

EAST SYRACUSE MINOA EDUCATION FOUNDATION

2011/2012 Grant Application Cover Sheet

Project Title _____

Project Leader (must be certified staff or administration) _____

Project Leader's Title _____

School/Department _____

Telephone: Daytime _____ Evening _____

Email _____

Total Cost of this Project: \$ _____

Total Dollar Amount Requested: \$ _____ (\$2000 maximum for the 2011/2012 school year)

Have you previously received funding from the ESM Education Foundation or other sources for this project?

YES

NO

If yes, how is the proposed project different from the previously funded project?

Has this project previously received support from the District or school operating budget?

YES

NO

Project Leader signature: _____

Head of Department signature: _____

Principal signature: _____

Kieran O'Connor: _____

Executive Director of Planning, Development and Technology
East Syracuse Minoa Central Schools

EAST SYRACUSE MINOA EDUCATION FOUNDATION
2011/2012 ANNUAL GRANTS PROGRAM POLICIES

The ESM Education Foundation (“Foundation”) invites proposals to fund projects to enhance the education experiences and opportunities within the East Syracuse Minoa Central School District (“ESMCSD”). Following are the eligibility requirements and criteria for Grant applications.

Eligibility Requirements

1. Only persons directly connected with ESMCSD may apply for grants from the Foundation. This includes: (a) any ESMCSD certified staff member or administrator, (b) any ESMCSD student or student group, with sponsorship of an ESMCSD certified staff member or administrator, and (c) eligible ESMCSD staff as lead applicant, in collaboration with an external partner (e.g. business, parent group, institution of higher learning, community-based organization, etc.). Other ESMCSD staff members are welcome to be part of your project team but may not be the team leader.
2. The Foundation offers three types of grants:
 - a. Staff Innovation Grants: For individual staff members
 - b. Student Action Grants: For projects developed by one or more students. All student grants must have an appropriate ESMCSD staff member serving as advisor
 - c. Collaborative Grants: For projects involving a group or staff at one school, a joint project of staff at two or more schools, or staff collaborating with an external partner.
3. Grant applications must be typed. Computer generated approximations of these forms may be used without deviation from the order, format and content of the original form. The proposal shall be a maximum of two pages. An addendum of up to three pages may be included for photos and/or detailed lists of items in the budget. **Late or incomplete applications will not be considered.**
4. All sections in the grant application must be complete.
5. The Foundation will not fund purchases made prior to the approval of the grant.
6. Funding requests for facility capital improvements or expenses are considered ESMCSD responsibility and will not be considered.
Grant applications must be approved and signed by the Head of the Department, Principal and the Executive Director of Planning, Development and Technology.
7. Grant applications will be reviewed by the foundation Grants Committee based upon the information provided in the application and the criteria developed by the East Syracuse Minoa Education Foundation. The decision to approve or reject a grant application will be the sole discretion of the foundation and all decisions in this regard are final.

8. Proposals will be accepted from all ESMCSD schools. No restrictions are imposed on the number of applications from an individual, group of individuals or a school site.
9. For consideration by the Grants Committee, completed applications must be received at the East Syracuse Minoa Education Foundation office at 407 Fremont Road, East Syracuse, NY 13057 by the following dates:

2011/2012 School Year

Deadline: October 17, 2011. Awards announced by November 15, 2011.

2011/2012 School Year

Deadline: April 9, 2012. Awards announced by May 8, 2012.

No faxes please.

E-mail copies are acceptable but must be signed, e-mail to koconnor@esmschools.org.

Send Inter-office mail to:

East Syracuse Minoa Education Foundation
c/o the ESM District office
Attn: Kieran O'Connor
407 Fremont Road, East Syracuse, NY 13057.

10. Grant proposals will not be considered unless all eligibility requirements are met.
11. A Final Grant Report/Evaluation Form must be completed and submitted after the project is completed.

Proposal Criteria

1. A concise statement of the purpose of the proposal.
2. A demonstration of the importance and intended benefit of the project, its direct or indirect effect on students' learning and its alignment to the East Syracuse Minoa School District's Strategic Plan (please provide specific "Strategic Intent" from the plan).
3. A statement regarding the number of students impacted: whether a large or small number of students.
4. A statement explaining the projects relationship to the Foundation's mission of enhancing and supporting education at ESM.
5. A detailed and itemized line-item budget must be submitted utilizing the attached sheet proposed budget form.
6. An evaluation plan with clearly defined and concise objectives.
7. A demonstration of enthusiasm by the applicant(s) for the project.
8. A demonstration of innovation or creativity.

EAST SYRACUSE MINOA EDUCATION FOUNDATION

Grant Application Guidelines
Evaluation Rubric

Guidelines

Point Value

1. Concise Statement of the Purpose of the Grant

Please include a project title and a 1-2 sentence summary of the project.

15

2. Project Needs Statement

Describe the problem or need addressed for this particular classroom, grade level, school, or district. Explain how students will benefit from this project and discuss any potential impact beyond student learning.

20

3. Plan of Operation

Explain who will do what, where, why and how, including the qualifications, specific interests or commitments of key personnel. Also list specific and measurable objectives and describe activities and materials needed to carry out the project. A timeline with initiation and completion dates for major activities can be helpful to describe your project

35

4. Budget/Cost Effectiveness

Include a project line-item budget for your project, detailing funds requested from ESMEF. Please also show any other funding sources being sought for the project.

20

5. Evaluation Plan

Please share how you will evaluate the success of this program.

10

EAST SYRACUSE MINOA EDUCATION FOUNDATION
Grant Final Report/Evaluation Form

Project Leader: _____
Project: _____ Amount of Grant: \$ _____
School: _____ Date of Grant: _____

*If more space is needed for your answers, please attach additional sheets.
We would appreciate any photos or anecdotes you wish to submit.
Please secure parent/guardian permission to use photos prior to submission.*

Brief Description of Project:

Evaluation

1. Did the project fulfill the intended objectives?

2. Did the project meet the identified needs?

3. Describe in detail the project results.

4. What did and did not work?

5. Would you change anything about the project?

6. Should this project or program be disseminated to other sites, administrators or teachers?

7. Are you going to repeat the project next year? If no, please explain.
Yes No

8. Please provide an itemized list of all expenses including vendor name if applicable.

Signature _____ Date: _____