



REQUEST FOR PROPOSAL

Suffield Foundation for Excellent Schools Traditional 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 traditional grants process.

QUALIFIED APPLICANTS

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.

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?

Is It Sustainable? Does its potential impact extend well beyond the grant period?

ELIGIBLE FUNDING

Granted monies 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) professional development; (2) consultants, guest speakers, artists, or performers who assist with a project's implementation; or (3) **new** educational initiative, 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.

INITIATIVES

The Foundation continues to encourage proposals for innovative and sustainable projects that involve collaboration of faculty across grades, schools, and departments. While all grants are reviewed, grants supporting one of the categories may have priority.

- **Socially-responsible and environmental initiatives.**
- **Creation or enhancement of community connections.**
- **Cross-curricular projects: courses, disciplines or schools.**
- **Multi-cultural based experiences for students.**

APPLICATION INSTRUCTIONS

All grant proposals must have the approval of the School's Superintendent and Principal, 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.

The SFES appreciates carefully researched, complete, and precisely written proposals, including supporting documents. The grant application, and other resources to assist with innovative idea generation and grant preparation may be found at: www.SFES.org.

Completed applications should be approved by the superintendent, and principal either through a digital signature or email confirmation. Completed applications should be forwarded to sfesgrants@gmail.com

APPROVAL & NOTIFICATION

During the proposal evaluation process, the SFES pays close attention to each project's potential long-term benefit to the Suffield students. Unfortunately, some grants may not be approved in full or at all due to budgetary constraints.

Applicants will be notified about the disposition of their applications within 4 to 8 weeks of submission. 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

Amy Muska, Grants Chairman, sfesgrants@gmail.com.