Applicant Information

NEF Grant Application

- **Grant Guidelines** - Read the Guidelines for Success before filling out the application to understand how the NEF evaluates grants, and how grant funding is handled.

- **Approval Requirements** - Grant applications need approval from the principal of each impacted school. Technology and professional development requests require additional approvals. Discuss your grant proposal with the appropriate people before submitting your application. Not doing so may delay or prevent your grant from being considered. Following submission, the NEF will send your application to the appropriate people for their approval.

- **Express Grant Requirements** - Contact Sarah Winig at swinig@nefneedham.org to ensure the grant you would like to replicate is eligible for an Express Grant and to receive a copy of the original grant application. Feedback from the original grant is required for all Express Grants.

- **Repeat Grant Requirements** - The NEF does not fund the same project at the same school unless more than 4 years have passed. Check the database of previously awarded grants on our website, and contact Sarah Winig at swinig@nefneedham.org to ensure the grant you would like to repeat is eligible for a Repeat Grant and to receive a copy of the original grant application. Feedback from the original grant is required for all Repeat Grants.

- **Application Collaboration** - The applicant is considered the primary contact for the life of the grant. Use the Collaborate button at the top of the application to invite others to view or edit your application.

- **Questions?** - Contact the NEF Administrative Director, Sarah Winig, at swinig@nefneedham.org or your NEF School Representative if you need help.

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.*

- Click the Question List button if you would like a PDF of a blank application.

- Expand sections by clicking on the section title, or expand all sections by clicking the 3-dot button at the top.

- Responses are saved as they are answered, or you may use the Save button at the bottom.

- To download a PDF of your completed application, click the Application Packet button (this button won't appear until you have clicked Save).

- You may Sign Out and return at any time.

Additional Grant Writers

If this grant is awarded, should anyone else be recognized for helping to write this grant application, besides yourself? If so, list their name(s), followed by their school affiliation and title/role (e.g., Jane Doe, Broadmeadow, 4th grade teacher).

Note: 1) If you received help from your NEF School Rep, you do not need to list them unless they will also be involved with your grant implementation; 2) 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 use 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*

List the name of your NPS employee partner(s), followed by their school and title/role (e.g., Jane Smith, Broadmeadow, 4th grade teacher).

Note: Since you are not an Needham Public Schools employee, you are required to have at least one NPS employee partner who works at an impacted school and who will be involved in the implementation of your proposed project.

Character Limit: 250

School(s) Impacted & Required Approvals

Impacted School(s)*

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

Note: After submission, the NEF will send this application to be approved by the principal of each impacted school prior to the review by the NEF. 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, the NEF will send this application to be approved by Chris Gosselin, Director of Media and Digital Learning, and Mark Messias, Administrator of IT Services, prior to the review by the NEF. 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, the NEF will send this application to be approved by Carmen Williams, Assistant Superintendent for Instruction & Innovation, prior to the review by the NEF. 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

NPS Employee Question

Superintendent Approval Required?*

Are you a Needham School Principal or an Assistant Superintendent?

-or-

Are you requesting grant funds that will be used for out-of-state travel?

*Note: If yes, this application requires the Superintendent's approval, and it will be sent to him prior to review by the NEF. Discuss your proposal with him **before** you submit your application.*

Choices
Yes
No

Basic Grant Information

Grant Title*

Enter the name of your grant project (max 100 characters). For examples, see the list of past grants on our underline.

