



# Greenwich Alliance for Education

## Reaching Out Grants

### Application and Instructions

for Grant Programs to run during School Year 2019-2020

**Due Date: Friday, March 8, 2019**

## Introduction

**Background.** The Greenwich Alliance for Education (“The Alliance”), founded in 2006, is a nonprofit local education foundation that works closely with the Greenwich Public Schools (GPS), the Board of Education, GPS Parent Teacher Associations, and community organizations. The Alliance developed Reaching Out Grants (“Grants”) to fund new or continuing programs that further our mission: to mobilize community resources to provide opportunities and services that foster educational success for all Greenwich public school students.

This, our thirteenth grants cycle, begins with the application process during winter-spring 2019 for grant programs that will run during the 2019-2020 school year.

**Grant Focus.** The Alliance seeks grant proposals that are aligned with the mission of the Greenwich Alliance for Education and the GPS Vision of the Graduate.

*The Alliance is interested in funding programs that foster innovation, expand opportunities for underserved students, and inspire educators to elevate achievement for all students.*

Applicants are strongly recommended to look at past grant recipients on the Alliance website, [www.greenwichalliance.org](http://www.greenwichalliance.org), to gain understanding of what types of grants are typically awarded.

**Grant Size.** Typical grant size in the past has ranged from \$1,000 to \$25,000.

**Grant Recipients.** The Alliance will make grants to not-for-profit organizations. This includes local youth service organizations, libraries, after-school organizations, public schools, or PTAs. We will not make grants directly to individuals.<sup>1\*</sup> Through Reaching Out Grants the Alliance will support, but not directly operate, programs. The grant programs will be run by the grant recipient organizations.

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<sup>1</sup>**\*Greenwich Alliance for Education Policy Statement regarding grant recipient organizations:**

The Greenwich Alliance for Education, as a community foundation, raises funds for its operations from the local corporate and citizen donors of Greenwich, CT. The Alliance, in turn, will make grants to public charities that are 501(c)(3) tax-exempt organizations and that work in the Greenwich community. We will not make grants directly to individuals, because such grants entail meeting extra IRS reporting requirements (termed “expenditure responsibility” requirements). Grant recipient organizations will sponsor programs/projects that are directed and staffed by people who have an affiliation with

# Grant Proposal Guidelines

## 1. General Guidelines

Proposals must meet the following criteria:

- Fulfills the mission of the Greenwich Alliance for Education and the Greenwich Public Schools' (GPS) Vision of the Graduate and the GPS Strategic Plan.
- Is aligned with, but does not assume core responsibilities of, the GPS
- Addresses an identified need among GPS students
- Has individual(s) firmly committed to implement the program, as well as support of school personnel and community leaders necessary for program success
- Is well-planned, with thorough consideration of goals, means, and budget
- Provides plans for a specific process for recruiting students who will most benefit from the program
- Involves collaboration with appropriate community resources/organizations
- Will have a measurable impact on fostering educational success in target population
- Includes thorough plans for evaluation of program outcomes and for reporting of those outcomes to the Alliance
- Has strong promise for sustainability and/or replication after the grant period

## 2. Recommended Guidelines

A strong proposal will meet several or all of the following criteria, as applicable to the specific proposal:

- Helps to create a “small school” feel for students by contributing to students’ confidence, attitudes, and feelings of inclusion
- Reflects consideration of students as individuals based on their interests and needs
- Serves participating students in ways that enrich their educational experience and complement their school work
- If applicable, includes thorough plans for recruiting qualified adult or peer mentors or leaders
- Inspires interest and participation in school-based extracurricular activities and/or community service
- If program is afterschool, either is offered onsite or addresses transportation needs to offsite location
- Contributes to students’ improved attitudes toward school, as demonstrated by indicators such as, but not limited to, greater school involvement, reduced incidences of absenteeism, reduced disciplinary measures, improved grades
- If appropriate, includes plans for developing family involvement in students’ learning
- Does not simply add to students’ knowledge, but answers the question “What do we do with this knowledge?”

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the recipient organization, either as permanent employees or consultants. The recipient organization has the authority and responsibility to determine the staffing and/or consulting relationships with the principals in a program or project.

