

## **Education Foundation for Tyngsborough, Inc.**

### **Mission Statement:**

The mission of the Education Foundation for Tyngsborough is to enhance educational opportunities across Tyngsborough's Public School District by raising funds and promoting awareness of issues related to public education.

## **Grant Program Overview**

### **Grant Programs:**

#### **Spring Grant Program**

Our Spring Grant Program accepts grant applications for programs or projects that reflect the vision of our organization's Mission Statement. Spring Grant Program applications are due by **March 15** and applicants are notified of the Board's funding decisions by **June 15**. Grant conditions, criteria and eligibility are listed on page three of this Overview.

#### **Fall Grant Program**

Our Fall Grant Program is designed to provide funds for worthy educational programs or projects that may not have been apparent during our Spring Grant Program cycle. Grant conditions, criteria and eligibility requirements are identical to our Spring Grant Program. Fall Grant applications are due by **October 15** and applicants are notified of the Board's funding decisions by **December 15**.

General grant conditions, criteria and eligibility requirements are listed on page three of this Overview. All Grants will be formally announced and celebrated at our Annual Awards Ceremony in June and all recipients are required to attend.

### **Post Grant – Evaluation and Publicity:**

Grant recipients must agree to account for and write a brief evaluation of the project at its conclusion. Also, grant recipients must attend the awards ceremony and assist the Education Foundation for Tyngsborough in publicizing their projects to other Tyngsborough Public School faculty, administrators, parents, students and the community through various press publications. When issuing oral and written statements and/or press releases and when presenting the result of any grant, grant recipients must include the following statement:

**“THIS PROJECT IS MADE POSSIBLE (IN WHOLE OR PART) BY A GRANT FROM THE EDUCATION FOUNDATION FOR TYNGSBOROUGH”**

## **Grant Review Process:**

### **Spring and Fall Grant Program:**

All applications received by the relevant deadline are reviewed by the Grant Committee who ensure that all eligibility criteria and grant requirements have been met. If questions of a factual nature arise once an application is submitted, the applicant may be contacted by a representative of the Grant Committee of the Education Foundation for Tyngsborough for additional information. A summary of all eligible applications then is presented to the entire Board of Directors of the Education Foundation for Tyngsborough. It is the sole responsibility of the Board of Directors to make final decisions with regards to funding any grants. In its deliberations, the Board considers all criteria listed in this document. In addition, in making selections for projects to be funded, the Board considers the following elements:

- Diversity and equity in awarding grants across the four schools, to the extent possible, based on applications received;
- Diversity of academic disciplines being serviced;
- Priority will be given to grant applications that have not been previously funded by the Education Foundation for Tyngsborough.

Grant awards will be made to fund future projects and requests for reimbursements for already completed projects will not be considered. The Board may vote to fund a project, deny a project, or table the project for future discussion. A final determination on any request will be made no later than the dates specified herein.

### **Repeat Grants**

While the Education Foundation for Tyngsborough places a higher priority on grant proposals which present new ideas, repeat grant requests will be considered on a case-by-case basis.

## **Grant Authorization and Signatures:**

Each grant application, whether for the Fall Grant cycle or for the Spring Grant cycle, MUST provide authorized signatures. Below are listed the guidelines detailing which authorized signatures will be needed on any grant application submitted to the Education Foundation for Tyngsborough.

- Programs offered at a single school require the authorizing signature of that school's principal.
- Programs available at more than one school should have the authorizing signature of each school's principal.
- Programs that involve all schools require an authorizing signature from Central Administration personnel such as the Curriculum Coordinator, Director of Special Education, or the Superintendent of Schools.
- Education Foundation for Tyngsborough will only fund equipment for which there is a demonstrated need and which plays an integral part of a grant request. Any equipment funded by an Education Foundation for Tyngsborough grant becomes the property of the Tyngsborough Public School District and a signature attesting to this is required on the application at the time of submission.

## **Grant Conditions:**

### **Important Considerations for all Education Foundation for Tyngsborough Grants:**

- Spring Grants are awarded in June for a period of one year only. All projects must be completed within the following school year.
- Fall Grants are awarded in December for the current school year only. All projects must be completed within the current school year.
- Any unused monies must be returned to the Education Foundation for Tyngsborough upon completion of the funded project, but no later than June 30 of the specified year.
- Any equipment funded by an Education Foundation for Tyngsborough grant becomes the property of the organization it is intended to benefit (i.e. schools, library, etc.) and a signature from that organization is required on the application.
- Transportation is typically not funded, but is reviewed and considered depending on the degree of necessity to the implementation of the grant.
- The Board may consider partial funding of a grant request.
- As an all-volunteer Board, the Educational Foundation for Tyngsborough favors grants which include a significant component of volunteer services on the part of grant applicants.

### **Grant Criteria**

- Displays innovative/creative educational ideas and programs
- Enriches or enhances existing educational programs
- Consistent with curriculum goals of the school system, where applicable
- Includes clearly defined goals, activities, outcomes
- Impacts a significant number of students
- Falls outside the regular municipal or school budgeting process
- Explores new and innovative teaching methods
- Leads to collaboration with colleagues and students, particularly across disciplines and grade levels
- Allows teacher(s) to broaden knowledge and skills

### **WILL consider funding:**

- Consultants or outside speakers
- Project related supplies and equipment
- Workshop and/or conference related fees
- Resource materials

### **Eligibility**

- Individual applicants must affiliate themselves with a school for the purposes of the grant application and implementation.
- Applicants under 21 years of age must have a co-sponsor who is over the age of 21 and is affiliated with a school.
- Teachers may apply individually or as part of a group.
- Any professional development grant must indicate approval from the Department Chair (where applicable) and Principal by providing his/her signature on the grant application form.

### **WILL NOT fund:**

- Salaries
- Substitute teachers
- Professional development for coursework toward degrees and/or regular curriculum development normally funded by the school budget
- Routine supplies and operating costs (e.g.: utilities, building maintenance)
- Refreshments