



## Norwell Education Foundation

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## GRANT APPLICATION INSTRUCTIONS

### Introduction

Since our inception in 1992, the purpose and objective of the Norwell Education Foundation has been to support educational activities and programs that encourage academic excellence for all students in the Norwell public schools. We aim to inspire educators to create innovative ideas that enrich curriculum and empower educators, students, and the community to bring these ideas to life. In order to help meet this mission, please keep our following core values in mind as you develop your grant proposal.

- **Academic Excellence:** We believe that providing innovative, standards-based, enrichment opportunities for all students inspires creative thinking, intrinsic motivation, and lifelong learning.
- **Empowerment:** We believe that inspiring educators to think differently and approach learning through diverse perspectives creates new and innovative ways to educate.
- **Collaboration:** We believe that creating a culture of academic excellence requires inclusive collaboration between educators, students, and the community.

### Guidelines for Grants

Funds are available in the form of grants to all educators in the Norwell Public Schools to support academic endeavors that directly benefit students. All educators, including administrators, teachers, counselors, school librarians, etc., in the Norwell Public Schools may submit an application for funding. While we will accept and review any grant applications, we encourage staff members to consider our grant assessment criteria when submitting proposals:

- **Academic Excellence Enrichment:** Grant proposals should enrich curriculum for students, be aligned with state or national standards as well as district learning goals, and should inspire students to learn.
- **Innovation:** Grant proposals should display an innovative approach to education through its uniqueness from current approaches.
- **Collaboration:** Development of grant proposals should display a collaborative approach across learning partners including families, staff, and students.
- **Impact:** Grant proposals should have a positive impact across a broad range of students.
- **Staff Empowerment:** Grant proposals should empower staff to grow, to expand their work knowledge and skills, and gain a sense of control over aspects of their work life.
- **Inclusiveness:** Grant proposals should be inclusive of all students.

The application must provide a description of the proposed project including the objectives to be accomplished, the benefits to be derived by Norwell students, and the funding required. The application must be approved by your school principal or another appropriate administrator. To avoid delays in the review of the proposal, the application must be complete and a detailed budget must be included.

## **Eligibility**

Grant proposals in all academic areas - science, social studies, mathematics, English, foreign languages, art, music, drama, and others - are eligible for funding. Proposals that encompass interdisciplinary themes are also encouraged. Physical education proposals that 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 that are not otherwise available through the regular school budget or from other sources. The application 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.

While NEF recognizes the value and the need for each grant recipient to devote considerable time and effort to make a project successful, 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.

## **Application Review Process**

NEF's Board of Directors reviews every application. The review panel may seek additional information from the applicant through email, telephone calls and/or site visits. Proposals will be assessed against the assessment criteria provided in Appendix A of this document to determine if the grant adequately meets the guidelines and objectives of the NEF, and will be funded if sufficient funds are available and if approved by a majority vote of the Board. The applicant and the Principal or administrator that approved the application 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.

All applicants will be notified of the results of the Board's review of the grant application on a designated date for each year's grant cycle. Grant cycles begin in April of each year and decisions will be disseminated typically by June for the following school year. Out of cycle grants are accepted on a one-off basis and will require at least 45 days from submission to acceptance to give the Board ample time to review and make decisions.

## **Approved Grant Funding Process**

If the grant is approved there are three options to fund grant purchases:

1. Submit invoices and/or detailed purchase instructions and the items will be purchased through the Norwell Public School Central Office.
2. Pay vendors directly and submit invoices to the NEF Treasurer for reimbursement.

If the items to be purchased differ significantly from items detailed on the request, then Board approval of new items is required before purchasing.

Detailed invoices and receipts must include vendor name, description of item purchased, item price and total paid. All items (furniture, rugs, etc) must meet national fire safety standards. Purchased Items are the property of the Norwell Public School system.

### **Approved Grant Evaluation Process**

All recipients of an NEF grant will be required to provide an evaluation of the project. The grant coordinator will contact all recipients within the following calendar school year following the implementation of the project with a standard evaluation form, but information can be submitted at any time to [grants@norwelledfound.org](mailto:grants@norwelledfound.org). We ask that each grant recipient provide NEF with feedback on what our funding has made possible. Feedback can take any form including photographs of students, videos, newspaper articles, letters, testimonials, etc. Your feedback is very much appreciated as it helps NEF continue to generate the contributions that allow us to fund future grant requests.

### **Additional Information**

To complete your grant application follow the steps listed on our website, <https://www.norwelledfound.org/apply>. Please complete all steps of the application process on or before the final deadline.