



# GRANT APPLICATION FOR 2018–2019 SCHOOL YEAR

## DUE DATE: FRIDAY, MARCH 23, 2018



### Mission Statement

The Ed. Foundation is an independent, nonprofit, community-based organization. The purpose of the Foundation is to support initiatives that are beyond basic educational needs and to enhance and expand educational opportunities for all students in the Port Washington public school district. The Foundation actively seeks donations, grants and government funds in order to distribute funds to selected programs and resources.

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### Applicant Eligibility

Eligible grantees are individuals or organizations that can offer projects that promote the goals of The Ed. Foundation. Eligible projects may come from:

- School staff: teachers, support staff, administrators
- Parents working as individuals or as part of a parent organization\*
- Students and student organizations\*
- Community members\*

### Please note:

- Each project must be approved by ALL participating school principals
- If your project involves any impact on any school district facility, grounds and/or technology, you MUST include all costs (long and short term) and appropriate district approval signatures
- Any equipment or staff development requested must have a program associated with it that directly reaches students

### Criteria for Funding Consideration

- Evidence of an innovative, well-conceived, feasible project that enhances curriculum and is clearly described
- Number of students who will benefit
- Careful and appropriate budgeting
- Compliance with the mission of The Ed. Foundation and the school district
- Potential for sustainability
- Collaboration among educators
- Involvement of community partners
- Possible areas of grant awards include, but are not limited to: single or multiple classroom use, community organizations and grade-wide, school-wide or district-wide programs

\*All applicants who are not school district staff are required to have Executive Vice President Mara Silverstein (marasilverstein@gmail.com) sign off on the application to ensure that the proper procedures have been followed. This includes parents, parent groups, students, and community members.

**PORT WASHINGTON**  
**Union Free School District**

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Assistant Superintendent for Curriculum,  
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Winter 2018

Dear Member of the Port Washington School District Community:

On October 12, 2017, The Ed. Foundation held their 16th Annual Grant Awards Ceremony. Forty-four grants were awarded supplementing funding for creative, educational opportunities for the students of the Port Washington School District.

Once again, The Ed. Foundation is offering grants for the 2018-2019 school year. I strongly encourage you to develop a project and submit an application at your earliest convenience. The criteria for a grant is based on the number of students served, creativity of the project, budget, and the overall impact it would have on the school and students.

Please show your continued support and gratitude for all of the opportunities The Ed. Foundation has provided to the students and staff of Port Washington by submitting an application for the 2018-2019 school year.

Sincerely,



Kathleen A. Mooney, Ed.D.  
Superintendent of Schools

KAM/da



## Grant Application

Applications are due Friday, March 23, 2018.

Grant recipients will be notified before the end of the 2017–2018 school year.

Please be as specific as possible.

1. Project Title
2. What is the overall objective of the project?
3. How will the project enhance the curriculum and benefit the student learning experience? Describe the learning outcome you expect students to achieve.
4. Whom and how many will the project serve?
5. How could this project be sustained?
6. What is the estimated timing of the project?
7. Please include a DETAILED budget of the project (costs of materials, shipping, transportation, administrative services, long-term and/or maintenance costs).
8. Is your project already in existence in Port Washington?
9. If we are unable to provide all of the funding requested, are you interested in a grant to cover part of the funds needed?  
Yes or No
  - 9a. I am seeking funding from additional organizations (please list).  
Please note: The Ed. Foundation is willing to partner with other organizations.
  - 9b. If yes, outline how you could alter the project to implement with partial funding.
10. Please describe your expertise in this area and any other relevant information.

### REVIEW AND NOTIFICATION PROCESS

Each submission is considered solely on its merit. The Ed. Foundation respects the time and dedication spent in preparing your proposal and can assure you that it will be given fair consideration. If you have questions at any time during the process, please email [grants@theedfoundation.org](mailto:grants@theedfoundation.org). All applicants will be notified of the funding decision in a timely fashion. The Ed. Foundation Grant Awards ceremony will be held in the fall of 2018.

