



[www.RocklandEducationFoundation.org](http://www.RocklandEducationFoundation.org)

**2016-2017**

## **Grant Application Instructions**

Dear 2016 Grant Applicant(s):

Welcome to the 2016 grant process. We would like to provide several guidelines to assist you as you complete the application.

The Rockland Education Foundation is a non-profit organization whose purpose is to support educational programs that promote academic excellence for all students in the Rockland Public Schools. All proposals should be written in accordance with the guidelines and goals of the Rockland Public Schools and the learning standards outlined in the Common Core and the Massachusetts Curriculum Frameworks.

### **GUIDELINES FOR GRANTS:**

Grants will be awarded on a competitive basis. Priority will be given to unique and creative project-based proposals. The application must provide a clear description of the proposed project, the objectives to be accomplished, the benefits derived by the students, the level of funding required, and the manner in which the money will be spent. Each recipient of a grant will be required to provide a description of the project and an accounting of how the funds were spent by the end of the school year. A Grant Evaluation Form and a Grant Expense Ledger can be printed from the website and all receipts must be attached to these forms when they are submitted. Failure to submit these forms will disqualify the educator from future funding.

It is essential that all portions of the application be answered in detail. The questions put forth are important to the Grants Committee. We would like to see that time has been dedicated to answering them completely.

## **ELIGIBILITY:**

All educators and school staff of the Rockland Public Schools may apply for a grant to support the academic endeavors that directly benefit students. Grants will be awarded in all academic areas including science, social studies, mathematics, English, foreign languages, art, music, industrial arts, family consumer science, technology, and physical education.

## **ELIGIBLE COSTS:**

Grants will be awarded to cover costs for which funding is not available through the regular school budget or other sources. The application will be sufficient to affirm the educators' belief that funds are not otherwise available. While the Rockland Education Foundation recognizes the value and the need for each grant recipient to devote considerable time and effort to the success of a project, the funding available does not allow for compensation for an individual's time. The cost of food, books, commercially produced kits, and transportation will be considered if they are an integral part of the project.

## **REVIEW PROCESS FOR GRANT PROPOSALS:**

Each application will be reviewed by the Foundation's Grants Committee. The Committee may seek additional information from the applicant(s) through interviews and/or site visits. At its discretion, the Committee may approve a grant proposal for funding contingent upon specific modifications. In such cases, funding will be provided upon the applicant(s) acceptance of such modifications. The amount awarded for grants will depend on funds available and the number of qualified applications that are received.