



Reaching Out Grants (“ROG”)
Application and Instructions
For Grant Programs to run during the School Year 2021-2022

DUE: Friday, March 26, 2021

Introduction

Mission: The Greenwich Alliance for Education (“Alliance”) mobilizes community resources to provide opportunities and services that foster educational success for all Greenwich Public School (“GPS”) students.

The Alliance believes every child deserves a chance to achieve academic success and reach a promising future.

Background: The Alliance developed ROG in 2008 to fund new and continuing programs that support our mission of fostering educational success for all students. Through these grants, the Alliance partners with the GPS and community organizations to **fund innovation, expand opportunities, inspire educators**, and to continue to raise achievement for all students. We believe it is our shared community responsibility to leverage resources and build partnerships to guarantee all students achieve academic success and a promising future.

Grant Focus: The Alliance seeks grant proposals that are aligned with the mission of the Alliance and the GPS Vision of the Graduate.

We are looking for proposal ideas, generated by educators and community organizations, which get students excited and engaged in their education with the goal of motivating them to reach their best academic outcomes. The Alliance is interested in funding programs that expand opportunities for underserved students, as well as inspire educators to elevate achievement for all students.

Applicants are strongly encouraged to look at the grant history on the Alliance website www.greenwichalliance.org to gain an understanding of what types of grants are typically awarded. Julie Faryniarz, Executive Director, is also available to discuss grant ideas and offer suggestions prior to an applicant writing a proposal – julie@greenwichalliance.org.

Grant Recipients: The Alliance will make grants directly to the GPS or other not-for-profit local community organizations. We will not make grants directly any individual. Through ROG the Alliance

will support, but not directly operate programs. All grant programs will be run by the grant recipient's organization or their designee.

Grant Proposal Guidelines

COVID-19 Considerations

Please address how your program will operate in a distance learning environment and/or meet COVID-19 restrictions.

1. General Guidelines

Proposals must meet the following criteria:

- Fulfills the mission of the Alliance, GPS Vision of the Graduate, and the Board of Education's 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 the support of school personnel and community leaders necessary for the program's success
- Is well-planned, with thorough consideration of goals, means, and budget
- Will have a measurable impact on fostering educational success in the proposed target population(s)
- Includes thorough plans for evaluation of program outcomes and for reporting of those outcomes to the Alliance
- Has strong promise for expansion, replication and/or continuation after the grant period

2. Proposal content development:

Successful proposals have included the concepts listed below:

- Addressing the social well-being of students by contributing to their confidence, attitudes, and feelings of inclusion
- Reflecting the consideration of students as individuals based on their interests and needs
- Innovating the education process to inspire teachers, elevate learning, and increase student engagement
- Contributing to students' positive impressions toward learning by connecting them to school
- Engaging families in their student's educational experiences
- Promoting opportunities that develop students' curiosity and critical thinking skills
- Incorporating technology to give students access to learning beyond traditional school boundaries of time and place

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 the 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.greenwickschools.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.

Who makes decisions about Alliance grant awards?

The Alliance's ROG Committee is responsible for evaluating all grant applications following guidelines set forth by the Alliance Board of Directors. The ROG Committee, which is comprised of community members with interest and/or experience in the GPS, recommends to the Alliance Board of Directors a slate of grants to be funded. In May 2021, the Alliance Board votes on the proposed slate of grants. The Executive Director will notify the grant applicants of the Board's decision shortly after that meeting.

What is the timetable for the Reaching Out Grants Program?

- Mid-December 2020: ROG application will be posted on the Alliance website www.greenwichalliance.org
- Mid-December 2020 – early March 2021: 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.
- Friday, March 19, 2021: All GPS grant applicants must submit proposals to the Deputy Superintendent for review and signature.
- **Friday, March 26, 2021 at 5PM: Applications due via e-mail, followed by hard copy with all required signatures.**
- Early to Mid-April 2021: Grants Committee reviews applications and schedules mandatory information visits with all grant applicants.
- Late April 2021: Grants Committee recommends slate of grants to Alliance Board of Directors.
- Mid-May 2021: 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, 203-912-9543



Reaching Out Grants Application 2021-2022

Instructions:

