

## FEF STAFF DEVELOPMENT 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):

- staff development activities that promote innovation in curriculum, instruction, and/or assessment in order to increase student engagement and achievement
- specific goals of the Falmouth Public Schools
- collegial interaction
- ongoing opportunities for participant learning/strategies for sustaining the project
- expected outcomes and how evidence of success will be gathered

In Section III (Timeline Section):

- a timeline for participant 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**

### GUIDELINES

- Requests for stand-alone equipment will not be considered; equipment must be integrated into an innovative project or program.
- Conferences will be considered for tuition only.
- Terms of any site licenses must be included.
- Continuation 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.**