



SOMERSET BERKLEY EDUCATION FOUNDATION GRANT APPLICATION GUIDELINES

Thank you for your interest in applying for a grant with us!

***DUE DATE FOR APPLICATIONS IS NOVEMBER 1, 2019**

The Somerset Berkley Education Foundation encourages the submissions of proposals that advance innovation, creativity and excellence in Somerset and Berkley Schools that fall outside school budgets. The Foundation aims to fund projects and initiatives that supplement educators' work, bring curriculum alive and that inspire students to inquire, adapt, persevere and innovate.

Who can submit a grant application?

Any combination of faculty, staff, and administration may collaborate on a proposal.

Where do I send the grant application?

Email to: sbedufoundation1@gmail.com (w/Subject Line: "GRANT APPLICATION")

Or mail to: Somerset Berkley Education Foundation
580 Whetstone Hill Road, Somerset, MA 02726

Will I receive confirmation of my submitted application?

You will receive a confirmation email that your application has been received.

Who can I go to with questions?

Contact any Somerset Berkley Education Foundation Board members:

Jeffrey Schoonover, ex-officio

Thomas Lynch, ex-officio

Jamison Souza, President

Sharon Sullivan-Puccini, Co-Vice President

Kathleen Holmes, Co-Vice President

Ann Ramos Desrosiers, Treasurer

Aimee Ollman, Secretary

Heather Lubold

Patricia Shaker

How will my application be evaluated?

The Somerset Berkley Education Foundation Board members will evaluate the application using the grant application rubric.

For more information email: sbedufoundation1@gmail.com

SOMERSET BERKLEY EDUCATION FOUNDATION

	Expectation Level	4 WOW!!	3 Worthy of Funding	2 Within Reach	1 Weak	Score
1	Overall Application	A well-written, complete and compelling proposal	A well-written, complete proposal.	A complete proposal. May be vague or confusing.	An incomplete proposal, with areas left blank or insufficiently addressed.	
2	Goals and Objectives	Goals and objectives are clearly defined. The alignment to district (see Strategic Plan), and school curricular goals is clearly stated.	Goals and objectives are stated and correspond to district, school, and/or curricular goals.	Goals and objectives are stated but do not appear to correspond to district, school, and/or curricular goals.	Goals and objectives are not clearly stated or omitted entirely. Connection to district, school, or curricular goals is lacking.	
3	RATIONALE AND COLLABORATION	Need for program is clearly stated and compelling. Research is provided if relevant. Program infused with creative and collaborative approaches of instruction (i.e. other teachers, professionals, schools, or community resources) are detailed.	Need for program is stated. Research/data is provided if relevant. Program incorporates some creative ideas or collaborative partnerships.	Need for program is stated. Program fails to cite research or proven practice methods, if relevant. Incorporation of creative ideas or collaborative partnerships is weak.	Need for program is not clearly stated or absent. Program fails to incorporate any creative ideas or collaborative partnerships.	
4	IMPLEMENTATION PLAN	Complete and detailed explanation of how the project will be implemented is provided. Plan includes activities, results and method of assessment/evaluation. Timeline is realistic.	Explanation of how the project will be implemented is provided. Timeline is provided and is attainable.	Explanation of how the project will be implemented is provided, but may be missing information and/or the timeline is unrealistic and/or absent.	A weak explanation of the project implementation is provided but with many missing pieces or lack of information so that it is not clear how or when the project will be implemented.	

SOMERSET BERKLEY EDUCATION FOUNDATION

5	PROGRAM EVALUATION	A clear, detailed explanation of the method(s) of evaluating whether project goals were met is included. Method of target audience/student reflection/feedback is included.	An explanation of the method(s) of evaluating whether project goals were met is included. Student/target audience feedback evaluations are included in plan.	An evaluation plan is provided for the overall project, but lacks student/target audience feedback.	No evaluation plan is provided for the overall project.	
6	IMPACT	Grant will impact large target population in both initial and subsequent years.	Grant will impact a large target population in the initial year or a smaller population over multiple years.	Grant will impact a smaller target population in the initial and/or subsequent years. Efforts could be made to expand target population.	Target population is not clearly defined.	
7	BUDGET	Detailed budget is provided for all areas of the project and costs seem reasonable.	Budget is provided for all areas of the project and costs seem reasonable.	Budget is provided but is missing some detail and/or there are questions about reasonableness of costs.	Budget has insufficient detail and/or information.	
	Application Guidelines	Automatic deduction of 10 points for applications that do not meet Grant Guidelines.				
					Total Score:	

SOMERSET BERKLEY EDUCATION FOUNDATION

GRANT APPLICATION 2019-2020

DUE DATE: NOVEMBER 1, 2019

Applicant(s) Name(s):