- Please read through the entire application before answering the questions. An effort has been made to avoid question duplication and to encourage the flow of information written in a narrative form
- PLEASE NOTE the prompts in all parts of the application are there to give some guidance in regards to descriptive information that will help us with understanding your proposal – it is not a checklist
- Deadline for submission to the Alliance is **Friday, March 26, 2021 at 5:00 pm via email**, followed by a hard copy delivered/mailed to the Alliance office at 48 Maple Avenue, Greenwich, CT 06830. The hard copy need not meet the submission deadline
- **Greenwich Public School applicants** are required to send grant proposals to the Deputy Superintendent's office at ann_carabillo@greenwich.k12.ct.us for review by **Friday, March 19, 2021**. Please connect with this office to find out if your grant proposal is moving forward to the Alliance
- Fill in the application by typing directly into this document in the space immediately after each question, or use the following as a template for the grant request
- There is no set page limit for the proposal, but try not to exceed 10 pages. Supporting attachments may be included
- SIGN the Publicity Agreement and send this in with the hard copy of your application
- Prepare for personal interviews with ROG committee members to answer questions and clarify information included in their proposals (Interviews will take place in April)
- You will receive an email reply that your application was received. If you have not received this notification within two business days, please email the Alliance – julie@greenwichalliance.org

SECTION I: Applicant Information

PLEASE NOTE the prompts **in all parts** of this application are there to give the applicant some guidance in regards to descriptive information that will help us with understanding your proposal – it is not a checklist. This application is designed to be answered in a narrative form and not a line by line response to each of the section prompts.

1. Name(s) of individual (s) initiating request:

- a. Will this person be the point person for the program? If not, who will be and what is their connection to the person applying for the grant?
- b. Will other people be involved in the oversight and/or delivery of this program? If so, who will they be and what is their connection to the person applying for the grant?
- c. Please briefly explain the oversight and responsibility structure for this grant/program.
- d. The Greenwich Alliance will require a year-end final report. Which of the people listed above will be responsible for data collection and completion of the report?

2. School or organization requesting grant:

3. Mailing Address:

4. Phone:

- a. If more than one individual is listed above, please include cell phone numbers for each.

5. Email Address:

- a. If more than one individual is listed above, please include email addresses for each.

6. Title of Proposal:

7. Budget:

- a. Total amount required to fully implement the program: \$ _____
- b. Amount being requested from the Alliance for the grant: \$ _____

8. Required Sign-offs:

Procedure for Greenwich Public Schools (GPS) Applicants:

- a. All GPS Grant policy and procedures must be followed and completed.
- b. You must have submitted your grant request to the Deputy Superintendent, GPS by the required deadline.
- c. Please 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.

Procedure for Community Organizations or Schools:

- a. All required administrative approvals from your organization must be completed and attached.
- b. If the program will be held in a GPS facility or partnered with the GPS, a letter of approval from GPS, per regulations and policy, must be secured and attached.

If applicable, attach other required documents. See “Required Documents Guidelines” on page 2.

SECTION II: Project Information

- 1. Description of your School/Organization:** Please provide a brief background summary which includes key information about your school/organization. Keep in mind some people may not be familiar with it. Include your mission(s), the population you serve, size of organization, etc.
- 2. Program Description:**
 - a. What is the Program? Briefly explain.
 - b. What activities (what, where, when, how) will be involved in the delivery of this program?
 - c. Is this a new grant application to the Alliance or a continuation of a previously awarded Alliance grant.
 - d. If this is a continuing program, what have you learned from your first or second year? What changes might you make as a result?
 - e. Is there anyone else in the community offering a program to meet this same need? If so, how is your program different?
 - f. Who will be the target population to be involved?
 - g. What will be the process for enrolling participating students?
 - h. What will be the roles and responsibilities of personnel involved?
- 3. Statement of Need:**
 - a. What prompted you to apply for this grant?
 - b. How will this program make an impact on your school including to Administrators teachers, students and/or the community?
 - c. How will this program impact learning? Which students might it impact and how?
 - d. What value-added will your project bring to the area of need being addressed? Will this impact be measurable; and if so how?
 - e. Is there research or scientific data supporting your statement of need? Briefly explain.
 - f. Have any other colleagues, Administrators or organizations also identified this need? If so, who and why? (Please feel free to attach any supporting letter(s) outlining this)
- 4. Program Goal(s):**
 - a. What do you hope your program will accomplish?
 - b. How does this align with the Alliance’s mission?
 - c. If you are a GPS school, how does your program align with the Vision of the Graduate and Strategic Plan?
 - d. If you are a community organization, how does your program further your organization’s mission?
- 5. Program Impact:**
 - a. What impact on participating students do you expect to see? How will this impact be measured or evaluated?

- b. How many students overall will benefit from this program and how?
- c. How many teachers/school personnel will benefit from this program and how?
- d. Are there other individuals not already mentioned above who might benefit from this program and how?
- e. For those benefiting from the program, will this occur over the course of the grant's initial funding period or will it require longer? If more time will be needed, please briefly explain how that will occur and when.

