



**\$10,000 SGT Jordan M. Shay Memorial Foundation  
in partnership with the Amesbury Educational Foundation, Inc.  
Grant Application**

1. **Project Overview:** Please provide a brief summary of your project in 200 words or less (no form is provided). **This will be used in future publications that promote your project.**
2. **Project Description:** Describe your project in detail (maximum of 3 pages – no form provided) by responding to the following:
  - A. **Educational Issue:** Describe the educational need(s) this project addresses.
  - B. **Goals & Objectives:** Describe the ultimate goal of the project and several specific objectives of the project.
  - C. **Activities:** Describe the procedures and/or activities for implementing this project. This should be done in detail since this description will be of particular importance to the AEFI Grants Committee. If using a consultant, specify his/her role in the project. Attach a copy of the consultant's resume to your proposal.
  - D. **Innovation & Collaboration:** Specifically describe the ways in which your proposal reflects one or more of the following:
    - An innovative approach to solving a problem
    - A collaborative approach to addressing an issue or need
  - E. **Dissemination:** Describe plans to share your findings with your colleagues, the Foundations, parents and the community at large
  - F. **Publicity:** How will you publicize your project/grant? Please be specific. (See Section 6, Item 4)
3. **Timeline:** Outline the time required for the implementation of this project (see attached).
4. **Evaluation:** How will you know whether or not this project was successful? Explain what factors will be evaluated and the methods of evaluations (data, surveys, journals, photographs etc).
5. **Budget:** Complete the budget form attached.
6. **Understanding:** By accepting funds, awardees agree to:
  1. Engage in the AEFI evaluation process;
  2. Seek approval from AEFI for changes in the implementation or focus of the project; if the staff involved in the grant changes, notify and AEFI.
  3. Provide photos, testimonials and materials to SGT J.M.S Memorial Foundation and AEFI in promoting the project.
  4. Publicize the project directly to parents and teachers by means of the school newsletter, etc. When issuing statements and/or press releases describing the project, the following information **MUST** be included: *"This project is supported by a grant from the SGT Jordan M. Shay Memorial Foundation in partnership with the Amesbury Educational Foundation, Inc. "*

**APPLICANT INFORMATION**

Title of Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_ School: \_\_\_\_\_

Telephone (work): \_\_\_\_\_ (home): \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Project will Begin: \_\_\_\_\_

**TARGET POPULATION:**

Grade Level: \_\_\_\_\_

# Students: \_\_\_\_\_

# Staff: \_\_\_\_\_

Curriculum Area: \_\_\_\_\_

Connection to the Strategic Plan (objective or strategy) or Site Plan (objective or tactic):

\_\_\_\_\_

Total Funds Requested: \_\_\_\_\_

Personnel to be involved (add additional signature page if necessary):

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Name	Position	Signature	Specific role in project
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Name	Position	Signature	Specific role in project
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Administrator/ Supervisor (required)	Position	Signature	Specific role in project
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Building IT Signature: Does this IT request meet approval? **REQUIRED** for all IT requests

Check and complete those that apply:

I/We believe this project

\_\_\_\_\_ is a new idea.

\_\_\_\_\_ is a new idea for our school.

\_\_\_\_\_ replicates a successful idea done elsewhere (identify place) \_\_\_\_\_

\_\_\_\_\_ is based upon research by \_\_\_\_\_

**PROPOSED BUDGET**

Supplies / materials to be provided by this grant:

COST

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Purchased Services (consultants, speakers etc)

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Equipment: Purchased equipment remains the property of the Amesbury Educational Foundation, but may be stored at your school until needed.

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Are you applying for funds elsewhere? If so, Please list name and amount requested:

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**TOTAL REQUEST:** \_\_\_\_\_

### Grant Work Plan / Timetable

Please list stages of your project and estimated dates of completion of each phase.

Activity	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												