



**2010-2011
NEED, Inc. Grant
Application Package**

**www.NortonNEED.com
NortonNEED@gmail.com**

Please return to:
**NEED, Inc.
C/O Angel Doyle
Superintendent's Office
Norton, Ma**

Deadline: Friday May 14, 2010

Norton Embracing Educational Development (NEED), Inc., is a 501C 3 organization which promotes and supports the development of educational programming, and encourages standards which are competitive with other school systems in the Commonwealth.

Norton Embracing Educational Development, Inc. General Information and Grant Guidelines

Overview

Norton Embracing Educational Development (NEED), Inc. is a non-profit community foundation chartered to fund innovative educational programs and/or technology for the Norton public school children. Each year, NEED, Inc. will award grants that make learning come alive for hundreds of public school students.

The total amount of funds available for a given year depends upon the success of NEED Inc.'s fundraising and investments. Individual applications may not exceed \$3,500. Grants of any size will be considered on their own merit and awarded upon approval of the grants committee.

What do NEED, Inc. grants support?

- NEED, Inc. will fund a broad range of projects, from those that focus on traditional academic subjects, to others in the visual and performing arts, science and technology, and still others that promote multi-cultural and community learning experiences.
- NEED, Inc. funded programs should enhance, but not duplicate, the standard public school curriculum. We look for innovative, creative ideas that fall outside the ordinary school budget; yet promise to augment the curriculum in a meaningful way.
- The Foundation encourages projects that demonstrate partnerships between teachers, schools and community.
- NEED, Inc. grants do not underwrite basic school budget items.

Who may apply?

- Norton Public School faculty and administrators, parents, students, and community members may apply for funding in support of enrichment projects that benefit the Norton Public School students.
- Applications may be made by individuals or by groups.

NEED, Inc. Grant Funding Criteria (in no certain order)

- The proposal should demonstrate creativity and innovation in educational programming.
- The proposal must be for the benefit of Norton Public School children. Proposals that target a small number of students, such as one or two classrooms, will be considered as seriously as proposals affecting larger groups of students, assuming other grant funding criteria are met. For example, a project that may seed an initiative that could be replicated in other schools or grades, expanded or repeated in future years, or become a part of permanent classroom materials for use over several years may be considered as will exceptionally creative ideas which will have a significant impact even on a small group of students.
- The proposal may be a collaborative effort between educators, schools, parents or others to reach children in multiple classrooms, grade levels or schools.
- The proposal should not seek funding to sustain existing programs or retroactive funding for an existing project.
- The proposal should not seek funds for transportation or substitute teachers.
- The applicants agree to account for and report on the project once funded. Specific time-lines should be given and adhered to in order to insure use of funds within the school year.

Submitting Grant Proposals

- Grant application forms may be obtained from the NEED, Inc. website www.NortonNEED.com or from the Norton Public School Superintendent's office.
- The proposal should include a clear, typed presentation of the request on the appropriate forms. The application should be clearly written and understood by non-educators.
- The proposal must include all authorizing signatures.
- If the proposal includes a request for equipment funding, the application should detail an educational program in which the equipment would be used.
- Technological hardware requests need to be pre-approved by the Superintendent.
- The Foundation encourages collaborative funding and invites applicants to seek partial or additional funding from other sources. The proposal should provide a plan and budget for additional non-NEED, Inc. funding, if necessary.

- Applicants who are not employed by the Norton Public Schools who are applying for programs which are to be run in the school system must include the signature of an appropriate partner from the schools (i.e. teacher, department head, media specialist) who will help implement the program.

Grant Review Committee

- The NEED, Inc. Grant Committee is a diverse group, comprised of 10 members: Grant Coordinator, Superintendent of Schools, one rep from each school (5 total), and three NEED, Inc. members.
- The NEED, Inc. Grant Committee may choose to offer partial funding at its discretion.

Evaluation of Grants Funded

NEED, Inc. requires grant recipients to agree to account for and write a brief evaluation of the project at the conclusion of the project. These evaluations will assist NEED in better understanding and supporting future requests. NEED also requests that grant recipients secure appropriate media opportunities within the school, with other schools in Norton, and the larger Norton community. Photographs, visuals and other publicity items related to the project should be submitted to the NEED Grant Committee Co-Chairs.

In order to promote sharing of successful projects, NEED encourages teachers, principals and administrators to actively promote dissemination of positive experiences gained from projects in their departments, their schools, and if appropriate, throughout the system.

Questions

If you have questions about whether your project would merit consideration by the NEED Grant Committee, feel free to contact the NEED Grant Coordinator – Angel Doyle at angeldoyle@comcast.net.

Timeframe

Application deadline for grants: **4:00 p.m. Friday May 14th, 2010** – School Superintendent's Office.

