Fall 2021 Grant Application – Submission Checklist

# Deadline for submission: **Monday, November 1, 2021 @ 5:00 pm**

# Copy of the Grant Application:

## A copy of the Grant Application is available at

<https://germantowneducationfoundation.org/grants/>

# Submission:

# Please prepare your Grant Application in a Word document, and submit it to [gef@gmsdk12.org](mailto:gef@gmsdk12.org) If you have supporting materials, you can attach them to your email. However, if you do attach supporting materials, please be mindful that attaching research or pictures is a great idea, but we are looking for quality not quantity!

# GEF Liaison:

Each teacher will be assigned a GEF Board member to work with pertaining to each grant that is submitted.

# Important Reminders:

Timelines should state date of implementation. (Anticipation dates are fine)

In Kind donations/company partnerships should be part of the grant.

Please include how it fits into your School Improvement Plan.

Any teacher or GMSD employee who is mentioned in the grant process must sign off on proposed grants.

# Questions:

## Feel Free to contact Robyn Rudisill, Executive Director of GEF, by email at [gef@gmsdk12.org](mailto:gef@gmsdk12.org)

1. **APPLICANT INFORMATION**

|  |  |
| --- | --- |
| **PROGRAM TITLE:** |  |
| **REQUESTED GRANT AMOUNT:** |  |
| **MATCHING FUNDS:** |  |
| **TOTAL PROGRAM COST:** |  |

|  |  |
| --- | --- |
| **APPLICANT NAME:** |  |
| **APPLICANT TITLE:** |  |
| **SCHOOL:** |  |

|  |  |
| --- | --- |
| **APPLICANT ADDRESS  (\*summer address) with CITY, STATE & ZIP** |  |
| **CELL PHONE:** |  |
| **SCHOOL EMAIL:** |  |
| **ALTERNATIVE EMAIL:** |  |

|  |  |
| --- | --- |
| **APPLICANT SIGNATURE:** |  |
| **PRINCIPAL SIGNATURE:** |  |
| **TECH/OPERATIONS SIGNATURE** |  |
| **FIN. SEC. SIGNATURE** |  |
| **Anyone else involved in grant proposal signature** |  |
| **DATE SUBMITTED:** |  |

1. **APPLICATION**

*The headings/structure below must be used for the grant application to be considered by GEF.*

1. **NARRATIVE** (Limit to four pages, not including cover page (“Applicant Information”).

# DESCRIPTION OF THE PROJECT/PROGRAM REQUEST

1. **Summary of the Project** (one paragraph or shorter).
2. **Educational/Academic Benefits**. Describe how this project benefits the educational/academic projects at the school; explain the targeted population that these funds would benefit (qualitative and quantitative). Use examples to demonstrate the need. Defend the need for and significance of the project. Support the demonstration of need through citation to relevant data and research (e.g., surveys, studies, examples of previous similar and successful programs/grant requests).
3. **Goals and Objectives**. Identify goals (e.g., planning, operation, budgeting, and evaluation) and objective(s), consistent with the intended educational/academic benefits and targeted population(s). Be sure to include how your grant ties into your School Improvement Plan (SIP) or with the GMSD five year plan.
4. **Activities and Timelines**. List intended activities with a timeline/deadline for each task. Specify how the activities will be used to meet goals and overall objectives of the program.
5. **Performance Evaluation Plan**. GEF finds this component to be a critical component of a successful project grant application. Projects must contain a comprehensive performance evaluation plan that incrementally tracks the effectiveness of the proposed objectives. Please identify specific measurement tools to evaluate the program, (1) highlight desired outcomes and results, (2) determine whether goals and objectives have been achieved, and (3) develop a plan to use the results in the future.
6. **Exemplification of Germantown Education Foundation’s Mission**. Discuss why the program and its proposed objectives will further GEF’s mission. **The mission of the Germantown Education Foundation is to mobilize community resources to support and benefit schools and educational programs in the city of Germantown.**
7. **Identification of Prior GEF Grant(s), if applicable**: If you have received a grant from GEF previously, please list the name of the project, the year(s) it was funded, who the key stakeholders were, and what outcomes were achieved.

# ADDITIONAL MATERIALS

* 1. List key individuals involved in the project. Provide **brief** summaries of their qualifications (one or two paragraphs; no resumes or CVs, please).
  2. Letters of agreement from third parties, if any (e.g., if this is a collaborative proposal)

**III. SAMPLE BUDGET**

**Houston High School Greenhouse Project**

|  |  |
| --- | --- |
| **Revenue** | **Budget Amount** |
| Leadership Germantown Support | In Kind Donations (paint supplies, shovels, 3 days of labor) Monetary commitment to up to $1,000 |
| Metrographics | In Kind Donation of plaque and sponsorship signs (est $375) |
| GMSD | Repair the irrigation system ($1,200) |
| Bonnie Plants & Arrowhead Nursery | In-Kind Donation of all Plants, Gravel, and Soil (estimated $750) |
| **Total** | $5,325 |

|  |  |
| --- | --- |
| **Expenses** | **Budget Amount** |
| Window Repair by Bros. | $5,459 |
| Paint | $150 |
| Light Fixtures | $97 |
| Sink Replacement | $1,294 |
| **Total** | **$7,000** |

Budget Notes: (If you need to further explain any line item)