



Avon Education Foundation

“Enhancing tomorrow’s education today.”

PROGRAM GRANT APPLICATION

Post Office Box 548
Avon, Connecticut 06001-0548
www.avonedfoundation.org

PROGRAM GRANT (Up to \$10,000) APPLICATION

INTRODUCTION

The Avon Education Foundation provides funding for educational programs for all Avon residents and helps improve the quality of public education above and beyond conventional curriculum funded by local, state and federal sources. The Foundation supports and promotes innovative, educational endeavors aimed at encouraging creativity and excellence in teaching and learning, expanding community involvement, and improving learning, achievement and skill development.

ELIGIBILITY

- Teachers, administrators and school professionals in the Avon Public Schools.
- Other educational providers from municipal departments.

The Foundation encourages collaboration between students of all ages and abilities, parents, school professionals and/or community organizations. The Project Director must be an employee of the Town of Avon, the Avon Public Schools or the Avon Free Public Library.

PROGRAM GRANTS

Program grants of up to \$10,000 will be awarded for novel programs which support multidisciplinary projects, and/or collaborative grade level, school level, and community projects. Through our program grants, we seek to enhance the educational experience and demonstrate the viability of model programs that could be implemented throughout the community. This category also includes “professional-in-residence” programs that bring skilled artisans or experts into the classroom or community to work with students.

PRIMARY GRANT CRITERIA

The Grant Committee comprised of educators, administrators, business professionals, active community leaders and dedicated volunteers will consider in their discretion the following criteria when reviewing each proposal:

- ❖ **INNOVATION**¹ Does the grant proposal seek to achieve creative and unconventional pathways to learning that add depth to the curriculum and motivate students? Does the grant proposal address the varied educational needs of the community by exploring and developing new programs, choices and models for teaching and learning?
- ❖ **BROAD IMPACT**² How many students will benefit from participating in the program or be directly impacted by the project? Does the project have the potential of being replicated and impacting a larger number of students? Has collaboration³ between schools and community groups been considered?

¹ **Innovation:** Change, expansion, adaptation, enhancement, improvement, challenge, risk, “out-of-box” thinking or a new technique for learning.

² **Broad Impact:** Affect a significant number of students/teachers/residents over an extended time. Proposals are encouraged which support the goal of establishing cross school and cross grade projects and community projects.

³ **Collaboration:** Working together in a joint effort. This can be among and/or between schools, departments, classes, and disciplines. Any combination of parents, students, faculty, administration, and community groups may collaborate. However, at least one representative from the faculty/staff or a community educator must be involved in every collaborative proposal. For example:

- Special Education and classroom teachers
- Parents and teachers
- Municipalities and teachers
- Two or more teachers at different grade levels
- Community groups
- Specialists and classroom teachers
- Students and teachers

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- ❖ **EDUCATIONAL MERIT** - To what extent does the grant proposal enrich the curriculum? Does the proposal support the goals and curriculum objectives, and the educational values of the Avon Public Schools or other educational objectives in the Town of Avon?
- ❖ **ABILITY FOR THE PROGRAM TO SUSTAIN ITSELF ON AN ON-GOING BASIS** - Will the program be able to sustain itself or be replicated after initial funding?

A successful Grant Proposal will demonstrate many of the following characteristics:

- It will show collaboration across grade levels, classes and/or curricular teams and partnership with the community when possible.
- Its benefits will positively affect as many individuals as possible.
- It will be innovative, creative and/or show 'out-of-the-box' thinking.
- It enhances and enriches the current curriculum.
- It offers individuals unique learning opportunities.
- It includes a detailed budget and could not be funded by other sources at the present time.
- Its goals are clearly defined and realistic.
- It includes outcome measurements that are specific and detailed.
- It is consistent with school and district curriculum objectives and/or the mission of the Avon Town Council.
- It has the potential to deliver benefits beyond the Grant period.

In addition to the above criteria, the Grant Committee will also use the *Funding Guidelines* in the selection of the grant proposal.

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INSTRUCTIONS

PROGRAM GRANT TIMETABLE

DEADLINE	WHO	WHAT
1 st Monday following Thanksgiving	Applicant	Submit: <ul style="list-style-type: none"> • Grant Cover Sheet • Letter of Intent – 10 copies
3 rd Monday following Thanksgiving	Grant Committee	Respond to Letters of Intent
1 st Tuesday following Martin Luther King Day	Applicant	Submit: <ul style="list-style-type: none"> • Grant Cover Sheet • Grant Application – 10 copies
2 nd Friday in March	Grant Committee	Notifies Grant Applicants

STEP 1 - LETTER OF INTENT

Effective 1/20/2010

SUBMIT

One (1) original completed **Cover Sheet** with all required signatures **by mailing to:**

AEF Grant Committee
P.O. Box 548
Avon, CT 06001-0548

The **Letter of Intent** by e-mailing to:

Info@avonedfoundation.org

- The **Letter of Intent** must NOT include the names of the applicant(s), school(s) or other identifying information.
- Only the **Grant Cover Sheet** should show the names of individual applicants, schools or other identifying information.

Instructions for the Letter of Intent and the required Grant Cover Sheet (as a Microsoft Word document) are available on-line at www.avonedfoundation.org under "Grant Process."

QUESTIONS?

Questions may be directed to the AEF Grant Chair by phone or e-mail.

NOTIFICATION

The Grant Committee will notify applicants in writing whether they should submit a full grant application. Concerns that should be addressed in the full application are likely to be included with this notification.

