



### **Grant Application Guidelines and Procedures**

The Yarmouth Education Foundation's (YEF) mission is to promote and enhance educational excellence by generating independent funding for innovative educational projects, enrichment programs and other creative educational initiatives that fall outside the standard budget and support the curriculum. The Foundation will allocate funds during two grant cycles (fall and spring) each year.

The **Fall 2015 application deadline is Wednesday, October 21<sup>st</sup>, 2015**. Please submit the application to your principal.

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 an electronic signature by the school principal. An application completed by an administrator should include an electronic signature from the superintendent. Any IT proposal should review the request with the school specific IT contact to ensure all equipment needed is included. Please submit the completed application as a PDF or Word document.
- Grant applications will be emailed promptly to the Committee for review.
- **Applicants are asked to give a presentation regarding their grant proposal to the Committee on November 4<sup>th</sup> and 5<sup>th</sup>.** 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 use YEF's mission statement to guide deliberations and decision-making regarding the selection of awards.
- Pending YEF Board approval, all applicants will be notified of awarded/declined grants by November 24<sup>th</sup>, 2015.

#### **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.
- In your presentation, be prepared to discuss any potential hurdles for the project and how you will address them. Also, please identify ways to measure success of the proposed initiative and the impact it could have on long term learning in the district. Finally, be prepared to explain if the project can be partially funded.

#### **Guidelines for Professional Development Grants:**

- YEF's Grants Committee will consider applications for professional development grants that teach new concepts, impact a significant number of students and/or respond to emerging educational needs.

- Applications for professional development grants should request funding for programs that fall outside the school budget.
- Applications for professional development grants should address the following questions in the application or during the presentation:
  - How will the training promote collaborative efforts and best practices amongst educators?
  - How will the grant improve the applicant's professional practice as an educator?
  - How will the professional development enhance students' educational experience and educators' implementation of the school curriculum?
- Approved grants should be limited to tuition expenses and/or workshop fees for the instructional component of professional development.
- Educators who are the recipients of a professional development grant are not eligible for another professional development grant during the following year.
- It should be the intent of an educator seeking a professional development grant that they will be working for the Yarmouth School Department for at least one year following the receipt of a professional development grant.

**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

**Grants Advisory Committee Procedures**

The Committee will consist of a chair or co-chairs and no more than thirteen committee members. The Committee will be composed of at least three YEF Board ("Board") members, three educators and three community members.

The Committee will evaluate and select projects for funding based on criteria that have been approved by the Board. Grant applications will be available to Board members upon their request. Board members can attend the Grant presentations to observe if so desired. The Committee will present their recommended selections to the Board for approval based upon those criteria. In advance of providing their recommendations, the Committee will provide board members with a brief description of the grant applications. Any and all Board input will be provided to the Committee chair(s) in writing and will be shared with the full committee.

**Summary of Grant Procedures**

1. An application form will be available to teachers, staff and students of the Yarmouth Schools on the YEF website ([www.YarmouthEducationFoundation.org](http://www.YarmouthEducationFoundation.org)).
2. Copies of submitted grant applications will be provided to the Committee for review.
3. Brief descriptions of the submitted grant applications will be available to the Board, and the Board will be notified of and invited to attend any Committee meetings at which applicants will present their projects.
4. The Committee will hold a presentation meeting with applicants and will use the mission statement to guide deliberations and decision-making regarding the selection of awards.
5. The Board will vote on the proposed grant awards set forward by the committee.
6. All applicants are notified of selection. Grantees are sent a Letter of Agreement that needs to be signed and

mailed back to 101 McCartney St. Yarmouth, ME 04096 . The grantees will request the disbursement of payment from the YEF Treasurer.

7. The school liaisons will be responsible for emailing the evaluation forms to the grantees and collecting them. A report of the results will be given to the Board.

**Grant Awards Follow Up:**

Grant recipients will be expected to sign a letter of agreement and to complete an evaluation form upon execution of the funded project. Photos may be taken for PR purposes. Feedback & measurement of success are expected from the project.