

The Foundation *for Excellence in Education in Easton*

Grant Application Guidelines

The intent of this program is to create curriculum support materials and programs that cannot be funded under the general budget of Easton Public Schools. *Proposals will be judged on the criteria listed below.* A well-written grant proposal should incorporate the following items:

Cover Sheet

- Legibly filled in or typed
- Dated
- All areas completed
- Signed and commented on by Principal

Details of Proposed Project

- Legibly filled in or typed
- Clearly defines the purpose of grant
- Clearly defines the reason for applying
- Clearly outlines the direct connection to curriculum

Benefit to Easton Public Schools

- Contains a definitive number of students impacted within a course, grade, or classroom
- Clearly states how this grant could be used by other members of a department or grade level
- Components of the grant are not consumables and/or not a one time project with an ending at the close of the school year

Budget

- Includes a clear breakdown of budget items, exact costs, and names of vendors
- If a stipend is listed, it is no more than 10% of the total funds requested
- If project requires more money than the maximum allowable amount, applicant clearly defines where remainder of the funding will come from.

In addition, proposals that are especially innovative, creative, and cost effective (large impact for amount of money requested) will be viewed favorably. Grants do not need to be technology based. If they are, you must indicate that you have contacted the technology department to verify that the equipment you are requesting will be compatible with the existing network and/or computer operating systems within your building.

Grant proposals should be in Word format, typed, or handwritten in black ink. Proposals need to be turned in to the Easton Public Schools Administrative Office at 50 Oliver Street by 4:00 p.m. on Friday, March 5, 2010. Late grant applications will not be considered.

If you have additional questions, contact your building principal, or Kelly Bressette, the Grant Committee Chair at 508-599-5701.