



Community Foundation of the Eastern Shore, Inc.
2012 Education Awards Grant Program Guidelines
PLEASE NOTE THE SUBMISSION DEADLINE HAS CHANGED

Eligibility: All public and private schools: pre-kindergarten to 12th grades in Somerset, Wicomico, and Worcester Counties, Maryland, are eligible to apply.

Essential Qualities: Funding priority will be given to proposals that seek to enhance the learning experience for students through creativity and innovation and leverage funding from multiple sources. Additionally, successful applications will demonstrate:

- *a focus on student-oriented, teacher-based program development designed to facilitate student learning and/or development;*
- *programs that engage the community, parents and or local businesses;*
- *a direct and measurable impact on students and a plan for evaluation;*
- *creative ways to involve youth in at least one of the following areas – arts/culture, reading, math, science, history, character development, and community service;*
- *high potential for sustainability through ongoing funding in the school budget or other sources.*

Application Procedures: Please use the enclosed grant application form.

- A school administrator must approve the grant request prior to submission.
- **Please do not submit additional pages or documents other than those requested.**
- Applications must be typewritten. Do not fax or email your proposal. **NO STAPLES.**
- No limitation is imposed on the number of applications from a single school.
- A written acknowledgement will be mailed upon receipt of a qualified application.
- Qualified applicants will be contacted to schedule a site visit.
- Notification will be made to all applicants following award decisions.
- Grant recipients must attend the Awards Reception on November 8, 2012.
- A follow up report is required at 6 months and 12 months (or completion of project). Outstanding reports may impact the Committee's ability to fund subsequent requests from schools.

Program Exclusions: This program **gives lowest priority** to requests for:

Capital Expenditures*

Field Trips/Assemblies**

Previously Funded Programs (Requests to replicate successful programs funded in previous grant cycles are eligible to apply if the program is not at the same school)

*Equipment purchases (such as computers) will only be considered if they are essential to the program and can not be otherwise obtained (i.e. normally included in school budget).

**Field trips/assemblies must be part of a larger project with a direct and measurable impact on learning.

This program DOES NOT fund fundraising campaigns, playground equipment, faculty/staff compensation or office equipment.

2012 REVIEW SCHEDULE:

- Deadline for Receipt of Applications: **Friday, August 24, 2012 at 4:00 pm.***
- Grants Awarded: **Thursday, November 8, 2012.** Grant recipients or a representative of the school will be expected to attend the awards reception.

***This is the date by which application must be received by the Community Foundation. Applications received after this date will not be considered, regardless of postmark date.**

COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.

2012 Education Awards Grant Program
Application Form

FORM INSTRUCTIONS: Please type your answers. This form can be photocopied or reproduced on a computer provided that your responses are limited to the space allotted on this form. Please contact the Foundation's Program Officer for an electronic version. This application will be photocopied for the members of the Education Awards Grants Committee, so it is very important that you limit your responses to the space allotted (except as noted below).

Date _____

School Name

School Address

City and County _____ Zip _____ Phone _____

Geographic Area Served: _____

Project Title: _____

Program Coordinator _____

Program Coordinator Email Address _____

Phone Number _____

Amount Requested: \$ _____ (Maximum Award is \$5,000)

Start date of project: _____ Completion date of project: _____

1. Describe the students who will be served by this grant.

a) Number of children to be served by this grant _____.

b) Age range or grade level _____ years old; **or** grade(s) _____.

2. Identify the need(s) and describe the proposal program/project to address the stated need(s).

PLEASE be specific; another sheet of paper may be attached to answer this question.

3. How will you assess the impact on your students? Please describe the activities, resources, outcomes and measures for evaluating the program using the format provided.

ACTIVITIES	RESOURCES	OUTCOMES	MEASURES
<p><i>To address the stated need we will accomplish the following activities:</i></p> <p>EXAMPLE: Expand after-school program by 3 hours/week.</p>	<p><i>To accomplish our proposed activities, we will need the following:</i></p> <p>Transportation, games, tutors, snacks</p>	<p><i>We expect that these activities, once completed, will produce the following results:</i></p> <p>Increased youth involvement in after school programs by 50%.</p>	<p><i>We will collect the following data to evaluate the impact of the activities in addressing the need:</i></p> <p>Enrollment data from previous years will be compared with enrollment post-program expansion to document a 50% increase.</p>

4. How is this program/project creative or innovative in facilitating or enhancing student learning? Please note that the Calcott Award (a monetary award) is presented to the most innovative/creative proposal received by the Committee each year. A list of past recipients and their projects is available on the CFES website.

5. How will this program/project be sustained if full or partial funding is not awarded by CFES or at the end of the grant period? How have you leveraged resources to ensure success (funding sources, parents, business or community groups)?

8. Please provide a **brief abstract (100 words or less)** describing this program. This should be suitable for media use in publicizing the Education Awards Grant Program. e.g. What? Who? How? Outcomes? (The Community Foundation reserves the right to make editorial changes to meet space or content requirements).

BUDGET INFORMATION

(Prior purchases are not eligible for funding.)

Total project budget \$ _____

Cost per student \$ _____ (total project budget/number of students to be served)

Amount requested from the Community Foundation \$ _____, which is _____% of the project budget.

Please provide below a full project budget, indicating expenses and revenue (sources and amounts). Please itemize expenditures to clarify how the Community Foundation’s grant funds will be used. Budgets may be submitted in an alternate spreadsheet format but all requested information must be included. **CHECK ALL TOTALS FOR ACCURACY.**

Itemized Project Expenses		Project Revenue/Funders			
Item Description	Cost	School Contribution	Other Funding Sources	Community Foundation	Subtotal
<i>Ex. Copy Paper (5 reams assorted colors)</i>	<i>\$53.70 (\$8.95/ream)</i>	<i>\$25.00</i>	<i>\$10.00</i>	<i>\$18.70</i>	<i>\$53.70</i>
Total Expenses*		Total Revenue (total of “subtotal” column)*			

**Total Revenue should equal Total Expenses*

REQUIRED ATTACHMENTS

Please submit the following documents with your application. Incomplete applications will not be reviewed.

- List of key school personnel or others involved with project.
- Supporting price quotes for budget.

REQUIRED SIGNATURES

Name, Signature and Title of Person Responsible for Project:

Telephone: _____

Name, Signature and Title of School Administrator or Principal:

Applications should be sent to: Community Foundation of the Eastern Shore
 1324 Belmont Ave Ste 401
 Salisbury, Maryland 21804-4558