedback from the school's principal, an impacted teacher, or the original grant's Reflection Form is acceptable. Contact Sarah Winig at swinig@nefneedham.org if you need help obtaining feedback.

Character Limit: 5000

Grant Budget Information

Grant Budget Instructions:

Use the NEF Grant Budget Template to show how the grant funds will be used:

1. **Download** and fill out the grant budget template.
2. **Upload** the completed budget template below.
3. **Transfer the totals** for each category into the appropriate fields.
4. Your total expenses **must equal** the amount of NEF Funding Requested that you recorded in the Basic Grant Information section.

Tips:

- *Make sure you include all relevant expenses, such as shipping costs. If approved, NEF cannot fund more than the amount originally requested.*
- *NPS procurement procedures require all purchases to be made from **NPS approved vendors**. In addition, payments to non-NPS staff could have tax implications if they are considered a temporary employee. Contact the Business Office at anne_gulati@needham.k12.ma.us with questions.*
- *Refer to our grant Guidelines for Success for specific information about what the NEF does and does not fund.*

Project Budget Attachment*

Download and fill out the grant budget template. Upload your completed budget by clicking on the "Upload a File" button. *The file must be in Excel or PDF format.*

File Size Limit: 2 MB

Stipends

Enter the total amount that will be spent on stipends.

Note: A stipend is an hourly or daily fee paid to an individual for their services. Examples include teacher time, expert time, or support staff time (a/v, custodian, installer).

Character Limit: 20

Materials

Enter the total amount that will be spent on materials.

Note: Materials include resources or supplies such as books, games, manipulatives, consumable materials, building materials, handouts, or software. Make sure to include shipping costs.

Character Limit: 20

Equipment

Enter the total amount that will be spent on equipment.

Note: Equipment includes technology, electronics, outdoor equipment, storage, or durable items. Make sure to include shipping costs.

Character Limit: 20

Fees

Enter the total amount that will be spent on fees.

Note: Use this section for entering the total cost of bringing a performer, speaker, author, musician, or artist to Needham if they don't break down their hourly/daily rate. This section can also include other fees such as: police/fire details, honoraria, admission/tour fees, non-PD training, and subscriptions.

Character Limit: 20

Professional Development

Enter the total amount that will be spent on professional development.

Note: Professional development fees include tuition, registration, economy travel using NPS guidelines, and associated materials.

Character Limit: 20

Other

Enter the total amount for any other expenses.

Note: All other expenses that don't fit in the previous categories.

Character Limit: 20

Non-NEF Funding Amount

NEF encourages you to seek funding from additional sources, particularly for items we do not fund. Enter the total amount of funding being requested from non-NEF sources.

Character Limit: 20

File Attachments

File Attachment Instructions

If you have any supporting documents or pictures that you would like to attach, use the following fields to upload the files. File size limit is 2MB.

Note: Use attachments solely for support or clarification; all pertinent grant details must be included in the Grant Project Information section above.

Project Attachment #1

File Size Limit: 2 MB

Project Attachment #2

File Size Limit: 2 MB

Project Attachment #3

File Size Limit: 2 MB

Project Attachment #4

File Size Limit: 2 MB

Project Attachment #5

File Size Limit: 2 MB

Grant Application User Agreement & Submission

Grant Application User Agreement*

Do you understand the grant review process?

1. Principal and/or Superintendent approval is required for all schools impacted by this grant. Additional approvals are required for technology or professional development requests. The NEF will secure these approvals prior to reviewing your application.
2. Once your application is in the review process, **the amount requested cannot be altered.** Be sure that all expenses have been accounted for in your proposed budget.
3. The grant review committee may ask additional questions about your application as part of the normal review process. Please respond promptly.
4. The grant review committee may recommend partial funding of your grant.
5. You will be notified of your grant approval or denial after the grants have been accepted by the Needham School Committee approximately 4-5 weeks after the grant application deadline.
6. If awarded, grant funds are not available for approximately 2-3 weeks after the grant award notification.

Choices

Agree

Grant Recipient Terms of Agreement*

Do you agree to the following terms should you be awarded this grant?

1. Since grant funds are disbursed through the NPS Business Office, you are required to meet with them to understand how to access your funds and how to follow NPS procurement procedures.
2. Grant funds must be spent as indicated in your grant budget unless a grant amendment is approved by NEF.
3. You agree to publicize your grant within your school and/or the larger Needham community, crediting the NEF's sponsorship.
4. All grants must be completed within one year from the date of award unless a grant extension is approved by NEF.
5. You must submit a final reflection report within 30 days of completion of your grant.

Choices

Agree

Grant Submission Instructions:

- Preview your completed application by clicking on the **Application Packet** button at the top of the page to make sure you are satisfied with your responses. ***Once submitted, you will no longer be able to edit the grant application.***

- All required questions need to be answered and all written response questions need to be within the character limits before the grant can be submitted.
- If all fields are complete and accurate, click on the **Submit Application** button. You will receive an automated email to confirm receipt of your application.
- If you decide not to apply for a grant this cycle, you can click the Abandon Request button. Your application will be saved on your dashboard should you wish to copy the information into a new application in a future grant cycle.