PROGRAM GRANT (Up to \$10,000) APPLICATION

STEP 2 – PROGRAM GRANT APPLICATION

SUBMIT

One (1) original completed **Cover Sheet** with all required signatures
Ten (10) copies of the **Grant Application**, preferably 3-hole punched and not stapled

- The **Grant Application** must NOT include the names of the applicant(s), school(s) or other identifying information.
- Only the **Grant Cover Sheet** should show the names of individual applicants, schools or other identifying information.

Time sensitive grant requests of up to \$10,000 require a Program Grant Application including:

- (i) Answers to all questions in the full Program Grant Application, and*
- (ii) An explanation of why the grant cannot be considered within the regular grant cycle.*

The Application and the required Grant Cover Sheet (as a Microsoft Word document) are available on-line at www.avonedfoundation.org under “Grant Process.”

MAIL TO

AEF Grant Committee
P.O. Box 548
Avon, CT 06001-0548

QUESTIONS?

Questions may be directed to the AEF Grant Chair by phone or e-mail.

STEP 3 – INTERVIEW/PRESENTATION

*At the discretion of the Grant Committee, an **interview** for a presentation of the proposal.*

NOTIFICATION

The Foundation will notify grant applicants of its decisions in writing.

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COVER SHEET REQUIRED FOR ALL GRANTS

Project Title: _____

Applicant Name(s): _____

Applicant(s) Subject Area and/or Grades Taught: _____

Amount of Grant Funding Requested: \$ _____

Project Director: The Project Director must be an employee of the Town of Avon, the Avon Public Schools or the Avon Free Public Library. No exceptions. If there is more than one applicant, who will serve as the Project Director? What, if any, specific qualifications do you have to direct the project?

Preferred Method of Contact: Mail Phone Email

Project Director's Mailing Address: _____

Project Director's Email Address: _____

Project Director's Phone Number: _____

Project Director's School or Municipal Department: _____

By signing below, the Project Director hereby (a) agrees to complete a post-project evaluation for the Foundation, (b) and grants to the Foundation the right to publish the grant proposal and the results of this project if funded (c) understands that grant awards are subject to the rules and conditions of the Foundation, and (d) accepts that the decision on the acceptance of the project is in the sole and absolute discretion of the Foundation.

Project Director's Signature

Date

School Principal/Municipal Head Approval of Project

Date

Network Administrator Approval of Project
(required when hardware and/or software is to be acquired)

Date

For Internal Use Date Received _____ Application Number _____

PROGRAM GRANT (Up to \$10,000) APPLICATION

PROGRAM GRANT LETTER OF INTENT

To be completed for all Program Grant requests

IMPORTANT: The Grant Committee will use a “blind” review process in evaluating each proposal. In order to maintain the integrity of the process, **DO NOT** include the names of any applicants, schools or other identifying features in the Letter of Intent. The Letter of Intent must include, at a minimum, the required components listed below and must be typed.

Required Components:

- 1. Project Title**
- 2. Overview** -- Briefly describe your project and its innovative or creative qualities. Describe how it will engage students and residents, enhance their learning and the curriculum, or promote advancement of skills that support the educational goals of the Avon Public Schools or the Town of Avon. What unconventional means or new approach will be used for the introduction of this project?
- 3. Collaboration** -- Approximately how many schools, grades and/or subjects will be involved in this project? Include the number of people directly and indirectly affected. Is there a community component to your project?
- 4. Total Amount of Grant Request**
- 5. Objectives** – List the project’s goals and objectives. What does this project hope to achieve or accomplish?

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PROGRAM GRANT APPLICATION

To be completed only after Letter of Intent is Accepted by Grant Committee

IMPORTANT: The Grant Committee will use a “blind” review process in evaluating each proposal. In order to maintain the integrity of the process, **DO NOT** include the names of any applicants, schools or other identifying features in the Grant Application. The Grant Application must include all of the information below and must be typed.

1. Project Title

2. Overview -- Briefly describe your project and its innovative or creative qualities. Describe how it will engage students and residents, enhance their learning and the curriculum, or promote advancement of skills that support the educational goals of the Avon Public Schools or the Town of Avon. What unconventional means or new approach will be used for the introduction of this project?

3. Collaboration -- Approximately how many schools, grades and/or subjects will be involved in this project? Include the number of people directly and indirectly affected. Is there a community component to your project?

4. Total Amount of Grant Request

5. Objectives -- List the project's goals and objectives. What does this project hope to achieve or accomplish?

6. Plan of Action -- Explain how you plan to execute and accomplish your objectives.

7. Timeline -- Provide a time schedule for the implementation for your project. (If your project is time-specific, please indicate in which weeks or months it would occur.)

8. Sustainability -- Should the program receive initial funding, will the program be able to sustain itself after initial funding? Explain.

9. Need -- Given the Foundation's grant criteria, explain why you think your project should be selected and what needs it fulfills.

10. Budget -- On a separate sheet, provide a detailed, itemized budget for your project. Which costs can be reduced without jeopardizing the project? Elaborate on the impact of the potential reduction. (*The grant does not cover financial compensation to the educator for time spent on grant preparation and/or time to administer the grant.*)

11. Are other funds, alternative or joint, available to support this project? Yes ___ No ___

If yes, please describe what efforts you have made to obtain such funds and clarify their relation to your grant.

12. Evaluation -- Describe how and when you intend to evaluate the outcome of the project. Are there quantifiable methods to monitor the success of your project? (Evaluation methods can be as simple as qualitative assessments of student attitude and behavior before and after the project, test results or measurement of skills attained, or student's evaluation of the project and what they were able to achieve.)