Community 2000 Educational Projects Fund
Grant Application Packet

Grant Application Instructions

For your grant application to be considered, your proposal must include the following three components:

1. The completed **Project Summary** form (see page 2).

2. A brief **Project Description** as specified on page 3 of this application. Your Project Description should be limited to one page.

3. An itemized **Project Budget** also described on page 3. The budget should be on a separate page.

Please note: Grants cannot be used to fund salaries, stipends, political activities, or capital equipment such as furniture and fixtures. When funds are used to purchase devices such as digital cameras, laptops, pedometers, etc. these devices should be placed in the school's media center at the conclusion of the project. The devices will then be available for other projects in future years.

One copy of the completed application must be emailed to David Capaldi, Chair - Grants Review Committee at dacapaldi@aol.com and a second copy, signed by the principal, mailed to:

Grant Review Committee
C/o Community 2000 Education Foundation
P.O. Box 1161
Charlestown, RI 02813

Only applications received by the deadlines at the above addresses will be considered.

Proposals for the spring round of grants must be emailed to dacapaldi@aol.com on or before May 1.

Proposals for the fall round of grants must be emailed to dacapaldi@aol.com on or before November 1.

If your project is selected for a grant, we will notify you before the end of this school term (June for spring grants and January for fall grants). Funds will be available before the beginning of the following term.

Within the month after conclusion of your project, you must submit a brief report that indicates your success at meeting your projects objectives.

For answers to any questions regarding the grant program in general or the application procedures in particular, contact David Capaldi, Chair - Grants Review Committee at dacapaldi@aol.com.

Community 2000 Educational Projects
Grant Application
Project Summary

Date:

1. Name and Address of the individual, class or organization requesting funds:

   Name:

   Address

2. School address (if different from above):

3. Contact person & title (student, teacher, parent, etc.):

4. Phone: Email:

5. Amount requested: $

6. Type of project proposed (individual, class, club, etc):

7. Grade level:

8. Duration of proposed project:

9. Primary purpose of the proposed project: (Attach a separate sheet if necessary)

10. Beneficiary(s) the proposed project:

11. Total number of students involved in the proposed project:

12. Total number of staff involved:

13. Total number of parents involved:

14. Name of partnering organization(s), if any:

15. Total cost of the proposed project: $

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Project Description

On a single page, please supply the following information about your proposed project.

- State the purposes, goals and primary activities of your project and indicate any special materials or services that are needed to complete it.
- Show a timetable for implementing the activities and completing your project.
- Indicate the class, school and/or community needs or challenges that this an effort will address.
- Identify any organizations that are collaborating in the project and why they are beneficial partners.
- Define your criteria for measuring the success of the project.
- If applicable, describe any long-term benefits gained from your project.
- List other companies or foundations, if any, that you are approaching for funding and the amount requested.

If you are a non-profit organization requesting our support and are not directly connected with the Chariho Regional School District, please provide us with a brief description of your overall activities and programs and your reasons for sponsoring the proposed project. This can be a separate document if you have a brochure that describes your organization.

Project Budget

Provide a line-by-line statement of the proposed budget for your project, on a separate page. The budget should indicate the dollar expenses and incomes shown below, but is not limited to these items.

Expenses

- Equipment
- Supplies
- Printing and copying
- Telephone and fax
- Postage and delivery
- Travel and transportation (at 30 cents per mile)

Income expected from other sources (if any)

- Individuals
- Partners
- Fund raising events

(The difference between Total Expenses *and* Total Income *should equal the amount of your grant request.)*

In-kind Support

- Compute the $ value of in-kind services by multiplying total volunteer hours by $10/hour.
- Indicate the $ value of any equipment or services donated to the project by individuals or organizations.