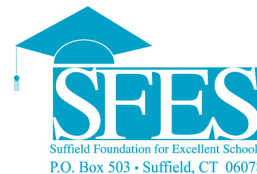




REQUEST FOR PROPOSAL

Suffield Foundation for Excellent Schools

2012 Mini Grants



INTRODUCTION

The Suffield Foundation for Excellent Schools (SFES) is an educational foundation that provides support, beyond the tax-supported School budget, for innovative and exceptional programs and opportunities that benefit Suffield students. Each year, the SFES Board reviews proposals for grants designed to achieve this mission. This Request for Proposal (RFP) outlines the **mini grants** process for 2012.

QUALIFIED APPLICANTS

Mini grant proposals are welcome from Suffield Public School personnel, including teachers, administrators, or other school staff members, as well as students, individual Suffield citizens, or other organizations. The SFES operates without discrimination as to age, race, religion, gender, or national origin in the selection of its Directors and in the consideration of grant requests. Mini grants are designed to support unique educational experiences that fall outside of the SFES traditional grant process or criteria. Mini grants offer an abbreviated application process, less restrictive criteria than our traditional grants and are available at more frequent cycles throughout the school year. Maximum amount of a mini grant is \$500.

CRITERIA

Grants should have clearly defined and realistic goals, as well as a specific and detailed method of implementation. When evaluating a grant proposal, the Foundation will consider whether a project meets the following criteria:

Is It Innovative? Does it enhance and enrich the current curriculum, offer students a unique learning opportunity, represent a creative and unconventional means of learning, and/or motivate students?

Is Its Value Significant? Does it ensure consistency with school and district educational objectives, and/or is it in line with district curriculum or approved materials?

Is Its Impact Broad? Does it benefit a substantial number of students, encourage significant student participation, have collaboration between schools or community groups, and/or can it be replicated or shared with other Suffield schools or classrooms?

ELIGIBLE FUNDING

Granted moneys will be used to fund innovative educational projects that fall outside of the normal school budget and are not presently funded by other sources. Funding may be used for: (1) supplies for a specific activity or special project (2) start up money for a student organization; (3) consultants, guest speakers, artists, or performers; (4) field trips or (5) educational technology, including equipment, materials, and supplies (all items purchased with SFES funds become the property of the Suffield Public Schools).

INELIGIBLE FUNDING

Grant funds are not intended to replace or relieve existing responsibility for public funding of school programs, nor are they intended to substitute for normal budget growth and maintenance. With rare exceptions, grants will not be awarded for salaried positions, substitute teacher stipends, recurring expenditures, regular school activities and programs, retroactive compensation, furniture and fixtures, replacement or upgrade of existing equipment. No grants that result in personal financial benefit will be awarded. A grant applicant cannot apply for an identical/similar grant within the same school year. A grant

recipient/club/group may only receive one grant per school year.

APPLICATION INSTRUCTIONS

All grant proposals must have the approval of the School's principal and therefore grant writers are urged to discuss ideas with the Principal prior to preparing a proposal. Grants with technology components must also be reviewed by Rebecca Osleger, Technology Director, prior to submission.

Step 1: Applicant completes the Mini grant application electronically (Only electronic applications will be accepted) The grant application may be found at: www.SFES.org.

Step 2: Applicant emails the completed application to the principal for approval

Step 3: School principal completes Principal section of application and forwards approved application to SFES at grants@sfes.org

DEADLINE

Applications are accepted monthly Dec 2011 – Apr 2012 and are **due the 15th of the month**, unless noted otherwise (Jan 16th, Apr 16th).

APPROVAL & NOTIFICATION

Applicants will be notified about the disposition of their applications via email the 1st Friday of the month unless otherwise noted.

Grants must be expended within the semester or school year designated, although a written extension may be requested.

RESPONSIBILITIES

Grantees will be expected to document the progress of their project (including photographs of the grant in action) and complete a post-grant evaluation form. Grantees are expected to make themselves available periodically to help promote awareness of the SFES and its activities.

CONTACT INFORMATION

Your comments about the SFES, its activities, and the grants program are welcomed (visit www.SFES.org for a comment link). Questions about the grants process should be e-mailed to the Grants Committee Chair at grants@sfes.org.