

FOUNDATION FOR BELMONT EDUCATION

~ *Making a Difference in Public Education* ~

Post Office Box 518, Belmont, MA 02478

www.fbe-belmont.org - 617-484-7989

2011-2012 Learning Excellence Grants Program: Small Grants (Maximum Grant Amount: \$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 21, 2011

March 2, 2012

Award Notification

On or before December 9, 2011

On or before April 12, 2012

Two options for submitting your proposal:

- 1) use Belmont School's interoffice mail to send the signed original and one copy of the proposal (including all attachments) to: **Office of the Superintendent, Belmont Public Schools**
- 2) email a pdf file of your proposal (the application page must have the appropriate signatures) to: **cgrant@belmont.k12.ma.us** and **info@fbe-belmont.org** (you should receive an email confirming receipt of your pdf file within two business days.)

**FOUNDATION FOR BELMONT EDUCATION
2011-2012 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
2011-2012 Learning Excellence Grants Program
Small 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.