



Norwell Education Foundation

PO Box 711 • Norwell, MA 02061

www.norwelledfound.org • info@norwelledfound.org

GRANT APPLICATION INSTRUCTIONS

Introduction

The Norwell Education Foundation is a nonprofit organization whose purpose is to support educational activities and programs that encourage academic excellence for all students in the Norwell Public Schools. Therefore, all proposals should meet one or more of the following objectives:

- To enrich curriculum
- To encourage professional growth
- To develop creative education programs

Guidelines for Grants

Funds are available in the form of grants to all educators in the Norwell Public Schools to support academic endeavors that directly benefit students. All educators, including administrators, teachers, counselors, school librarians, etc., in the Norwell Public Schools may submit an application for funding. While we will always accept individual educator grant requests, we encourage staff members to consider submitting collaborative requests so that funds raised by NEF might impact as many students as possible. A collaborative grant can be submitted by a school, department, grade level or team and should ideally benefit a large number of students, not just the students of one particular teacher.

The application must provide a description of the proposed project including the objectives to be accomplished, the benefits to be derived by Norwell students, and the funding required. The application must be approved by your school principal or another appropriate administrator. To avoid delays in the review of the proposal, the application must be complete and a detailed budget must be included.

Eligibility

Grant proposals in all academic areas - science, social studies, mathematics, English, foreign languages, art, music, drama, and others - are eligible for funding. Proposals that encompass interdisciplinary themes are also encouraged. Physical education proposals that are a part of the regular curriculum are also eligible for funding; however, proposals to support athletic programs and team sports are not.

Eligible Costs

Grants will be awarded to cover costs that are not otherwise available through the regular school budget or from other sources. The application may contain requests to fund outside personnel and costs (i.e. consultants, workshops, conferences, seminars, etc.), direct services from outside agencies, and the purchase of specialized equipment or materials which are essential to meet the objectives of the proposal.

While NEF recognizes the value and the need for each grant recipient to devote considerable time and effort to make a project successful, the funding available does not allow for compensation for the individual's time. Out-of-pocket expenses such as tuition, fees, mileage, etc., do qualify as eligible costs.

Application Review Process

NEF's Board of Directors reviews every application. The review panel may seek additional information from the applicant through email, telephone calls and/or site visits. Proposals that meet the guidelines and objectives of the foundation will be funded if sufficient funds are available and if approved by a majority vote of the Board. The applicant and the Principal or administrator that approved the application will be informed of the decision of the board. At its discretion, the Board may approve a proposal for funding which may specify limitations. In such cases, the Board will approve funding contingent upon the applicant's acceptance of such limitations.

All applicants will be notified of the results of the Board's review of the grant application on a designated date for each year's grant cycle. Grant cycles begin in April of each year and decisions will be disseminated typically by June for the following calendar year. Out of cycle grants are accepted on a one-off basis and will require at least 45 days from submission to acceptance to give the Board ample time to review and make decisions.

Approved Grant Funding Process

If the grant is approved there are two options to fund grant purchases.

1. Submit invoices &/or detailed purchase instructions and the items will be purchased through NEF or the Norwell Public School Central Office.
2. Pay vendor directly and submit invoices to the NEF Treasurer for reimbursement.

If the items to be purchased differ significantly from items detailed on the approved grant application, then Board approval of new items is required before purchasing.

Detailed invoices and receipts must include vendor name, description of item purchased, item price and total paid. All items (furniture, rugs, etc) must meet national fire safety standards. Purchased items are the property of the Norwell Public School system.

Approved Grant Evaluation Process

All recipients of an NEF grant will be required to provide an evaluation of the project. The grant coordinator or other NEF board member will contact all recipients during the calendar school year following the implementation of the project with a standard evaluation form, but information can be submitted at any time to info@norwelledfound.org. We ask that each grant recipient provide NEF with feedback on what our funding has made possible. Feedback can take any form including photographs of students, videos, newspaper articles, letters, testimonials, etc. Your feedback is very much appreciated as it helps NEF continue to generate the contributions that allow us to fund future grant requests.

How to Apply

Download the grant application from our website, www.norwelledfound.org.

Complete the application in full, including approval from an administrator.

Return electronically to info@norwelledfound.org or share through Google Docs with NEF Grant Coordinator, Alicia Bertoni-Hickey, at aabertoni@gmail.com on or before the final deadline.