Character Limit: 100

Grant Type*

Select the type of grant you are applying for:

- **SMALL:** for new small grants targeting <u>one school</u>; up to $5,000.
- **SMALL-EXPRESS:** to copy a small grant that was already awarded at <u>another school</u>; up to $5,000.
  - *Feedback from the original grant is required. Email Sarah Winig at swinig@nefneedham.org to get a copy of the original grant application.*
- **SMALL-REPEAT:** to repeat a small grant that was already awarded at <u>the same school</u>; up to $5,000.
  - *It needs to be more than 4 years since the original grant and feedback from the grant is required. Email Sarah Winig at swinig@nefneedham.org to get a copy of the original grant application.*
- **SMALL-MULTI-SCHOOL:** for small grants targeting <u>more than one school</u>; up to $3,000 per school.
- **LARGE:** for large grants up to $15,000.
  - *Large grants have much higher expectations for <u>broad and lasting</u> impact. Email Sarah Winig at swinig@nefneedham.org to determine if your idea is appropriate for a Large grant.*

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-Repeat
Small-Multi-School
Large

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
History & Social Studies
Math
Media & Digital Learning
Science
Social Emotional Learning
Student Support Services
Wellness
World Languages

Students Impacted*

Enter 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

Grant Abstract*

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

Character Limit: 1250

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*

List the names of the people who support this project or will be involved in its implementation, 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: 2500

Grant Timeline*

List the timeline of activities related to your grant project, as specifically as you can.

Character Limit: 5000

Project End Date*

Enter the date when you expect that your grant project will be complete, including the ordering of any materials, implementation of the grant, and sufficient time to evaluate the results.

*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 why you think this project aligns with the NEF's mission to promote innovation and enrichment in the Needham Public Schools. **How is it innovative and/or enriching?** Click <u>here</u> for examples of what we mean by innovative or enriching.

Character Limit: 5000

Grant Connection to Curriculum/Priorities*

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

Character Limit: 5000

Grant Project Information - Large Grants

Grant Impact*

Describe how this grant will have a significant positive impact and a lasting effect for students.

Click here for examples of what we mean by positive impact. Some examples of a lasting effect include a deeply memorable experience, changes to the curriculum, and materials or equipment that will be used for years to come.

Note: If this is your 2nd year request for funding of a Large Grant, please help the grant committee understand the expected impact of the additional funding. The grant committee will be a different group of people than those who funded the original grant.

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 experience be shared with peers and/or incorporated into the curriculum?

Character Limit: 5000

Grant Project Information - Express Grants

Express Grant Feedback*

What feedback did the original grant writer provide, and does the feedback change 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 Project Information - Repeat Grants

Repeat Funding Rationale*

What is your rationale for requesting repeat funding rather than trying something new or different?

Note: Historically, the NEF has not funded repeat grants. The NEF will consider funding repeat small grants on a case-by-case basis.

Character Limit: 5000

Repeat Grant Feedback*

What feedback did the original grant writer provide, and does the feedback change 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:

The NEF requires a detailed budget showing how the grant funds will be used, as we do not award lump sums. All funds are distributed through the Needham Public Schools and they will use this budget during the purchasing process. It is important to understand the NPS purchasing process outlined below to avoid any potential delays and/or unexpected issues with your grant award.

As a reminder, the NEF does not typically fund the following:

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.

Understanding of Grant Purchasing Process*

Please review the grant purchasing process and indicate that you understand:

1. **How Funds are Disbursed** - Funds from the NEF are disbursed through the Needham Public Schools Business Office.

2. **NPS Procurement** - The purchase of all goods and services must follow NPS procurement procedures according to MA state law. *Even if the NEF approves your grant, you must still go through this procurement process.*

3. **Using Approved Vendors** - Find your goods (e.g. books, classroom materials, equipment) or services (e.g. guest speaker, author, artist, performer, professional development) from NPS-approved vendors. Use their pricing in your grant budget. Ask your school or department bookkeeper for help finding items from approved vendors.

4. **Items Not Available from an 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.

5. **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 vendor is not guaranteed. *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.**

6. **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 other expectations. 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) 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.

7. **Get Help** - If you have any questions, please contact Sarah Winig, NEF Administrative Director at swinig@nefneedham.org. For help in finding items from NPS-approved vendors, contact your school or department bookkeeper.

Choices

I understand

Project Budget

Fill in the project budget below with all planned expenses. (NEW! The grant budget is now embedded in the grant application.)

