



Grants Program Full Application

**Glastonbury Education Foundation
P.O. Box 795
Glastonbury, CT 06033
www.glastonburyeducationfoundation.org**

GLASTONBURY EDUCATION FOUNDATION GRANTS PROGRAM
I. Grant Application: Applicant Information

Title of Project: _____

Contact Person: _____

School/Organization and Position: _____

Address : _____

Telephone: (work) _____ (home) _____

Email: _____

Date Project will begin: _____

TARGET POPULATION:

Grade Level: _____

Students: _____

Staff: _____

Curriculum Area: _____

Total Funding Requested: _____

By accepting funding, I (we) agree to:

- (1) fully participate in GEF's evaluation process
- (2) seek approval from GEF of changes in the implementation or focus of the project
- (3) provide photos, testimonials, and materials to assist GEF in promoting the project
- (4) publicize the project directly to parents and teachers via school newsletter, bulletin board displays, etc.

When issuing statements and/or press releases describing this project, the following information must be included: "***This project is supported by a grant from the Glastonbury Education Foundation.***" When speaking with the press, the Glastonbury Education Foundation's support must be emphasized and promoted at every opportunity.

GLASTONBURY EDUCATION FOUNDATION GRANTS PROGRAM
I. Grant Application: Applicant Information (continued)

Personnel to be involved *(add a sheet if necessary)*:

Name	Position	Specific Role in Project
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Signature

Name	Position	Specific Role in Project
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Signature

Name	Position	Specific Role in Project
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Signature

Immediate Supervisor Signature (required)	Position
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Check and complete all that apply:

I/We believe this project

_____ is a new idea.

_____ is a new idea for our school.

_____ replicates a successful idea done
elsewhere _____

_____ is based on research conducted

by _____

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II. Grant Application: Grant Narrative

PLEASE TYPE/WORD-PROCESS YOUR GRANT PROPOSAL.

Please proofread your proposal before submission.

1. Project Overview: Please provide a brief summary of your project in 200 words or less (no form provided). **This will be used in future publications.**

2. Project Description: Please describe your project in detail by addressing Items A-F. Your response should not exceed 3 pages, typed (no form provided).

A. Educational Issues: Describe the educational need(s) that your project will address.

B. Goals and Objectives: Describe your project goal and 2-3 measurable objectives (i.e., what do hope to achieve and/or produce?)

C. Activities: Describe the procedures and/or activities you will use to meet your objectives. Be specific (i.e., what exactly will students and/or staff be doing). **If using a consultant, please specify his/her role in the project and attach a copy of the consultant's resume to your proposal.**

D. Innovation and Collaboration: Describe how your proposal demonstrates (1) an innovative approach to solving a problem and/or (2) a collaborative approach to addressing an issue or need

E. Dissemination: Describe how you will share your project results with colleagues, parents, the Foundation, and the community at large.

F. Publicity: How will you publicize your project/grant? (Please be specific).

3. Timeline: Outline the amount of time required for implementation of this project (see attached)

4. Evaluation: Describe how you will assess project success (i.e., whether you have met your objectives) and the methods you will use to do so (e.g., surveys, journals, photographs).

5. Budget: Complete the enclosed budget form.

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III. Grant Application: Proposed Budget

Supplies/materials to be supported by this grant:

COST

Purchased Services (consultants, speakers):

Time: For teacher reimbursements, please use the Current Glastonbury Public School contracted reimbursement rates appropriate for this project.

Equipment: Purchased equipment will be gifted to the Glastonbury Board of Education.

Are you applying for funding elsewhere?
If so, please list alternative funding source(s) and amount(s) requested:

TOTAL REQUEST: _____

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Applicant Checklist

This checklist does not need to be submitted with the grant. This is for you, to ensure that you don't overlook any components of the application process.

_____ I have read all materials in this packet.

_____ I have submitted a letter of intent.

_____ I have prepared one (1) proofread original of the complete application which includes:

- Applicant Information (Section I)
- Grant Narrative (Section II)
- Proposed Budget (Section III)
- Workplan/Timeline (Section IV)

_____ I have obtained all needed signatures.

_____ Should the proposed project receive funding, I agree to do the following:

- engage in the GEF evaluation process
- inform the GEF of any changes in the focus, design, or implementation of the funded project
- **publicize** the project directly to parents of children involved in the project.
- provide photos, testimonials, and materials to assist the GEF in promoting the project.

_____ I have emailed an electronic version of the application to
becky@glastonburyeducationfoundation.org

_____ I have mailed a hard copy of the application, including signatures,
to:

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