



## OLD SAYBROOK EDUCATION FOUNDATION GRANT APPLICATION GUIDELINES AND POLICY

Thank you for your interest in applying for a grant through the Old Saybrook Education Foundation (OSEF). Please read the following information carefully before submitting your grant application.

### **Applying for Grants:**

The Old Saybrook Education Foundation is a non-profit, 501 (c) (3) community based organization that works to raise funds through donations and various activities to award grants to teachers or schools for innovative projects and experiences that enrich education for Old Saybrook Public School students.

All applications will be voted and approved by the majority of the Board members before funds are released. Please note that the OSEF Board of Directors is made up of members of the community. The grant committee is composed of educators, business professionals and other community members.

Upon completion of the project/program, an evaluation must be completed by the teacher(s) involved within 90 days of the completion of the project/program.

### **Grant Application Guidelines:**

1. The purpose of this grant program is to enhance the educational experience in the classroom and grants will be voted on and approved. Grants should support the strategic plan of the Old Saybrook Public School System.
2. Grants that directly benefit large numbers of students will be given preference.
3. In general, grants will not be awarded for field trips. However, exceptions may be made for trips that are part of a larger project or enhance the learning experience.
4. A clear, concise, organized plan for use of money granted, with specific evaluation steps and criteria will enhance the application.
5. A detailed itemization of all costs and materials is required.
6. Completed grant applications, along with any supporting materials, must be submitted via email to the Old Saybrook Education Foundation at [oldsaybrookeducationfoundation@gmail.com](mailto:oldsaybrookeducationfoundation@gmail.com)

7. Upon completion of the project/program, the recipient of the grant must complete an evaluation form. Completed evaluation forms can be submitted through email to Sally Ann Lee, President, Old Saybrook Education Foundation at oldsaybrookeducationfoundation@gmail.com
8. All applicants will be notified of the Board's decisions.
9. All applications will be kept on file for one year.
10. Proposals for new programs are preferred over repeat requests.

**Grant Application Policies:**

1. Grants will not be awarded for costs or items that may be available from other sources such as federal, state, or district funding.
2. No funds will be awarded for multiple applications from an individual school to fund an entire program.
3. A timely outcome evaluation for each grant must be submitted by the stated deadline. Those who do not will be eliminated for consideration for grants for the following academic year.
4. OSEF shall fund only those projects that augment and enrich the curriculum and do not supplant programs traditionally funded by the school district, state, or federal budgets.
5. The grant application should include an outcome measurement which is specific to the program.
6. Grants will not be awarded for field trips. However, exceptions may be made for trips that are part of a larger project or enhance the learning experience.



## OLD SAYBROOK EDUCATION FOUNDATION GRANT APPLICATION FORM

**Applicant's Name:**

**Position:**

**School:**

**Department:**

**Telephone:**

**E-Mail:**

**Project Title:**

**Date of Application:**

**Proposed date(s) of project: (from) (to)**

**Funding amount requested:**

1. What are the goal(s) and/or objective(s) of the proposed activity?
2. How do the goals or hopeful outcomes of your project/proposal relate to the strategic plan?
3. What student(s) or student group(s) will participate in, or benefit from, the proposed activity?
4. Describe the proposed activity.
5. Explain how the proposed activity is instructionally innovative and will enrich the educational experience of the target student population.
6. How will you evaluate and measure the success of this project upon its completion?

7. List all individuals who will be involved in supervising or coordinating the activity. Briefly describe the role of each individual. Indicate one individual who will have the principal responsibility for overseeing the activity (i.e., the project leader).

Provide a complete budget for the proposed activity. For each budget item, provide a written justification for that item. Other funds available for the project (specify amount(s) and source(s) of fund in addition to those requested from the Foundation, and how the funds will be used).

**Name of Applicant**

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**Signature of Applicant**

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I have reviewed the OLd Saybrook Education Foundation grant application and endorse and support his grant proposal.

**Name of Principal or School Administrator**

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**Signature of Principal or School Administrator**

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