

AEFI GRANT APPLICATION

Check one: Spring _____ Fall _____

**PLEASE WORD PROCESS ALL GRANT PROPOSALS.
Instructions and Fillable Form available on aefionline.com
Please proofread all proposals before submission.**

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 Foundation, 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 AEFI.
 3. Provide photos, testimonials and materials to 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 Amesbury Educational Foundation, Inc."*

APPLICANT INFORMATION

Title of Project: _____

Contact Person: _____ School: _____

Telephone (work): _____ (home): _____

E-mail: [school]_____

Date Project will Begin: _____

TARGET POPULATION:

Grade Level[s]: _____

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):

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	Will this project be sustainable?
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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

Purchased Services (consultants, speakers etc)

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

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

TOTAL REQUEST: _____

-continued-