School/Employer:

Position (Grade & Subject, if applicable):

Mailing Address:

Telephone Number: _____

Email Address: _____

Project/Conference Title:

Curriculum Area(s):

Is this a Pilot Project? YES NO

Does your proposal involve technology? YES NO

**** If Yes, you must obtain approval from the Technology Director (Somerset schools and SB Regional High School) or Superintendent (Berkley schools)**

Total Funds Requested: \$ _____

Date funds will be needed: _____

Has your Principal (for elementary schools) or Content Coordinator (for middle schools and high school) approved this grant application? _____ YES _____ NO

PROJECT DESCRIPTION

- 1. Please provide a concise description of your project outlining the needs and goal(s) it will fulfill. You may include supplemental documentation if desired.**
- 2. Please explain how your project goal is consistent with your district's strategic plan and relevant curriculum and standards.**
- 3. How will your project advance innovation and excellence in your school?**
- 4. Approximately how many students will benefit from this project, if funded?**
- 5. Please provide a timeline for implementation and projected submission date for your project evaluation.**
- 6. How do you plan to evaluate the project?**
- 7. How will you share the results of this grant with colleagues in the hopes of increasing the impact on the school districts? (e.g., present at a faculty meeting, lead a session at a PD day, create a video of class demonstrating the strategies, open classrooms for teacher walkthroughs, etc.).**
- 8. If the proposal involves professional development, describe the program and include details of how you intend to apply/disseminate newly acquired knowledge in the classroom/school(s).**

BUDGET

1. Provide a detailed, itemized budget identifying anticipated costs with planning, implementation and ongoing execution of the project. The budget should be reasonable for the proposed project and should be based on estimates of anticipated costs. Reimbursement will not exceed the total amount of grant awarded.

**** If you are purchasing new technology or software, you must obtain approval from the Director of Technology (for Somerset schools and Somerset Berkley Regional High School) or from the Superintendent (for Berkley schools) to verify compatibility requirements.**

- 2. If only partial funding were available for this grant, please identify your highest priorities and the associated budget.**
- 3. Will there be additional funding from other sources. Please describe.**

APPLICATION TERMS AND CONDITIONS

In submitting this grant application to the Somerset Berkley Education Foundation, I agree to the following Terms and Conditions:

- All materials/technology/etc. are to remain the property of either the Somerset schools, Berkley Schools, or the Somerset Berkley Regional High School (the school department named in your application)
- Notify the Somerset Berkley Education Foundation if I plan to leave my school district or transfer to a different school within the district before the project is completed
- An evaluation of this project as funded must be completed. (Complete and return Project Evaluation form by the end of the school year for which the grant was approved)
- Promotional assistance to showcase the project will be provided to the Somerset Berkley Education Foundation as requested in the form of photos (with required student release forms), testimonials, interviews and materials
- Results of funded project will be shared with Somerset Berkley Education Foundation and the Somerset public schools, Berkley public schools, and the Somerset Berkley Regional High School
- Approval must be sought for any changes in the focus or implementation of the project

I agree to the stated Terms and Conditions:

Applicant(s) signature(s)

SIGNATURE SECTION: My signature below represents my acknowledgment that I have read this Grant Application and approve it for submission to the Somerset Berkley Education Foundation.

PROJECT TITLE: _____

APPLICANT(S): _____ Date: _____

PRINCIPAL: _____ Date: _____

CONTENT COORDINATOR: _____ Date: _____

TECHNOLOGY DIRECTOR: _____ Date: _____

SUPERINTENDENT: _____ Date: _____

SOMERSET BERKLEY EDUCATION FOUNDATION

Project Evaluation Form

Submit via email to: sbedufoundation1@gmail.com

Project Name: _____

Grantee Name: _____

School: _____

1. What was the goal of the project?
2. Is the project complete? If no, why not and when will it be completed?
3. Have you been fully reimbursed for any out-of-pocket grant expenses you paid?
4. As per your original application, how did you evaluate if the project goal had been met? Who was involved in the process and what were the major findings?
5. As per your original application, how did you evaluate if the project met its objectives? Who was involved in the process and what were the major findings?
6. How will the feedback from your evaluations be used and/or shared to help improve the project or improve future projects?
7. In your opinion how successful was your project? Please give either statistical data and/or an anecdotal illustration to support your view.
8. If you were to do it again, what might you change?

9. In what ways have you been able to make others aware of the Somerset Berkley Education Foundation support for this project?
10. What suggestions would you make to Somerset Berkley Education Foundation in order that we might improve the administration of this grant or the grant process?
11. Please include photos (with required student release forms), testimonials, or other evidence of the project and its impact with this evaluation form. Any materials submitted to the Somerset Berkley Education Foundation will remain the property of the foundation.