

# **NORWELL EDUCATION FOUNDATION GRANT APPLICATION INSTRUCTIONS School 2006-2007**

## **Introduction**

The Norwell Education Foundation is a nonprofit corporation whose purpose is to support educational activities and programs that encourage academic excellence for all students in the Norwell Public Schools.

## **Guidelines for Grants**

Funds are available in the form of grants to all teachers in the Norwell Public Schools to support academic endeavors that directly benefit students. Any teacher or group of teachers in the Norwell Public Schools may submit an application for funding. Counselors, school librarians, etc. are also eligible to apply for grants.

The application must provide a clear, detailed description of the proposed project, the objectives to be accomplished, the benefits to be derived by Norwell students, the funding required, and the manner in which the money will be spent. To avoid delays in the review of the proposal, the application must be completed fully and a detailed budget must be included. Any recipient of an NEF grant will be required to provide an appraisal of the project and an accounting of how the funds are spent within one month following completion of the funded project. The grant evaluation form and an expenditure report form will be sent to each grant recipient at the time of grant notification. All outstanding paperwork from previous grants must be on file with us prior to the review of new applications. If you are unsure of whether or not you have any paperwork that needs to be completed, please contact us and we will be happy to let you know.

## **Eligibility**

Grants will be awarded on a competitive basis. Proposals in all academic areas - science, social studies, mathematics, English, foreign languages, art, music, drama, and others - are eligible for funding. Proposals which encompass interdisciplinary themes are also encouraged. Physical education proposals which are a part of the regular curriculum are also eligible for funding; however, proposals to support athletic programs and team sports are not.

## **Eligible Costs**

Grants will be awarded to cover costs which are not otherwise available through the regular school budget or from other sources. The application will be sufficient to affirm a teacher's belief that funds are not otherwise available. Proposals may contain requests to fund outside personnel and costs (i.e. consultants, workshops, conferences, seminars, etc.), direct services from outside agencies, and the purchase of specialized equipment or materials which are essential to meet the objectives of the proposal. Priority will be given to funding proposals which directly benefit students.

While NEF recognizes the value and the need for each grant recipient to devote considerable time and effort to make a project succeed, the funding available does not allow for compensation for the individual's time. Out-of-pocket expenses such as tuition, fees, mileage, etc., do qualify as eligible costs.

## **Proposal Review Process**

Each application will be reviewed by the Foundation's board of directors. The review panel may seek additional information from the applicant through interviews, telephone calls and/or site visits. Proposals which have merit and meet the guidelines will be funded if sufficient funds are available and if approved by a majority vote of the Board. The teacher and the Principal of the school will be informed of the decision of the board. At its discretion, the Board may approve a proposal for funding which may specify limitations. In such cases, the Board will approve funding contingent upon the applicant's acceptance of such limitations.

## **Additional Information and Questions**

Grant applications for the school year beginning in September, 2006 can be downloaded from our website, [www.norwelledfound.org](http://www.norwelledfound.org). Please complete the application form and return it electronically no later than Tuesday, May 2, 2006. Applications will be reviewed at and successful applications will be announced early June, 2006.

All SY 06-07 grant recipients are reminded that the evaluation and expense ledger forms must be filed upon completion of the project in order to receive funds for grants which are approved during the SY 07-08 cycle.

If you have any questions concerning the application process or about the Norwell Education Foundation, please feel free to call any of the Board members.

***Note: Do not submit this cover page with your grant request.***

**If you are not able to submit your application electronically, you may mail the original and eight copies to us at Post Office Box 711, Norwell, MA 02061.**