



## **Grant Application Guidelines and Procedures**

*Mission: The Yarmouth Education Foundation (YEF) is an independent, 501(c)3 non profit organization dedicated to enriching the overall educational experience of students in the Yarmouth School Department. YEF promotes and enhances educational excellence by generating independent funding for innovative educational projects and initiatives that fall outside the standard budget and support the curriculum.*

The Yarmouth Education Foundation's Grants Committee (the "Committee") will consider grant applications from the following:

- Teachers in the Yarmouth School Department
- Administrators in the Yarmouth School Department
- Teacher-student teams within the Yarmouth School
- Student organizations within the Yarmouth School Department

### **Grant Proposal Process:**

- Applicants complete a grant application form. The completed form is to include a signature by the school principal. An application completed by an administrator should include a signature from the superintendent. Any IT proposal should review the request with the school specific IT contact to ensure all equipment needed is included.
- Grant applications will be provided promptly to the Committee for review.
- Applicants are asked to give a presentation regarding their grant proposal to the Committee. Each presentation has approx. 15 minutes or less with up to 4 presenters. Please bring any form of materials (ie. handouts) you would like to incorporate.
- The Committee will consist of a chair and no more than fourteen committee members. The Committee will be composed of at least three YEF board members, four teachers, one IT advisor, three school liaisons, and one to three community members.
- The Committee will use YEF's mission statement to guide deliberations and decision-making regarding the selection of awards.
- The Committee Chair will present the recommended slate to the Board.
- All applicants will be notified of awarded/declined grants upon Board approval.

### **Guidelines for Grant Applications:**

- All proposals should request funding for equipment and/or programs that fall outside the school budget.
- Please provide a clearly written objective in the application. Proposed initiatives are to be innovative and imaginative and directed toward engaging the students and enhancing the Yarmouth school curriculum.
- Programs are encouraged to have an impact on a significant amount of students or make a profound impact on a smaller subset of students.
- Proposals relating to professional development should indicate how the training can benefit students from multiple grade levels to promote collaborative efforts and best practices.
- Be prepared to explain if the project can be partially funded.

### **The Yarmouth Education Foundation is not intended to cover:**

- core educational programs and services
- salaries, wages, stipends
- building and maintenance
- educator's certifications or degrees
- travel, lodging or meals

### **Grant Recipient Follow up:**

Grant recipients will be provided with a Letter of Agreement and payment instructions. Please provide school liaisons with photos of project/event for PR purposes. A feedback form is expected from the project.