



## Falmouth Education Foundation

### Allocations Policies and Guidelines

#### Grant Application Requirements

- Deadline for spring grants is Friday, October 22, 2010.
- Completed applications must have appropriate signatures. Each request will be represented at the Allocations Committee meeting by a committee member, who will contact you prior to the Allocations meeting.
- Completed applications must include the original application and TEN copies.
- Completed applications must be delivered to the Falmouth Superintendent's Office at 51 Woodville Road on or before the due date by 4:00 p.m.

#### Funding Priorities

#### **Applications must meet one or more of the following criteria to be considered:**

- Ideas that support the Falmouth Schools' educational philosophy and its goals.
- Innovative educational projects/programs/items that augment the curriculum in a meaningful way.
- Projects/programs/items that explore new and imaginative curricular ideas and teaching practices.
- Projects/programs/items that will directly impact a significant number of students and/or teachers over an extended period of time.
- Evidence of a well-conceived, clearly described project that demonstrates carefully researched budgeting of projects/programs/items. **INCLUDE ALL SHIPPING COSTS IN YOUR REQUEST.**

#### Restrictions

- No beneficiary may receive more than 10% of the FEF funds available in that year except by majority board approval.
- Funds from the FEF shall be available to programs affiliated with the Falmouth School System and the Falmouth community at large.
- FEF chooses to fund projects that are not organized around the areas of sexuality, politics, or religion. Any exception requires majority board approval.
- Grant funds may not be used to pursue degrees, pay indirect costs or administrative fees, pay for travel expenses, or pay for salaries or stipends.

#### Grant Notification

- All applicants will receive written notification of award or denial within four weeks of the deadline.

#### Grant Recipient Requirements

- The procedure for collecting granted funds will be attached to all award letters. If,

you have any questions about the procedure, please contact Lisa Carew (lisacarew@maine.rr.com; 878-9847) or Curran Burfeind (curran@maine.rr.com; 878-8700).

- All allocated funds are to be collected within 6 months of notification. If the funds are not able to be collected within that time frame, written notification of an extension request is required and should be sent to FEF Allocations Committee, P.O. Box 6043, Falmouth, Maine 04105 so that unused money will not be revoked. Any unused funds not requested or extended as noted above will be retained by FEF for future consideration.
- It is the recipient's responsibility to ensure that the project/program complies with all appropriate municipal, School Board, corporate, and /or other agency's rules and regulations prior to submission of the grant request.
- Recipients will be required to submit a program evaluation outlining the strengths and weaknesses of the funded project/program.
- Recipients will be required to apply FEF stickers wherever appropriate (these will be provided by the FEF).
- Recipients will work with FEF to publicize the project/program within the community. All materials purchased with FEF funds will remain the property of the Falmouth School System and/or community organization.

## Falmouth Education Foundation Grant Request

Please deliver your original request and 10 additional copies to the Falmouth Schools Superintendent's Office on or before Friday, October 22, 2010 by 4:00 p.m.

**Principal's Signature is required for all Falmouth Schools requests.**

**Additional signatures are required for Falmouth Schools from:**

**- Todd Livingston (Athletic Director) for all sports booster requests.**

**- Brian Favreau (FMS) for all technology requests.**

**Letters of Support may be attached.**

**Please use attached sheets as necessary.**

Required Signatures: \_\_\_\_\_(Principal)

\_\_\_\_\_ (Athletics)

\_\_\_\_\_ (Technology)

Name: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ E-mail \_\_\_\_\_

1. Grant Request Summary: (Be as specific as possible)
2. Amount of Request:
3. Total Project Costs:
4. Detailed description of request: (if appropriate, itemize costs for equipment, materials, presenters, etc.)
5. Who and how many will benefit from this grant?
6. When will funds be needed?
7. Will this be a recurring annual expense? \_\_\_\_ yes \_\_\_\_ no  
If yes, what is anticipated source of funding for future years?

If readily available, the Foundation is trying to get a better understanding for requestor's total budget picture. Some of the following questions may not be appropriate to your request, depending on the size and nature of the project or idea.

Please answer the following as appropriate to your group and/or request.

8. Total Income and Expense Summary for Project or Organization – please attach separate sheet.

9. What other means of funding have you pursued? If yes, how much did/will you receive?

<input type="checkbox"/> 2010-2011 budget	\$ <input type="text"/> received
<input type="checkbox"/> Will apply to 2011-2012 budget	\$ <input type="text"/> received
<input type="checkbox"/> Booster Groups	\$ <input type="text"/> received
<input type="checkbox"/> Private Foundations	\$ <input type="text"/> received
<input type="checkbox"/> Donations	\$ <input type="text"/> received
<input type="checkbox"/> Ticket Sales	\$ <input type="text"/> received
<input type="checkbox"/> Fees	\$ <input type="text"/> received
<input type="checkbox"/> Sponsorships	\$ <input type="text"/> received
<input type="checkbox"/> Sales Proceeds	\$ <input type="text"/> received
<input type="checkbox"/> Pay to Play	\$ <input type="text"/> received
<input type="checkbox"/> PTO	\$ <input type="text"/> received
<input type="checkbox"/> FEF	\$ <input type="text"/> received, <input type="text"/> Year(s)?
<input type="checkbox"/> Other	\$ <input type="text"/> received