2023 Spring 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

N/A (for 2nd-year Large Grant applications)

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 Books, technology, or equipment that replaces outdated materials for existing programs.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

Did anyone else help write this grant application? If so, 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

Applicant Mailing Address*

Enter the mailing address to which grant-related correspondence should be mailed.

Note: Email correspondence will be sent to the email address you used to login to this system.

Character Limit: 250

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*

Since you are not an NPS employee, you are required to have an NPS employee partner who works at the impacted school(s) and who has agreed to help with the implementation of your proposed project. List the name of the NPS employee(s), followed by their school and title/role (e.g. Jane Doe, Broadmeadow, 4th grade teacher).

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 <u>must be approved by the Principal of each impacted school</u> prior to review by the NEF. We **highly recommend** that you discuss your grant with the Principal(s) **before** you submit your application. Not doing so may delay or prevent your grant from being considered.*

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 <u>must be approved</u> by Jean Tower, Director of Media and Digital Learning, and Mark Messias, Administrator of IT Services, prior to review by the NEF. We **highly recommend** that you discuss your grant with them **before** you submit your application. Not doing so may delay or prevent your grant from being considered.*

Choices
Yes
No

Professional Development Approval Required?*

Does this grant contain a request for professional development funding?

*Note: After submission, this application <u>must be approved</u> by Carmen Williams, Assistant Superintendent for Instruction & Innovation, prior to review by the NEF. We **highly recommend** that you discuss your grant with her **before** you submit your application. Not doing so may delay or prevent your grant from being considered.*

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 targeting one school, 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 <u>broad and lasting</u> impact. May apply for a 2nd year of funding, though award is not guaranteed.

Note: 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 <u>up to</u> $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
Post-grad

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**. Use an estimate if the exact number of students is not known.*

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?

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

Character Limit: 10000

Grant Support*

Describe who supports this project and who will be involved in the implementation of this project, including their role/title.

Note: If the grant targets more than one school, include the people at each school who support, or will be involved, in the grant implementation.

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 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 Impact*

Large grants funded by the NEF are expected to have a significant positive impact for students and/or staff at the Needham Public Schools. When reviewing a large grant application, the NEF

looks to answer two main questions regarding impact: 1) Does the grant have a broad and/or deep impact? and 2) What is the grant's lasting effect?

For example, the impact could be broad, meaning the grant would impact a large number of NPS students. Or the impact could be deep, impacting a smaller number of students in a deeper and more meaningful way. In addition to having a broad or deep impact, the NEF expects all large grants to have a lasting effect. While each large grant may have a unique outcome, some examples of a lasting impact include a memorable experience, sustainable equipment or materials, or programs/ curriculum/ teaching methods that continue beyond the initial implementation of the grant.

Please describe how this grant meets the criteria defined above for 1) a broad or deep impact *and* 2) a lasting effect.

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

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

Grant Project Information - Express Grants

Express Grant Feedback*

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

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.

Tip:

- *Make sure to include all relevant expenses, such as shipping costs. Once a grant is awarded, the funding amount is final.*

Understanding of Grant Purchasing Process*

Do you understand the following grant purchasing process?

- Funds from the NEF are disbursed through the Needham Public Schools Business Office.
- The purchase of all goods and services must follow <u>NPS procurement procedures</u> according to MA state law. *Even though the NEF has decided to fund your grant, you must still go through this procurement process.*
- **Using Approved Vendors** - Find your goods (e.g. books, classroom materials, equipment) or services (e.g. guest speaker, author, artist, performer, professional development) from <u>NPS-approved vendors</u>. Use their pricing in your grant budget. Ask your school or department bookkeeper for help finding items from approved vendors.

- **Items Not Available from Approved Vendor** - If your desired goods or services are not available from an approved vendor, make sure you have found the needed quality of supplies and services at a reasonable price and use that pricing information in the grant budget. If applicable, save any internet searches showing there are no other vendors who offer your goods or services.
- **Procurement Process Timing** - If you are not using an NPS-approved vendor, the Business Office will conduct the procurement process once the grant is awarded. During this process, they will determine if your vendor is a sole source, or if multiple vendors exist, they may request three quotes to determine the best price for the desired qualifications. Until this process is complete, a <u>vendor is not guaranteed</u>. *If your grant application is for a service (e.g. author visit, musical group, speaker), we recommend including language in your application that details the specific provider's qualifications and why they are best suited for your grant.* **Please also understand that the procurement process takes time and you should allow for that in your grant timeline.**
- **Contractor vs Temporary Employee Status for Guests** - When bringing in a guest, the Business Office will determine whether the guest is considered a contractor or a temporary employee. This determination will impact how a guest is paid and what they are expected to produce. Someone who typically works in education will likely be considered a temporary employee. Someone who typically works in another field, like an author or artist, will likely be considered a contractor. Contractors must provide proof of insurance (general liability and motor vehicle, though these may be waived for remote appearances) and complete a W-9. Temporary employees need to complete a W-4 and taxes will be withdrawn from their pay. The Business Office will handle this process if the grant is awarded, though it is important that the guest be made aware of the process and understand that NPS will perform its due diligence to ensure quality guests for Needham's students.
- **Get Help** - If you have any questions, please contact Sarah Winig, NEF Administrative Director at <u>swinig@nefneedham.org</u>. For help in finding items from NPS-approved vendors, contact your school or department bookkeeper.

Choices
Agree

Used NPS-Approved Vendors*

Are the goods or services in your budget available from NPS-approved vendors?

If not, understand that it can take additional time to complete the procurement process. Please factor this additional time into your project timeline and be aware that any requested goods or services may change to meet the NPS Business Office procurement procedures.

Choices
Yes

Partially
No

Project Budget Attachment*

Download and fill out the **grant budget template**. Upload your completed budget by clicking on the "Upload a File" button.

Note: 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.