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October 3, 2011

To: Trenton Teachers and Staff

From: Trenton Educational Foundation
Grants and Projects Committee

Re: Grant Application Guidelines for Fall 2011
Deadline: November 1, 2011

It is time once again to tell you about the Grant programs offered through the Trenton Educational Foundation. There are two types of grants that are available: mini-grants up to \$750.00 and collaborative grants up to \$1,500.00.

The information you will need to include on the attached application form for either of these grant types will help the foundation board make a decision regarding the possible funding of your project. Any materials or products purchased with funds from a grant will become the property of Trenton Public Schools.

Please note that on the front page of the application form there is a signature required from your building principal and/or program director. This signature ensures that appropriate administrative personnel are aware of the submission of your grant application but does not represent approval of your project.

The deadline for the submission of this grant application is November 1, 2011. Only one application per teacher will be accepted. The winners for this round of grants will be announced by December 1, 2011. Please consider that the projects receiving grants will need to be completed by December 31, 2012. Presentation of a follow-up report to the Foundation and/or the Trenton Board of Education will be required.

Listed on the attached sheet are the criteria that the Board uses to help determine if your application meets the Foundation's mission. If you have any questions concerning this process please see your building Administrator, Program Director or you can contact the Foundation directly at mail@trentonedfoundation.org.

On behalf of the Trenton Educational Foundation Board of Directors, we look forward to receiving your application.

Sincerely,

Laura Trosien

Laura Trosien
Projects and Grants Committee

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Grant Review Process

The Grants and Projects Committee will review each application for the following:

- 1) Is the proposed project consistent with the Foundation's mission?
- 2) Is the proposed project **innovative**? Is this a new project or similar to other projects in progress?
- 3) Is the statement of the proposed project clear?
- 4) Are the objectives clearly stated? Do they align with the district's goals and/or objectives?
- 5) Are the procedures to be followed clearly described? Are the methods, needed materials, resource personnel, tentative schedule, and completion date specified?
- 6) Are the plans for evaluating the project suited to the nature of the project?
- 7) Is the budget request reasonable and sufficiently detailed? Are the funds available from traditional sources (i.e. district budget, PTO, etc.)? The grant shall not be for partial coverage of a project.
- 8) Will the project benefit students in the school in which it is being conducted or the system as a whole?

Based on the committee's recommendations, the foundation will take one of these actions:

- Approve an application for funding
- Request grant applicant(s) provide additional information
- Ask the applicant to attend a review meeting
- Return the application with suggestions for resubmitting
- Reject the application.

The Grants and Projects Committee will present their recommendations to the TEF Board of Directors for approval. Once approved by the Foundation the Committee will present the Awarded Grants to the Trenton Public Schools Board of Education for acceptance of the funding. Grant awardees will be notified once the approvals are complete.