

**ENFIELD FOUNDATION *for*
EXCELLENCE IN EDUCATION**



Grant Application

APPLICATION PROCESS (up to \$1,000):

Grant applicants can include any Enfield public or private school staff, parent or town resident working with a faculty member, local governmental body, community-based organization, and/or local business. Grants will be awarded for **up to \$1,000**. Each individual, organization or business is eligible to receive one grant per calendar year.

Applicants must complete and submit the application form via online or hard copy to the Grant Committee Chairperson, as indicated below. This application form is effective April 11, 2016 through June 2017. We have two grant cycles per school year. Application deadlines for consideration are as follows:

Application Deadline:	Funding Issued By:
October 15 th	December 1 st
March 1 st	March 31 st

For your assistance, our grant guidelines and a copy of our grant evaluation rubric, which the committee and/or the Board of Directors will use to determine eligibility and funding, can be found in this document.

The grant committee will use a “blind” review process in evaluating each proposal. This will ensure integrity in the process and a bias-free evaluation. Please note that the Foundation may require additional information from the applicant during the review process. Please note, if Foundation needs additional information from the applicant, the grant committee chairperson will serve as liaison. This will ensure the process remains anonymous until the final decision is made. After a review by the grant committee, the committee will make its recommendation to the Board of Directors, which has final approval. The grant committee chairperson will abstain from voting during this process. The decision of the Board of Directors will be communicated to the applicant soon thereafter.

Please submit all grant applications via online or hard copy to:

Enfield Foundation for Excellence in Education (EFEE)
Grant Committee Chairperson
P.O. Box 146
Enfield, CT 06083-0146

ENFIELD FOUNDATION FOR EXCELLENCE IN EDUCATION

Grant Guidelines

Foundation Mission:

The mission of EFEE is to support programs and innovative activities which enhance education for the benefit of the children of Enfield.

Philosophy/Goals:

The Foundation wishes to act as a catalyst for academic enrichment in our schools and to facilitate lifetime learning experiences in our community. The Foundation is committed to the belief that excellence in public education is essential to the economic and social health of the community, and schools succeed only if they receive broad popular support.

Grant Distribution Criteria:

The Foundation seeks to fund educational projects that are relevant, creative, effective and inspiring. Proposed projects should have a definable value to the community.

An emphasis will be given to projects that fall into the following categories, in rough order of preference:

- programs, projects and activities that meet the increasing requirements of 21st century education with particular focus on science, technology, and the global community in which we live
- programs that provide enrichment and add instructional, inspirational, and/or life experience value to the curriculum and to the community (*i.e.*, expert-in-residence, community symposiums, *etc.*)
- programs, projects and activities that help attract, retain and enrich superlative teachers

Grant applications will be evaluated based on, minimally, the following factors:

- broad in scope with a measurable impact (*i.e.*, will impact a significant number of students/teachers)
- enhance collaboration among classes, grades, schools and/or curricular teams
- promote community-school partnerships
- show creativity and innovation
- strengthen academics and meet curriculum objectives
- meet an essential educational need
- directly influence student learning
- detailed project description and work plan including a specific timeline
- goals and objectives clearly defined and measurable
- detailed, itemized budget that is economically sound

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The Foundation makes awards based on the merits of each proposal and the ability of the Foundation to fund them. The Foundation evaluates each application to determine whether the proposed grant meets Foundation funding criteria and is an effective use of its limited funds. Partial funding may be awarded when sufficient funds are not available.

For example, grant funds may be used for:

- innovative educational projects that fall outside the normal school budget
- consultants, guest speakers, artists, or performers who assist a project's implementation
- tuition, training and teacher travel expenses related to a project's goals
- equipment, materials, supplies required for carrying out a project

The Foundation will consider the cost of student transportation, if student transportation is necessary to complete the project.

Please note, ownership of technology purchased through grant funding by educators within the Enfield school system resides with the Enfield school system. In such instance, we require that the technology and equipment be registered with the inventory of the Town of Enfield and included in the Town's insurance program. If a grant recipient transfers to another school within the district, it shall be up to the principal's discretion to keep the equipment or send it to the new school. If a teacher is no longer employed by the Enfield school system, the equipment will remain in the school under the direction of the media specialist.

The intention is to ensure that technology and equipment purchased to serve the children of Enfield, stays within the Town of Enfield. In that regard, if the recipient does not fall within the scope of the Enfield Public School System or other local governmental body, and the recipient departs from the Town of Enfield or dissolves as a business or organization, the recipient will be required to notify the Foundation and make arrangements to transfer ownership of that technology or equipment to another organization within Enfield, who can use it to benefit the children of Enfield.

Grant funds are **not** intended to replace or relieve the existing responsibility for public funding of school programs, nor are they intended to be a substitute for regular budget growth and maintenance.

The Foundation grant program is not intended to duplicate the efforts of local PTOs and other parent groups. Grant applications submitted by a business that serves to directly financially benefit the business are generally not considered. Additionally, grants will **not** be awarded for:

- salaried positions
- programs, equipment or services cut from the school budget
- substitute teacher stipends
- on-going program support (Please refer to EFEE's Sponsorship program for requests of this nature.)
- extracurricular programs, such as recreational sports teams

Grant Evaluation Rubric

Criteria	4	3	2	1	Score
Does it enhance, enrich, or expand curriculum? Is it new, innovative or creative?	Centered on new and innovative approach, definitely enhances curriculum	New & innovative approach that enhances already proven idea	Some aspects or new idea or approach, and builds on existing program	No new or innovative approaches and/or only continues existing programs	___ X 2=
Learning objectives	Objectives are defined and obtainable and address a stated need. Outcome stated and measurable.	Objectives are defined and address a need. Outcomes are stated.	Objectives are defined. Outcomes are not clearly stated and/or cannot be measured.	Objectives are not clear. No measurable outcomes are included.	
Need for Project	Clearly stated and supported with research.	Clearly stated.	Need not clearly stated.	No reference to need.	
Potential Impact on Students	Has the potential to involve a large number of students with a long-term impact.	Potential to involve a large number of students with some impact.	Will impact a few students.	Impact on students or number of students is not addressed.	
Timeline	Clearly stated timeline with realistic dates.	Clearly stated timeline. Dates are closer than preferred.	Timeline is not clear or realistic.	No timeline is included.	
Expenses	Detailed budget included with proposal.	Budget included, but not all projected expenses are included.	Some expenses are included, but no detailed budget.	No budget or expenses are included.	
TOTAL					