



The Community Foundation of the Eastern Shore, Inc.
2008 Excellence in Education Grant Program
Guidelines

- 1. Eligibility.** All public and private schools: pre kindergarten to 12th grades in Somerset, Wicomico and Worcester Counties, Maryland, are eligible to apply.
- 2. Essential Qualities.** Successful applications will demonstrate:
 - *a focus on student-oriented, teacher-based program development designed to facilitate student learning and/or development;*
 - *a direct and measurable impact on students and a plan for evaluation;*
 - *creative ways to involve youth in at least one of the following areas – arts/culture, reading, math, science, history, character development, and community service;*
 - *high potential for replication in other schools; and*
 - *high potential for ongoing funding in the school budget or other sources. Priority may be given to projects which leverage funding from multiple sources.*
- 3. Application Procedures. Please use the enclosed grant application form.**
 - A school administrator must approve the grant request prior to submission.
 - **Please do not submit additional pages or documents other than those requested.**
 - Applications must be typewritten. Do not fax or email your proposal. **NO STAPLES.**
 - No limitation is imposed on the number of applications from a single school.
 - A written acknowledgement will be mailed to the applicant by the Foundation upon receipt of a qualifying application.
 - Qualified applicants will be contacted to schedule a site visit.
 - Notification will be made to all applicants following award decisions.
 - Grant recipients must attend the Awards Reception on November 13, 2008.
 - At the end of six months or the conclusion of the funded project, each grantee will be expected to submit a follow-up report.

- 4. Program Exclusions.** This program **does not** provide grants to support:
- | | |
|--------------------------------|--|
| Endowment Funds | Field Trips/Assemblies** |
| Capital Expenditures* | Lobbying Efforts |
| Fundraising Campaigns | Office Equipment/Staff Training/Salary |
| Playground Equipment | Previously Funded Programs |
| Building/Construction Projects | |

*Equipment purchases (such as computers) will only be considered if they are essential to the program and can not be otherwise obtained (i.e. normally included in school budget).

**Field trips and/or assemblies must be part of a larger project with a direct and measurable impact on student learning.

2006 REVIEW SCHEDULE:

- Deadline for Receipt of Applications: **Friday, September 5, 2008 at 4:00 pm.***
- Grants Awarded: **Thursday, November 13, 2008.** Grant recipients or a representative of the school will be expected to attend the awards reception.

***This is the date by which application must be received by the Community Foundation. Applications received after this date will not be considered, regardless of postmark date.**

COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.

2008 Excellence in Education Grant Program
Application Form

FORM INSTRUCTIONS: Please type your answers. This form can be photocopied or reproduced on a computer provided that your responses are limited to the space allotted on this form. Please contact the Foundation's Program Officer for an electronic version. This application will be photocopied for the members of the Excellence in Education Grants Committee, so it is very important that you limit your responses to the space allotted (except as noted below).

Date _____

School Name

School Address

City and County _____ Zip _____ Phone _____

Geographic Area Served: _____

Project Title: _____

Program Coordinator _____

Phone Number _____

Amount Requested : \$ _____ (Maximum Award is \$5,000)

Start date of project: _____ Completion date of project: _____

1. Describe the students who will be served by this grant.
 - a) Number of children to be served by this grant _____.
 - b) Age range or grade level _____ years old; **or** grade(s) _____.
2. Define the need(s) and program's purpose, plan and expected outcome(s). **(Another sheet of paper may be attached to answer this question.)**

3. How will this project facilitate or enhance student learning and/or development?

4. How will you assess the impact on your students? Please describe at least 3 anticipated outcomes and measures for evaluating the program.

5. What is the probability that this project will be replicated in other classes/schools? Why?

6. Does this project include plans for partnership with other educational, business or community groups? Please describe.

7. How will this program be funded in the future or if CFES is unable to provide support?

8. Please provide a **brief** description (**100 words or less**) of your program that is suitable for use by the Community Foundation of the Eastern Shore in publicizing the Excellence in Education Grants Program. Please include a description of the program, the need it addresses, the approximate number and grade of the children that will benefit and a summary of the primary expenses. (The Community Foundation reserves the right to make editorial changes to meet space or content requirements).

BUDGET INFORMATION

(Prior purchases are not eligible for funding.)

Total project budget \$_____.

Amount requested from the Community Foundation \$_____, which is _____% of the project budget.

Please provide below a full project budget, indicating expenses and revenue (sources and amounts). Please itemize expenditures to clarify how the Community Foundation's grant funds will be used. Budgets may be submitted in an alternate spreadsheet format but all requested information must be included. **CHECK ALL TOTALS FOR ACCURACY.**

Itemized Project Expenses		Project Revenue/Funders	
Item Description	Cost	Funding Source	Amount
<i>Ex. Copy Paper (5 reams assorted colors)</i>	\$53.70 (\$8.95/ream)	<i>CFES</i>	
Total Expenses*		Total Revenue*	

**Total Revenue should equal Total Expenses*

REQUIRED ATTACHMENTS

Please submit the following documents with your application. Incomplete applications will not be reviewed.

- List of key school personnel or others involved with project.
- Supporting price quotes for budget.

REQUIRED SIGNATURES

Name, Signature and Title of Person Responsible for Project:

Telephone: _____

Name, Signature and Title of School Administrator or Principal:

Applications should be sent to: The Community Foundation of the Eastern Shore
1324 Belmont Avenue, Suite 401
Salisbury, Maryland 21804