



SCITUATE EDUCATION ALLIANCE FOUNDATION GRANT APPLICATION INSTRUCTIONS School Year 2008-2009

Introduction

The Scituate Education Alliance (SEA) foundation is a nonprofit corporation whose purpose is to support educational activities and programs that encourage academic excellence for all students in the Scituate Public Schools.

Guidelines for Grants

Funds are available in the form of grants to educators, community groups and interested citizens to support academic endeavors that benefit students in Scituate Public Schools.

The application must provide a clear, detailed description of the proposed project, the objectives to be accomplished, the benefits to be derived by Scituate students, the funding required, and the manner in which the money will be spent.

To avoid delays in the review of the proposal, the application must be completed fully and a detailed budget must be included. Any recipient of a SEA grant will be required to provide an appraisal of the project and an accounting of how the funds are spent within one month following completion of the funded project. The grant evaluation form and an expenditure report form will be sent to each grant recipient at the time of grant notification.

All outstanding paperwork from previous grants must be on file with us prior to the review of new applications. If you are unsure of whether or not you have any paperwork that needs to be completed, please contact us and we will be happy to let you know.

Eligibility

Grants will be awarded on a competitive basis. Proposals in all academic areas - science, social studies, mathematics, English, foreign languages, art, music, drama, and others - are eligible for funding. Proposals which encompass interdisciplinary themes are also encouraged. Physical education proposals which are a part of the regular curriculum are also eligible for funding; however, proposals to support athletic programs and team sports are not.

Eligible Costs

Grants will be awarded to cover costs which are not otherwise available through the regular school budget or from other sources. The application will be

sufficient to affirm the applicant's belief that funds are not otherwise available. Proposals may contain requests to fund outside personnel and costs (i.e. consultants, workshops, conferences, seminars, etc.), direct services from outside agencies, and the purchase of specialized equipment or materials which are essential to meet the objectives of the proposal. Priority will be given to funding proposals which directly benefit students.

While SEA recognizes the value and the need for each grant recipient to devote considerable time and effort to make a project succeed, the funding available does not allow for compensation for the individual's time. Out-of-pocket expenses such as tuition, fees, mileage, etc., do qualify as eligible costs.

Proposal Review Process

The Foundation's board of directors will review each application. The review panel may seek additional information from the applicant through interviews, telephone calls and/or site visits. Proposals which have merit and meet the guidelines will be funded if sufficient funds are available and if approved by a majority vote of the Board. The teacher and the Principal of the school will be informed of the decision of the board. At its discretion, the Board may approve a proposal for funding which may specify limitations. In such cases, the Board will approve funding contingent upon the applicant's acceptance of such limitations.

Additional Information and Questions

Grant applications for the school year beginning in September, 2008 can be downloaded from our website, www.scituate-sea.org. Please complete the application form and return it electronically no later than October 27, 2008. Applications will be reviewed and successful applications will be announced by December 15, 2008

All SY 08-09 grant recipients are reminded that the evaluation and expense ledger forms must be filed upon completion of the project in order to receive funds for grants approved during the SY 09-10 cycle.

If you have any questions concerning the application process or about the Scituate Education Alliance Foundation, please feel free to call any of the Board members.

Note: Do not submit this cover page with your grant request.

If you are not able to submit your application electronically, you may mail the original and five copies to us at SEA, PO Box 836, Scituate, MA 02066.