Grant Cycle

- **February 2010** – NEED, Inc. Grant application forms will be distributed at the Norton School Superintendent's office and on the NEED, Inc. website at www.NortonNEED.com.
- **May 14th, 2010** – Closing date for grant applications. No applications will be considered if **received** after May 15th. Applications may be sent or hand-delivered to the Superintendent's Office by 4:00 p.m. Please make sure all grants are signed by the Principal and the Superintendent otherwise the application will be invalid.
- **May 28th, 2010** – Grant Committee meets to determine which proposals should be funded.
- **June 2010** – Grant Committee recommendations submitted to the NEED, Inc. Board; School Committee presentation of NEED, Inc. recommendations. Recipients of grants shall be notified by end of month.
- **September 2010**– Awards publicized in local newspapers.
- **June 1, 2011** – Final report results of program due to NEED, Inc..

NEED GRANT APPLICATION FORM

Project Title: _____

Amount of funding requested from NEED, Inc.:

Applicant name(s) and association with school(s):

School based partner (if applicant is not a Norton Public School employee)

School(s)/groups targeted for grant: _____

Approx. # of students impacted: _____

Project Leader(s): _____

Grant Manager/Contact person: _____

Mailing Address: _____

E-Mail Address: _____

Daytime Phone: _____ Evening Phone: _____

If awarded, the grant applicant shall assume the task of submitting receipts to NEED, Inc. The Treasurer of NEED, Inc. requires submission of a purchase order on the last page of this application. Invoices will be directly submitted to NEED, Inc. for payment. Additionally, final receipts must be submitted to NEED, Inc. Treasurer for reimbursements and payments for all purchases.

Abstract of Grant:

Please summarize the project in 250 words or less on this page. You may provide additional narrative on a separate sheet of paper, if needed.

Benefits

Please describe the benefit to the Norton Public School students. How many children will be impacted? Be specific about the advantages your project offers. Give reasons why this proposal should be funded.

Details of Proposed Project

Outline the educational goals and objectives. Please indicate if the project is related to a specific school district goal or curriculum area. Describe who will be involved. Detail what will happen, when, where and how the project will be executed.

Proposed Schedule

Describe the project's timeline, including start and completion dates.

Specific Methods of Evaluation

How and when will you measure the project's success? Describe the methodology you plan to employ.

Additional Comments *(Please note if this project may request future grant funding to maintain a program for subsequent years.)*

Budget

Please be as specific as possible with your budget information. Use a separate sheet of paper, if necessary. Itemize direct costs, specifying the prices of any equipment and materials to be purchased. *If you plan to purchase technology, please identify the make and model of any hardware requested. Such requests should be reviewed and approved by Lynn Wiegel, the School Department's Director of Media and Technology Services, to ensure compatibility.*

If stipends are requested, please identify the person(s) receiving a stipend and their affiliation with Norton Public Schools. NEED, Inc. does not provide funding for substitute teachers or transportation. If either will be required to implement your project, please indicate the funding source that will underwrite those costs.

NEED, Inc. encourages partnerships with other funding sources. Please list any other sources of funding you are applying to or which have already granted financial support to your project.

Project Title: _____

Total Project Budget: \$ _____ Total NEED, Inc. Funds Requested: \$ _____

<u>Expense Category</u>	<u>Detailed description of Expense</u> (use separate sheet if necessary)	<u>Amount(s) Requested from NEF</u>	<u>Amount(s) Requested from Other Sources</u>	<u>Total Project Funding</u>
<u>Stipends</u>	Stipend recipient _____ # of hours _____ @ \$ _____ per hr.			
<u>Materials</u>	Complete list on last page			
<u>Equipment</u>	Complete list on last page			
<u>Fees</u>	Complete list on last page			
<u>Total</u>				

Sources and amounts of non-NEED, Inc. funding Amount
 _____ \$ _____
 _____ \$ _____

Signature(s) of applicant(s): _____ Date: _____

Comments and Signature of Principal(s) and Superintendent:
 _____ Date: _____

Comments and Signature of School partner (if applicant is not a Norton Public School employee) _____ Date: _____

Comments and Signature of the Director of Media and Technology Services (if requesting funds for technology equipment) _____ Date: _____

**NEED, Inc. Grant Application Form Commitment Letter
(Must be submitted with Purchase Order attached)**

Project Title: _____

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to:

- Submit a detailed accounting of all Norton Embracing Educational Development Inc. funds expended as part of this grant, to be submitted to NEED Treasurer.
- Submit a final project report within thirty (30) days of completing this grant, but no later than **June 30, 2011**.
- Secure appropriate media opportunities within the school, with other schools in Norton, the business community, the larger Norton community and elsewhere.
- Collect photographs, work samples, and/or other visuals for publicity purposes to be submitted to your NEED, Inc. Grant Coordinator.

I/We recognize that providing the accounting, reporting and publicity items listed above are a condition of funding and therefore are my/our obligation as a grant recipient.

Applicant(s) signature(s):

Date: _____

Principal(s) and Superintendent signature:

Date: _____

IMPORTANT NOTE: This Commitment Letter and Purchase Order request must be filled out as part of the grant application