- Reflects thorough investigation of best practices/local models that motivate students to develop academic skills and use technology
- Incorporates technology in a manner that gives students access to learning beyond traditional school boundaries of time and place

**NOTE: should an applicant find it helpful to receive early feedback on their grant idea please email a *brief* description for consideration. The Alliance will offer initial feedback on the proposal, and if appropriate, redirect applicants whose proposals may be outside of what the Alliance seeks. Please email the brief description to [julie@greenwichalliance.org](mailto:julie@greenwichalliance.org).**

### **3. Required Documents Guidelines – VERY IMPORTANT:**

**Letter of Agreement.** A letter of agreement signed by the building principal, and GPS Program Coordinator if applicable, must be submitted as an attachment to a grant application, indicating the school’s willingness to cooperate in offering the program to students, either as part of the school day or before/after school. This letter should be drafted by the applicant organization and is particularly important if the applicant is not a Greenwich Public Schools organization. **NO APPLICATION CAN BE ACCEPTED WITHOUT SUCH A LETTER.**

**Grant Routing Slip and Approval Form (required only for applicants who are GPS employees).** If the applicant is a Greenwich Public Schools employee, he or she is required to attach to the application a departmental routing slip, signed by appropriate GPS Administrators. To find this form, go to [www.greenwichschools.org](http://www.greenwichschools.org), select “Board of Education”, then select “Policies and Procedures”, click on the link to access policies, then select form E-020.3 “Gifts and Grants”. The routing slip is the last two pages of this document.

**Before and After School Program Providers.** If the Alliance provides a grant for your program, please be advised that grantee organizations that provide before and after school programs are responsible for following Greenwich Public Schools policies regarding Before/After School Programs. They also must file three required forms with the District. These are (1) Before/After School Program Proposal, (2) Letter of Agreement, and (3) Facility Use Request. To find these three items, go to [www.greenwichschools.org](http://www.greenwichschools.org), select “Board of Education”, then select “Policies and Procedures”, click on the link to access policies, then select forms E-051.2 and E-051.3, “Use of School Facilities” and “Rental of School Facilities”.

## General Information/FAQs

### **How are proposals evaluated?**

The Alliance Grants Committee evaluates applications with reference to the following rubric:

<u>Category</u>	<u>High</u>	<u>Moderate</u>	<u>Minimal</u>
Alignment with Alliance mission	Describes specific goals and plans that foster educational success	Goals and plans not as specific	Little specificity in goals and plans
Description of need in community	Presents a thorough evaluation of existing programs/resources; identifies gaps to be filled in community	Presents an adequate evaluation	Presents an incomplete or partial evaluation
Project Design	Project operations are specific and appropriate to desired goals/outcomes	Project operations adequate but leave some gaps	Significant questions remain re: project operations
Includes plans to address greatest need	Project includes effective plans to serve students in greatest need	Project plans to serve these students present but incomplete	Lacks specific plans to serve students in greatest need
Evidence of Collaboration and Support	Shows clear evidence of discussion and collaboration with community experts and resources	Shows some evidence of discussion and collaboration	Shows minimal evidence of discussion and collaboration
Budget	Provides a clearly articulated and itemized budget, appropriate in scope and amounts	Provides a general budget overview; needs more specifics	Budget partial or incomplete
Evaluation of Project Outcomes	Shows clear and specific plans for evaluating project success including dates of evaluation	Shows some plans for evaluation, but needs more specifics	Little attention to evaluation plans
Sustainability and/or Replication	Strong prospects for project sustainability or replication, based on research and collaboration	Moderate prospects for continuance, but lacks specific plans/research	Prospects for sustainability replication minimal

### **Who makes decisions about Alliance grant awards?**

The Alliance Grants Committee is responsible for evaluating Reaching Out Grant applications.

Although the Grants Committee receives guidelines from the Alliance Board of Directors, the two

groups are separate. No Alliance Directors serve on the Grants Committee. The Grants Committee consists of community members with interest and/or experience in the Greenwich Public Schools. Following its evaluation of grant proposals, the Grants Committee will recommend a slate of grants to the Alliance Board of Directors. In April 2019, the Board will vote on the slate of grants proposed by the Grants Committee.

**What is the timetable for the Reaching Out Grants Program?**

January 1, 2019 – early February 2019: If an applicant would find it helpful to receive early feedback on their grant idea, please submit a *brief* description for consideration. Send materials to the Alliance’s Executive Director at [julie@greenwichalliance.org](mailto:julie@greenwichalliance.org).

**February 22, 2019: All GPS grant applicants must submit proposals to the Deputy Superintendent for review and signature.**

**March 8, 2019: Applications due via e-mail, followed by hard copy with all required signatures.**

March - early April 2019: Grants Committee reviews applications and recommends slate to Greenwich Alliance for Education Board of Directors.

Mid April 2019: Board of Directors votes on grants; recipients are notified following Board meeting.

