

FEF CLASSROOM PROGRAMMING PROPOSAL INFORMATION

MANDATORY PROPOSAL COMPONENTS

The Falmouth Education Foundation **requires** that proposals include:

In Section I (Cover Page):

- a completed cover page, with all signatures

In Section II (Narrative Section):

- classroom activities demonstrating innovation in curriculum, instruction, and/or assessment that increase student engagement and achievement
- specific goal(s) of the Falmouth Public Schools
- expected outcomes and how evidence of success will be gathered

In Section III (Timeline Section):

- a timeline for project activities

In Section IV (Budget Section):

- a complete budget

ADDITIONAL PROPOSAL COMPONENTS

The Falmouth Education Foundation **prefers** proposals that include:

- partnerships with community resources or agencies **with documentation from partners**
- collaboration among teachers schools, classrooms, grades, teams, or curriculum areas **with documentation from partners**
- a plan for sustaining the program or project after the grant ends

GUIDELINES

- Requests for stand-alone equipment will not be considered; equipment must be integrated into an innovative project.
- Conferences will be considered for tuition only.
- Second-year proposals must show expansion or development from the first year.
- Past grants have ranged from \$200 to \$20,000. They are listed on the FEF website.
- Proposals should not request funding for activities that are normally or historically part of the district budget.
- Stipends are not typically funded.

GRANTEE RESPONSIBILITIES

- Attend a mandatory grantee meeting which will be scheduled before the end of the school year.
- Meet with a Foundation board member when the project is underway.
- Complete a project evaluation by May 31, 2013. You may also be asked to present the project at a Foundation board meeting.
- Expend all funds for equipment and supplies by August 1, 2012. After that, funds will not be available.
- **Note: Funded projects must be implemented as described in the proposal. Contact an FEF Program Committee member with any questions.**