THE FALMOUTH EDUCATION FOUNDATION PROJECT GRANT WRITING WORKSHOP
THURSDAY, JANUARY 25, 2024

4:00 to 5:00 P.M. on Zoom

Project Grant Awardees 2023-24

FEF Program Committee: Phil Alatalo, Ellen Barol, Gloria Borgese, Beth Dussán, Sally Hauck, Meg Holcomb, Denise MacKerron, Lynette Robinson

- Welcome, Introductions, and Overview
- What we look for in an application
- The core of the application and budget
- Hints for working on the application
- What happens after you submit your application?
- Questions

WHAT WE LOOK FOR IN PROJECT GRANT APPLICATIONS

- We look for projects and activities developed with specific aims in mind.

- We look for a question or need or adventure and how your project will address that.

- We want you to try something you believe will support growth.

- We know trying new approaches can surprise you; that's ok.

- We look for clarity, not length, in application responses.

- We look for a connection among goals, activities, and assessment

THE FEF WEBSITE

http://www.falmoutheducationfnd.org

There are two types of project grants. The FEF website provides guidelines and links to the applications for each type. There you will also find links to past funded projects.

1. **New Projects**: This application is for new projects from both new and past grantees in any discipline. If you have received a mini grant and want to expand it into a project grant, you will need to complete a New Project Grant application.

2. **Continuing Projects**: This application is designed specifically for those whose projects were funded in the past and who seek to continue or expand those projects for another year. If you have received three consecutive Continuing Project grants, however, you will need to submit a New Project Grant application. For 2024-25, continuing grants will only be considered if the materials/experiences are expended in the granting year.

The Application - Let's go through a New Project Grant application together.

[New Project Grant Application](#)

Budget Form and Process

You can download a budget form from the [FEF Website](#).

Please read through the following policy and instructions. The budget form is on the following page.

FEF Funding Policy

FEF <u>does not</u> pay for the following:

1. Stand-alone equipment that is not integral to an educational activity or project
2. Food that is not integral to an educational activity or project
3. Stipends for faculty and staff employed by the Falmouth School District
4. Funding for activities that are historically part of the district budget.

Budget Instructions

1. Save the budget form to your computer <u>with the name of your grant</u>, e.g., *Name of grant*.docx.
2. Complete Part I of the form. To add lines, highlight a blank row, go to the left-hand corner and a '+' will appear. Click on '+' sign and a new row will appear each time.
3. When possible, we encourage you to use local businesses.
4. When ordering supplies, please be as specific as possible, e.g., specify product information, including product name, brand, etc.
5. If ordering through Amazon, please create a "list" of the items you seek, and then "share" it with mbuckley.fef@gmail.com. Lists are created through the 'accounts & lists' page. Click on the "lists" button.
6. All vendors must be based in the United States.
7. After you have completed the form, insert it into the electronic application on page four.

Budget Form - Part I

Name of Primary Applicant							
Title and Type of Project (New or Continuing)							
School							
Delivery Address for Supplies							
A. Item	**B. Item #**	**C. Vendor**	**D. Quantity**	**E. Unit Price**	**F. Total D x E**	**G. Shipping Charges**	**H. Sum of Total x Shipping F + G**
Supplies-Equipment (Non-Electronic)							
Supplies-Equipment (Electronic)							
Stipends/Honoraria (non-Falmouth District Employees)							
Other (Transportation, Conference Fees, Rentals, etc.)							
Totals	**0**	**0**	**0**	**0**			

Vendor Information

Please provide the following information for each vendor you are using.
If going through Amazon for your purchases, please create a list within Amazon for your project, and 'share' your list with mbuckley.fef@gmail.com.
Lists are created through the 'accounts & lists' page.

Vendor Company Name	Vendor Website	Sales Contact, if applicable	Email of sales contact, if applicable	Company Address	City, State, Zip

Hints for working on the Application:

- There are two items you need to complete when you begin working on your application: your name and your email.
- If you want to begin working on the application and return to it later, click on the "save" button on the bottom of the page you are on. You will then be asked by jotform to set up an account with your email. This is new this year.
- You will then get an email from Jot Form giving you the link to return to the form and edit.

Once you press save

JotForm

You've saved a draft submission for this form. Please click on the button below to complete your submission.

Complete Submission

Or copy and paste this link into your browser:

https://jotform.com/draft/018d190be3d0733386269ae30941a575bdfd

When you are ready to submit your application:

- Once you are satisfied with the application and how you have completed it, click on the Submit button. This is your final submission.
- Once you press 'submit." you will see a screen confirming that we have received your form. On that screen there will be a link to get a *PDF* of your form.
- You will want to download the PDF from the response screen and rename it so you can forward it to those whose support you need or others you want to see your completed application.
- You can print your application by clicking on the print form button on the last page of the application at any time in the process.

What Happens After You Press Submit?

1. What is the project *(endeavor with a defined purpose; enterprise planned to achieve a particular aim)* at the heart of the proposal?

2. Is the request reasonable (number of participants, amount of equipment being requested, feasibility of the activities)?

3. Is there a reason to suggest partial funding?

4. Are the purposes/aims of the project clear to the reader?

5. Do the assessment methods match the aims (i.e., will the assessment methods indicate to what extent the aims have been achieved?)?

6. Is the application complete, including approvals?

AFTER SUBMISSION, CONT.

- Sometimes a Program Committee member will contact you if he/she has a question.

- Please check your email before you leave for April vacation.

- The FEF Board votes to approve projects the second week of May.

- You will receive notification by email within a few days after the Board meeting.

In order to receive your grant, you must do two things:

- **Attend the grantee information session/reception on Thursday, May 23, 2024.**
- **Submit assessments for any project grants you received in 2023-24 by June 1.**

Thank You for Joining Us Today

If you have any questions as you consider writing an application, please do not hesitate to contact us. Email Denise MacKerron, FEF Program Committee Chair, at Denise.MacKerron@gmail.com.

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