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**2009-2010 Learning Excellence Grants Program: Small Grants (Maximum Grant: \$1,000)**

Please answer the following questions about the project you are proposing. Please limit your application to the cover page (attached), 1-2 pages of narrative responding to the questions below, and the budget form (attached).

1. **Cover Page:** Please complete the attached form.
2. **Proposal:** Please write your proposal on 1-2 pages using the following outline for section headings:
  - A. **Project Description:** Briefly describe the project you are proposing. Where and when will it take place? Which group or groups of students (and how many) will benefit?
  - B. **Need:** Describe the educational need that this project addresses, linking it to the educational standards and priorities of the Belmont Public Schools.
  - C. **Key Project Participants:** Who will carry out this project? What are their qualifications for these roles?
  - D. **Goals and Objectives:** What specifically do you hope to accomplish as a result of this project? How will you know if the project is successful?
  - E. **Project Timeline:** Estimate the time required for completion of the project, noting approximate dates for key events. (Note: Small Grant projects are expected to be completed within approximately one year of award.)
3. **Budget:** Please complete the attached budget form.

**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

**Send the signed original and one copy of the proposal (including all attachments) to:**

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

**FOUNDATION FOR BELMONT EDUCATION**  
**2009-2010 Learning Excellence Grants Program**  
**Small 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). \_\_\_\_\_

**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**  
**Small Grant Application (Project Budget)**

**Funds Requested from the Foundation for Belmont Education:**

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

**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.**