



www.fbe-belmont.org

2009-2010 Learning Excellence Grants Program: Major Grants (Maximum Grant: \$5,000)

Major Grant awards are intended to have a broad impact on the school system. Successful applications will reflect thoughtful planning, help reviewers clearly understand the content and context of the project, and give them the confidence that any Foundation funds awarded will be well spent. They should be clearly related to a high priority issue for the Belmont Public Schools.

1. **Cover Page.** Please complete the attached cover page form with signatures and submit with your proposal.
2. **Project Abstract.** Please briefly summarize the proposed project, including the need it addresses, its major beneficiaries, its primary objective(s) and the main activities proposed. Indicate the amount and proposed use of requested funds.
3. **Project Description.** Please answer the following questions in further detail.
 - a. **Need.** What is the need for or the problem addressed by this project? What evidence is there to support this need? How is the proposed project related to current practice in the Belmont Public Schools or anticipated future directions?
 - b. **Goals/Objectives.** What is the overall intent of your project? What do you hope to accomplish? Who will benefit from the project? Please be as specific as possible.
 - c. **Workplan.** What activities will be undertaken as part of this project? When will they take place?
4. **Qualifications/Resources.** Who will be the key participants in the proposed project? What roles will they play? What are their specific qualifications for these roles? What other resources are available to support the project and ensure its success?
5. **Evaluation.** How will you know if you have met your goals and objectives upon completing your project?
6. **Replication and Dissemination.** How will you share the results of your project with colleagues and the community? What prospects are there for replicating it in other classrooms and other schools in the Belmont Public Schools?
7. **Budget.** Please provide a detailed budget for the funds requested from the Foundation on the attached form. Itemize all costs and indicate the basis of your computation. Note any additional sources of support and provide other information as needed for reviewers to understand what you intend to do. Note that funds should be spent within one year of the award.
8. **Attachments.** You may include supporting documentation if you wish, but please do not include more attachments than are necessary to answer reasonable questions a reviewer might have about your project.

Most of the questions outlined above can be answered in a paragraph or two. Brevity is appreciated.

Please submit your proposal on or before the deadlines listed below:

Proposal Deadline

October 23, 2009

March 5, 2010

Award Notification

On or before December 4, 2009

On or before April 15, 2010

Please send the signed original and one copy of the proposal (including all attachments) to:

Office of the Superintendent
Belmont Public Schools
644 Pleasant Street
Belmont, Massachusetts 02478

FOUNDATION FOR BELMONT EDUCATION
2009-2010 Learning Excellence Grants Program
Major Grant Application (Cover Page)

Project Title: _____

Amount Requested: _____ **Start Date:** _____ **Completion Date:** _____

School(s) affected: _____ **Grade(s) :** _____ **# of Students:** _____

Project Director(s) (please list others on a separate sheet).

Name: _____ **Position:** _____

School: _____ **Daytime Telephone:** _____

Grade Level(s): _____ **Subject Area(s):** _____

Email: _____

Name: _____ **Position:** _____

School: _____ **Daytime Telephone:** _____

Grade Level(s): _____ **Subject Area(s):** _____

Email: _____

Other Key Participants (provide name and school for each). _____

Participating School(s). _____

Do you intend to submit this proposal to other potential sponsors? _____. **If yes, to whom?**

Signatures.

Project Director(s): _____ **Date:** _____

_____ **Date:** _____

Principal(s): _____ **Date:** _____

_____ **Date:** _____

FOUNDATION FOR BELMONT EDUCATION
2009-2010 Learning Excellence Grants Program
Major Grant Application (Project Budget)

Funds Requested from the Foundation for Belmont Education:

Category	Amount	Basis of Computation
Purchased Services (consultants, speakers)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Supplies/Materials	_____	_____
Books/Software/Subscriptions	_____	_____
Tuition/Workshop Fees	_____	_____
Equipment/Equipment Upgrades	_____	_____
Printing/Copying	_____	_____
Communications (Postage/Telephone)	_____	_____
Other		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Funds Requested from the Foundation	_____	

Other Support Available or Requested: Please list all additional cash and in-kind contributions to the project. Include the source, amount and purpose of each contribution.

Budget Notes: Please feel free to comment on the back of this sheet or attach supporting documents if you think it will help the Committee to evaluate your request. Examples include price lists of books or materials to be purchased, descriptions and price quotes for equipment to be purchased, etc.