**Whom do I contact with questions?**

Contact Julie Faryniarz, Executive Director of the Greenwich Alliance for Education at [julie@greenwichalliance.org](mailto:julie@greenwichalliance.org), 203-912-9543

**Greenwich Alliance for Education  
Reaching Out Grants Application  
2019-2020**

**INSTRUCTIONS:**

- Deadline is **Friday, March 8, 2019 at 5:00 p.m.** via email, followed by hard copy delivered/mailed to Alliance office at 48 Maple Avenue, Greenwich, CT 06830. Hard copy need not meet March 8, 2019, 5:00 p.m. deadline.
- Download this application from [www.greenwichalliance.org](http://www.greenwichalliance.org).
- Fill in applications (Sections I and II, below) by typing directly into this document in the space immediately after each question, or use the following as a template for a grant request. Be sure to save a copy on your computer.
- There is no set page limit for proposals, but try not to exceed 10 pages (attachments may be added).
- You will receive a reply email as notification that your application has been received. If you have not received this notification within two business days, please email the Alliance – [julie@greenwichalliance.org](mailto:julie@greenwichalliance.org).

**SECTION I: Applicant Information**

**Name(s) of individual (s) initiating request (project leaders):** \_\_\_\_\_

**Organization or school requesting grant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Title of Proposal:** \_\_\_\_\_

**Total Budget Request: \$**\_\_\_\_\_

**Attach a Letter of Agreement for your program signed by the building principal and/or GPS Program Coordinator. NO APPLICATION CAN BE ACCEPTED WITHOUT SUCH A LETTER.**

**If applicable, attach other required documents. See “Required Documents Guidelines” on page 3.**

## **SECTION II: Project Information**

- 1. Background of application organization:** Keep in mind that some people may not be familiar with your organization or school
- 2. Statement of Need:** Identify the need for your project; sources of data consulted; discussion of existing relevant resources; history of strengths/weaknesses of current/prior efforts. What value-added will your project bring to the area of need being addressed? A letter of support from the appropriate GPS Subject Coordinator, if applicable, would be a positive element of your application.
- 3. Project Goal(s):** What are your program's goals? Explain clearly how these goals align with the Alliance's mission, GPS's Vision of the Graduate and Strategic Plan. Explain the expected impact on the participating students.
- 4. Project Description:** Project activities (what, where, when, how); roles and responsibilities of personnel; target population; process for enrolling participating students; models of successful practice utilized; training/follow-up plans; whether project is new or continuing.
- 5. Partnerships/Alliances:** What formal and/or informal partnerships have been formed? What are the plans for continuing collaboration during and following the proposed project?
- 6. Sustainability/Replication:** Describe prospects for the project's continuance and/or replication by other organizations/schools.
- 7. Budget:** *See attached Budget template.* Indicate fiduciary agent for proposed grant (to whom grant check will be paid). Budget must follow provided template, with all items listed under one or more of these three headings: "Program", "Transportation" and "Technology and Equipment".
- 8. Project Timeline:** Describe sequence of project activities, and duration of project. Include specific start and end dates.
- 9. Framework for Evaluation:** *See attached Final Report Guidelines.* What will your pre- and post-test(s) be? In addition to the required elements in the Final Report Guidelines what, if any, other evaluation processes will be used to measure project success?

**Requirement of Grant Recipients:** All grant applicants are required to read the three attached documents, and to sign below:

*I/we have read the Publicity Agreement, and Final Report Guidelines. If I/we are awarded a Reaching Out Grant by the Greenwich Alliance for Education, I/we agree to:*

- *abide by the Publicity Agreement*
- *submit a completed Final Report within 60 days after the expected completion date of our program; **expected completion date of program:** \_\_\_\_\_*

*Signed,*

\_\_\_\_\_  
*(Project Leader(s) on Application)*

\_\_\_\_\_  
*(Please print name(s))*

\_\_\_\_\_  
*(Name of organization)*

\_\_\_\_\_  
*(Date)*

# Greenwich Alliance for Education Budget Template for Grants Application

**Program Costs (all proposals must include items under this heading)**

suggested items include operational costs, professional development, staff, start-up, publicity

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Total Program**                    \$ \_\_\_\_\_

**Transportation (include if applicable)**

include only student transportation costs under this heading

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Total Transportation**                    \$ \_\_\_\_\_

**Technology (include if applicable)**

provide detail, i.e., separate budget numbers for hardware, software, and any other equipment

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Total Technology**                    \$ \_\_\_\_\_