### OBLIGATIONS OF THE GRANTEE

Monies must be used for the purposes detailed in the application and during the project's stated time schedule. The applicant must ensure that the project complies with all appropriate local, Board of Education and/or other Agency's rules and regulations prior to submission of this document. All materials, software, hardware, evaluations, etc. will remain the property of the school district.

Please note the following if your project receives funding:

- Each grantee will have a liaison from The Ed. Foundation board who will be the principal contact.
- The Ed. Foundation must be informed in writing of any changes regarding timing, scope or location of a project prior to its commencement.
- An Ed. Foundation representative may observe and photograph the project for possible publication.
- Please inform your students' parents/guardians that an Ed. Foundation-funded program is taking place (form provided by The Ed. Foundation).
- At the end of your project, you may be asked to make a presentation to The Ed. Foundation and/or other groups.
- The grant recipient is required to provide The Ed. Foundation with a written project evaluation (form provided by The Ed. Foundation).

**All applications must be placed in the designated drop box in the Main Office by the end of school on March 23, 2018 or postmarked by March 20, 2018 if submitting by mail.**



## **The Ed. Foundation Additional Grant Application Information**

Thank you for taking the time to consider submitting an application to The Ed. Foundation. The following information should help facilitate your application.

### **How will my application be evaluated?**

A committee of The Ed. Foundation board members of various backgrounds and experience evaluates the applications. In addition, a copy of each application is reviewed by the Port Washington School District Superintendent and the Assistant Superintendent for Curriculum, Instruction and Assessment. Each application is evaluated on its own merits without consideration of parity among the schools, or among subject areas. There is no limit to the number of grants one applicant may be awarded in any one year, or over the course of many years. During the review process, members of the committee may contact the primary applicant for further information or clarification of a particular application. After a thorough evaluation, the committee presents the recommended projects for a vote of approval from The Ed. Foundation board.

### **How does The Ed. Foundation work with the school district administration?**

The Ed. Foundation strives to fund projects that will be successful and have the support of the school district. For this reason, it is imperative that the appropriate administrators sign the application. Their signatures ensure The Ed. Foundation that the project is both feasible and supported by the school district.

### **Are there any projects The Ed. Foundation won't fund?**

The Ed. Foundation will not fund a request that is not tied into curriculum, such as a piece of equipment in isolation, nor will The Ed. Foundation fund something that the school district already funds. For example, a grant application for new textbooks to replace outdated ones would most likely be denied. The Ed. Foundation seeks to fund projects that benefit students or teachers directly. If an application is for teacher training, there needs to be a clear explanation of the purpose of that training. We are seeking projects that are innovative, enrich curriculum and that the school district budget does not fund. This could change from year to year, and innovation can also mean that a new group or grade of students might experience an existing project for the first time. Applicants are encouraged to seek separate funding for transportation to and from a project held off school grounds. In the past, The Ed. Foundation has funded program and/or admission costs.

### **What kinds of projects have the best chance of getting funded?**

Projects that meet The Ed. Foundation criteria (see application), have the most impact on the greatest number of students, and are cost-effective are more likely to be approved. The best applications are clearly written, provide a detailed budget, and often feature some type of collaboration, either among educators, between schools, or with other community partners. The Ed. Foundation looks for pilot projects that have a reasonable chance of eventually becoming part of the school district's programs. If an applicant is requesting funding for a project that has already existed in the district or elsewhere, the application should explain how it might have a new twist. In addition, the committee favors projects that build on existing curriculum, bridge different subject areas, or otherwise show innovation.

The Ed. Foundation works to help the Port Washington School District continue to be a showcase for educational excellence that includes new ideas, community involvement, teacher and staff enthusiasm, and student achievements. Funding these outstanding projects means that together we can make a difference for Port's students.