



2012 ANNUAL SMALL GRANTS APPLICATION GUIDELINES

The Freehold Borough Educational Foundation is pleased to announce the 2012 Small Grants Program to assist you and your students in creating new opportunities for teaching and learning not funded through the normal school budget process. The continuing goal of this program is to spark innovation in our schools and to give teachers an opportunity to put their creative ideas to work in the classroom.

Over the years, the Small Grants Program of the Foundation has been very successful thanks to the input and ingenuity of our teachers in the Freehold Borough school district.

The board has determined that a more effective method – and one that will make it easier for more teachers to apply to the program -- is to limit the call for proposals to one cycle per calendar year. **Therefore, grants awarded through this call for applications can be instituted anytime during the Spring 2012 semester or the Fall 2012 Semester.**

Two types of grants will be offered:

1. **Mini-Grants** of up to \$750; meant to serve one teacher, one classroom and one project idea; and,
2. **Collaborative Grants** of up to \$1,500 (meant to serve two or more teachers) may fund projects involving multiple classrooms, departments or whole schools.

Applications will be reviewed on a competitive basis and a limited number will be awarded in this round.

Deadline for submission:

Please deliver signed applications to the district Business Administrator.

Winners will be announced in December. A final report, detailing project outcomes and expenditures, will be required for submission to the Foundation upon completion of the project(s). A report form will be provided to grantees along with award letters.

Please take a moment to review the attached Small Grant Criteria and the Foundation's Mission Statement and Primary Funds.

The committee will consider the following with regard to the applications submitted:

1. Is the statement of the proposal project clear?
2. Are the objectives clearly stated? Are the methods, needed materials, resource personnel,

- tentative schedule, and completion date specified?
3. Is the budget request reasonable and sufficiently detailed?
 4. Is the project *innovative*? Is this a new project or similar to other projects in progress?
 5. Are the project's learning outcomes clearly defined and is there a workable method for their assessment?
 6. Does the application meet the stated Small Grant Criteria? Does the nature of the project fall within the Foundation's Mission and Primary Funds?

The selection committee will be composed of trustees, administrators and teachers who have won small grants in the past but are not applying in this round of applicants. Based on the committee's recommendations, the Foundation will take one of three actions: 1) approve the application for funding; 2) return the application with suggestions for resubmission, or 3) reject the application.

A recommended source for project ideas is the IES What Works Clearinghouse website. This clearinghouse is a collaborative effort of the Institute of Education Science and the US Department of Education. It is considered to be "central and trusted source of scientific evidence for what works in education." <http://ies.ed.gov/ncee/wwc/>

Good Luck! On behalf of our trustees we look forward to receiving your application.

FREEHOLD BOROUGH EDUCATIONAL FOUNDATION

SMALL GRANT CRITERIA

1. **Must be in congruence with the Foundation's mission** (see below).
2. **Must relate to the Foundation's stated goals or primary funds** (see below).
3. **May include fees to bring in outside experts or artists but not to pay salaries or stipends to school personnel.**
4. **Must be innovative and/or creative** (not used to conduct normal school curriculum).
5. **May include equipment or materials but only if they directly provide the means to achieve the educational outcomes stated in the application.**
6. **Must conform to the dollar-award guidelines** (see application).
7. **Must be completed within the current school year** (or near the beginning of the next school year).
8. **Funds must not be available from traditional sources** (school budget, PTO, etc.).

MISSION

It is the mission of the Freehold Borough Educational Foundation to enhance the quality of education and educational opportunities and to generate and distribute financial and other resources for the benefit of the students of the Freehold Borough School District for selected programs and projects. The Foundation will carry out its mission by focusing its support in the

following areas: **facilitating student development; encouraging excellence through creative learning and teaching; and promoting community/school partnerships.**

PRIMARY FUNDS

TECHNOLOGY AND LEARNING FUND

Projects and programs designed to promote and maintain use of the most recent technologies in teaching and learning and to provide experiences for students that will prepare them for the work place and learning place of the 21st century.

SCHOLASTIC ENHANCEMENT FUND

Fulfilling a variety of needs for students and teachers designed to provide learning opportunities beyond the core curriculum.

ARTS AND EDUCATION FUND

Experiences and programs in the fine arts and performing arts that will enhance opportunities for students in the arts as well as promote lifelong enrichment and enjoyment of the arts for students, faculty, and the community at large.

PROFESSIONAL DEVELOPMENT FUND

Providing funds for teachers and administrators to pursue innovative training experiences in support of foundation goals and that would not otherwise be available through traditional resources.

CULTURAL ENRICHMENT FUND

Programs aimed at exposing Freehold Borough School District students to a wide variety of cross-cultural experiences that will help in preparing them for our increasingly global economy.