**TOTAL REQUESTED FOR GRANT**                    \$ \_\_\_\_\_



**Greenwich Alliance for Education  
Reaching Out Grants  
2019-2020  
Publicity Agreement**

**The Greenwich Alliance for Education depends on community support for its success.** In order to continue to be able to fund great programs, we need the community to be aware of our involvement in your program. Please acknowledge the Alliance in words and with our logo on all documents relating to this program (now and in the future) including, but not limited to:

- media interviews and articles
- handouts to students and/or parents, including permission slips and fact sheets
- programs or flyers at a closing ceremony or event
- text or pictures about the grant program on your organization's website or newsletters
- any other publicly-distributed materials

**Publicity Release.** All students and adults participating in the grant program must complete the Publicity Release provided by the Alliance.

***Thank you for helping the Greenwich Alliance for Education fulfill its mission!***



## Greenwich Alliance for Education Reaching Out Grants 2019-2020 Final Report Guidelines

**Your Final Report is a critical tool for us.** Why? The Final Report is the best and often only way the Alliance Board can review and appreciate your program. We use your findings to suggest how we might develop both Reaching Out Grants and the Alliance as a whole. We also take your Final Report into consideration if you apply for a grant renewal or a new grant.

**Please note that your Final Report should be a stand-alone document that does not assume the reader has previous knowledge of your grant application or your program.** Use language that will be understood by people who are not professionals in education or in your specialized field.

**The Final Report is expected within 60 days of the completion of your grant program.**

**Pre- and Post-test Required.** You are required to establish, measure, and report the change in a minimum of three variables by pre-testing and post-testing the participating students. These variables should provide evidence of how your objective(s) was/were achieved.

For example, if your objective was to increase participation in band/orchestra by middle school students who otherwise might not participate, you could test the following variables before and after your program:

- a. How comfortable do you feel when playing your instrument?
- b. How much do you look forward to band/orchestra class every week?
- c. Do you think you will participate in band/orchestra next year?

Variables can be tested by handouts to participants on the first and last day of the program, or other appropriate means. Participants should be offered a range of choices for each variable, e.g., “on a scale of 1 to 5”, or “Probably yes/Maybe/Probably no”.

**Greenwich Alliance for Education  
Reaching Out Grants**

**Final Report**

Please use this form as a template for preparing your Final Grant Report, either by filling in the template electronically (expanding the fields as needed) or organizing your report to conform to the template. Send your report either by email ([julie@greenwichalliance.org](mailto:julie@greenwichalliance.org)) with the Grant Name and Final Report listed in the subject heading.

**Grant Recipient – School Year 2019-2020**

Organization/School Name:

Project Title:

Contact person(s):

Phone, email address:

Grant amount:

Date of this report:

**Report Information:**

1. **Students Served** – How many students were served through the program? If the Alliance’s grant supported part of a program, how many students participated through funds provided by the Alliance’s grant? What was positive or negative about the enrollment process?
2. **Program Goals** –
  - a. To what extent were the program’s goals achieved?
  - b. To what extent were the program’s goals not achieved? Why?
3. **Pre- and Post-Test Results** – *See description of test requirements on previous page.* What were the results? Explain how they were or were not what you had hoped for. What factors do you believe caused the results to be what they were? What plans do you have to track the long-term impact of your program on the participating students?
4. **Anecdotes** –What anecdotal evidence do you have of the impact of the program on the participants? Quotes from participants, their parents, or their teachers are welcome.

5. **Collaborations** – What sorts of collaborations were involved in your program and how did they contribute to the success of your program? What, if any, unanticipated issues arose and/or are there ways to improve on the collaborations you developed?
6. **Publicity** – In addition to any articles, letters, press releases, or presentations you may have already provided the Alliance, what other materials or publicity highlights would you like to share with us? What suggestions do you have to increase publicity for your program and the Alliance?
7. **Program Budget** – What were the projected and actual costs of the program?
8. **Program Continuance** – What are the plans for continuing the program beyond the period of the grant? If you plan to continue the program in the next academic year, will you request continued funding from the Alliance?
9. **Reflections** – In retrospect what, if anything, would your organization or school have done differently in conducting the program?
10. **Comments on the Alliance’s Reaching Out Grants program** - Please comment on any aspect of the grant program, and/or suggest ways to improve our communication/application/proposal review process.

**Thank you!**

Questions?

Contact Julie Faryniarz, Executive Director, Greenwich Alliance for Education  
[julie@greenwichalliance.org](mailto:julie@greenwichalliance.org), 203-912-9543