<u>Budget Instructions:</u>

1. Enter each budget item under the appropriate category (see descriptions below).
2. Describe each item, including the cost breakdown, and the total amount (see examples below).
3. The category subtotals and total grant budget will be calculated automatically.
4. If you have more items than the budget space allows, summarize the items in the budget and upload a detailed breakdown/invoice in the File Attachments section below.

<u>Category Definitions:</u>

- **Stipends** - A stipend is an hourly or daily fee paid to an individual for their time. Examples include NPS teacher curriculum development time, outside guest time, or support staff time (a/v, custodian, installer).
- **Materials** - Resources or supplies such as books, games, manipulatives, consumable materials, building materials, handouts, or software. Make sure to include shipping costs.
- **Equipment** - Technology, electronics, outdoor equipment, storage, or durable items. Make sure to include shipping costs.
- **Fees** - The total cost of bringing an outside guest (performer, speaker, author, musician, artist, etc.) 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.
- **Professional Development** - Professional development fees include tuition, registration, economy travel using NPS guidelines, and associated materials.
- **Other** - All other expenses that don't fit in the previous categories.

<u>Budget Examples:</u>

- **Stipends** - Social Studies teacher- curriculum development time // 2 days at $205/day // $410
- **Materials** - Lego Animal Set // 5 at $26 each // $130
- **Equipment** - Shure SM58 microphones // 9 at $99 each // $891
- **Fees** - Visit fee for Author Jane Smith // $300 per workshop x 5 workshops // $1500
- **Professional Development** - Conference Registration fees for 3 people // $400 early-bird registration fee x 3 // $1200
- **Other** - Freight shipping // $499
- **Large Orders** - Materials // 95 picture books // See separate invoice // $2555 (note: attach an invoice showing the book titles and number of copies of each in the File Attachment section below)

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

Budget Category	Item Description	Cost Breakdown	Item Amount

Stipend 1			
Stipend 2			
Stipend 3			
Stipend 4			
Stipend 5			
Subtotal: Stipend Category			
Material 1			
Material 2			
Material 3			
Material 4			
Material 5			
Material 6			
Material 7			
Material 8			

Material 9			
Material 10			
Subtotal: Materials Category			
Equipment 1			
Equipment 2			
Equipment 3			
Equipment 4			
Equipment 5			
Equipment 6			
Equipment 7			
Equipment 8			
Equipment 9			
Equipment 10			
Subtotal: Equipment Category			

Fees 1			
Fees 2			
Fees 3			
Fees 4			
Fees 5			
Subtotal: Fees Category			
Professional Development 1			
Professional Development 2			
Professional Development 3			
Professional Development 4			
Professional Development 5			
Subtotal: PD Category			
Other 1			
Other 2			

Other 3			
Subtotal: Other Category			
Total Grant Budget			

Amount of Funding Requested?*

Enter the Total Grant Budget amount from above, ROUNDING UP to the next whole dollar (e.g., $3,514.35 should be rounded up to $3,515).

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

Character Limit: 20

Used NPS-Approved Vendors*

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

Note: 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

Non-NEF Funding

OPTIONAL: The NEF encourages you to seek funding from additional sources, particularly for items we do not fund. Enter a description of any additional sources and the amount of funding that has been secured.

Non-NEF Funding Source Description	Non-NEF Funding Amount

File Attachments

File Attachment Instructions:

If you have any supporting documents, invoices, or pictures you would like to attach, use the following fields to upload the files. File size limit is 5MB.

Project Attachment #1
File Size Limit: 5 MB

Project Attachment #2
File Size Limit: 5 MB

Project Attachment #3
File Size Limit: 5 MB

Project Attachment #4
File Size Limit: 5 MB

Project Attachment #5
File Size Limit: 5 MB

Grant Application User Agreement & Submission

Grant Application User Agreement*

Do you understand the following grant review process and timeline?

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 for you 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 the 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 the 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.