6. Project Timeline:

- a. What is the expected timeline for this program? Please include specific start, stop and evaluation check points.
- b. Please describe the sequence of activities you expect the program to follow over time to reach full implementation and meet its goal(s).
- c. Do you envision this program to require multiple years to reach its full impact? If so, what are the building blocks and time you anticipate will be needed to reach full implementation? Please provide a break-down of future years and explain why and how you see the time breaking-down in this way.
- d. If not already stated above, will you require time for planning or training prior to program implementation? If so, when will this occur and what amount of time do you estimate will be needed?

7. Framework for Evaluation: *(See attached Final Report Guidelines)*

- a. How do you plan to evaluate your program? What framework for evaluation do you propose to use?
- b. What information will you need to collect to measure your program's progress?
- c. How will you identify your program's effectiveness?
- d. What will you do if it becomes evident the program cannot achieve its goals?
- e. What training might be required? Who will be responsible for securing and/or executing it? Will it be an ongoing need? Are those costs included in the budget?

8. PR/Marketing: *(See publicity statement attached)*

- a. What is your communication plan to bring awareness to your program and the Alliance's support of it? Who will be responsible for its execution?
- b. What communication vehicles will you use to publicize your program and the Alliance's support?
- c. How will you display the Alliance's logo on materials associated with your program?
- d. How do you envision your program becoming a great story for the Alliance which might help it attract donors and other community partners?

9. Sustainability/Replication:

- a. Please describe how you see your program being maintained in future years.
- b. How could this program be scaled or expanded for use in other areas of your school, with other student groups or other schools/organizations?
- c. What type of additional resources might be needed? Would these resource needs be ongoing or a one-time request?
- d. How will you share the program's design and information with other schools or organizations to encourage impact, growth and reach?

- e. Could this project become an on-going “Signature” project for the Alliance? If so, please describe how and why?

10. Budget: (*See attached Budget template*)

- a. Who will be the financial manager for the proposed grant?
- b. Please complete the budget template provided. Consider ALL costs associated with the project. NOTE: Your budget must follow the provided template, with all items annotated under the listed categories.
- c. Is the amount requested for the grant a portion of the total funding required for implementation? If so, is there sufficient alternative funding to meet the entire budget need?
- d. What adjustments will have to be made to your program were only partial funding available from the Alliance?
- e. Will the timeline for year one of the program as laid out be contingent on receiving additional funding or approvals from other individuals or organizations? What impact might exist if those other funding sources do not materialize?
- f. Are there currently any financial or other resources available for this program? If so, what are they and how will the Alliance’s Grant contribution allow you to execute this program in full?
- g. What do you project the cost to be per student served by this project? Will this amount change over the life of the program? If so, how?
- h. Do you foresee any other needs (non-monetary perhaps) to fully execute this program? If so, what are they? Could they be accommodated by the Alliance? If so, how?

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**

Please include all costs associated with this program to give the Alliance the best overview of the funds required to implement a fully operational grant. This is a general budget outline of predicted costs. We understand costs and categories might change during the grant and ask you to notify us of any major fluctuations

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

suggested items include operational costs, professional development, staff, start-up, publicity, planning time, travel costs for conferences

\$0
\$0
\$0
\$0
\$0

Total Program

\$0

Transportation (include if applicable)

include only student transportation costs under this heading

\$0
\$0
\$0
\$0
\$0

Total Transportation

\$0

Technology (include if applicable)

Any technology request of durable goods must include how maintenance will be handled and include this amount in the budget. Your program coordinator needs to know you are making this technology request.

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

\$0



\$0
\$0
\$0
\$0
\$0

Total Technology \$0

TOTAL REQUESTED FOR GRANT \$0

**Greenwich Alliance for Education
Reaching Out Grants 2021-2022
Publicity Agreement**

Signature REQUIRED:

The Greenwich Alliance for Education depends on community support for its success and requests our grant recipients to publicize that the Alliance as their funding partner.

It is important the community is aware of our involvement in your program. Please acknowledge, by signing above, that the Alliance will be identified, to the best of your ability, via words and/or the use of our logo on all documents and signage related to this program (now and in the future) including, but not limited to:

- Newsletters shared within your school or organization
- GPS District newsletter (if applicable)
- Parent programs
- Student exhibitions
- Board meetings
- 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 all social media outlets used by your group
- Board of Education reports (if applicable)
- 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 2021-2022
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 2021-2022**

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) with the Grant Name and Final Report listed in the subject heading.

Grant Recipient – School Year 2021-2022

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, 203-912-9543