



Norwich Public Schools Education Foundation

Norwich Public Schools Education Foundation Grant Application and Guidelines

Foundation Mission

The mission of the Norwich Public Schools Education Foundation is to support the Norwich Public Schools in providing a challenging and enriching educational experience that maximizes the learning potential of all students and prepares each student to succeed in the 21st century.

About the Foundation

The Norwich Public Schools Education Foundation (NPSEF) is a 501(c)(3) nonprofit organization managed by a Board of Directors representing NPS parents, educators and community leaders. NPSEF develops and supports projects that bring educators, parents, businesses, civic, and university leaders together to enhance educational opportunities for our students and improve the quality of public education in our community.

The NPS Education Foundation seeks to support NPS student achievement by: supporting district-wide learning initiatives; encouraging teacher innovation and excellence; responding to emerging educational needs; and fostering collaboration with community partners.

Learn More: www.npseeducationfoundation.org

 [www.Facebook.com/NPSEducationFoundation](https://www.facebook.com/NPSEducationFoundation)



NPS Education Foundation - Fall 2023 Grant Cycle

*Submission Deadline: **February 2, 2024***

- **Up to six (6) \$250 MINI-GRANTS**
- Up to six (6) Mini-Grants of up to \$250 each. Mini-Grants will be awarded to NPS Staff for projects supporting **student achievement**. All NPS Staff are eligible to apply. Mini-Grant applications may be for less than \$250. Two (2) NPS Staff may join together on one (1) application and request up to \$500. Please note: Prior NPS Education Foundation grant recipients who have not submitted final, end of year grant reports are not eligible for this grant.

- **All Norwich Public Schools Staff are eligible to apply for Foundation grants.**
- **Applicants shall include an itemized estimate of each of the costs associated with the proposed grant.**
- **Any funds not expended in the performance of the grant shall be returned to the Foundation by the end of the school year.**
- **Receipts reflecting the actual expenses of the grant shall be submitted to the Foundation in the grant recipient's end of year report to the Foundation.**
- **Grant recipients are required to complete and submit to the NPSEF Board a brief FINAL GRANT REPORT before the end of the school year.**
- **Send completed applications to Central Office 'Attention: NPS Education Foundation' via Interoffice Mail or, email to: NPSEFGrants@gmail.com .**



NPS Education Foundation Grant Application

PART 1: GENERAL INFORMATION

Grant Applicant(s): _____

NPS Staff Position: _____

School: _____

Telephone: Day _____

E-mail: _____

Project Title: _____

Brief Project Description (including # of students impacted):

Planned Start Date: _____ **Planned Completion Date:** _____

Total Project Cost: _____ **Grant Amount Requested from NPSEF:** _____

Have you been awarded an NPSEF grant in the past? _____ **If so, when** _____

Grant Applicant's Signature _____ **Date** _____

Site Administrator's Signature _____ **Date** _____

Print Name of Administrator _____



NPS Education Foundation Grant Programs

PART II: PROJECT INFORMATION

Responses may be provided in the spaces below or on a separate page.

1. Describe the proposal.

Provide a narrative summary of the proposal and explain how the grant will be administered.

2. State the goals of the project and need that it addresses.

Describe the importance of your proposal and explain how it aligns with the mission of NPSEF and the *criteria* of each grant listed herein. Please provide applicable research data.

3. How will success of this proposal be measured and demonstrated?

Provide a plan for evaluating the impact and effectiveness of the proposal either by a formative or summative assessment.

4. Describe how funds will be used.

Identify how funds will be spent and over what period of time. If additional funding from other sources may be required, please explain and identify the source and level of financial commitment.

Awardees:

Applicants shall include an itemized estimate of each of the costs associated with the proposed grant. Any funds not expended in the performance of the grant shall be returned to the Foundation by the end of the school year. Receipts reflecting the actual expenses of the grant shall be submitted to the Foundation in the grant recipient's end of year report to the Foundation. Grant recipients are required to complete and submit to the NPSEF Board a brief FINAL GRANT REPORT before the end of the school year. Final reports must contain the following:

- Grant Recipient(s); Grant Proposal Title; Grant Amount
- Proposal Summary: Briefly describe project implementation. Note any necessary changes to the initial proposal. What lessons were learned in the process?
- Specific Outcomes: Did the project meet its goals? How and why or why not?
- Financial Accounting: Provide detailed accounting of actual revenue and expenditures.
- Comments and Feedback: Additional information, photos, video, and samples of work to share? How will information about this project be shared with others in the community?