



# GERMANTOWN

## Education Foundation

Established in 2006, the Germantown Education Foundation is an independent, 501(c)(3), not-for-profit corporation.

The mission of the Germantown Education Foundation (GEF) is to mobilize community resources to support and benefit schools, students, teachers, and educational programs in the Germantown Municipal School District. Through grants, projects and initiatives, the Germantown Education Foundation helps advance the academic achievement of students by improving the quality of teaching and learning in our six municipal schools and one online academy (GOAL)

**The foundation's core mission is to promote excellence in education.**

### Funding Policy

The Educational Foundation Board of Directors directs funds each year for GMSD support. These funds may be used for specific needs of educational programs.

For a proposal to receive consideration, the attached Request for Funding must be received no later December 15, 2022 for grants to be awarded in the Spring of 2023 for the 2023-24 school year. The applicant must submit the application to GMSD, and receive program approval by their school principal and assistant superintendent or superintendent.

All program receipts and a final impact report must be submitted to the Foundation by July 15<sup>th</sup> of the funding year.

Questions may be directed to:

GMSD contact  
Germantown Municipal School District  
email

Elaine Hare  
Germantown Education Foundation  
gef@gmsdk12.or

## Request for Funding 2023-24

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- All funds must be used by May 30, 2024.
  - A final program evaluation must be submitted by July 15, 2024.
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Please include the following if applicable, in your final report:

- photos, (can be emailed to [gef@gmsdk12.org](mailto:gef@gmsdk12.org))
  - press releases
  - news clippings
  - testimonials or brief quotes regarding project participation
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### Guidelines for Application

#### NARRATIVE

##### 1. DESCRIPTION OF THE PROJECT/PROGRAM REQUEST

###### a) Summary of the Project

b) **Educational/Academic Benefits.** Describe how this project benefits the educational/academic projects at the school; explain the targeted population that these funds would benefit (qualitative and quantitative). Use examples to demonstrate the need. Defend the need for and significance of the project. Support the demonstration of need through citation to relevant data and research (e.g., surveys, studies, examples of previous similar and successful programs/grant requests).

c) **Goals and Objectives.** Identify goals (e.g., planning, operation, budgeting, and evaluation) and objective(s), consistent with the intended educational/academic benefits and targeted population(s). Be sure to include how your grant ties into your School Improvement Plan (SIP) or with the GMSD five-year plan.

d) **Activities and Timelines.** List intended activities with a timeline/deadline for each task. Specify how the activities will be used to meet goals and overall objectives of the program.

e) **Performance Evaluation Plan.** GEF finds this component to be a critical component of a successful project grant application. Projects must contain a comprehensive performance evaluation plan that incrementally tracks the effectiveness of the proposed objectives. Please identify specific measurement tools to evaluate the program, (1) highlight desired outcomes and results, (2) determine whether goals and objectives have been achieved, and (3) develop a plan to use the results in the future.

f) **Exemplification of Germantown Education Foundation's Mission.** Discuss why the program and its proposed objectives will further GEF's mission.

- g) **Identification of Prior GEF Grant(s), if applicable:** If you have received a grant from GEF previously, please list the name of the project, the year(s) it was funded, who the key stakeholders were, and what outcomes were achieved.

## 2. ADDITIONAL MATERIALS

- a) List key individuals involved in the project. Provide **brief** summaries of their qualifications (one or two paragraphs: no resumes or CVs, please).
- b) Letters of agreement from third parties, if any (e.g., if this is a collaborative proposal)

**\*\*\*Please complete all sections.\*\*\***

Requester:		
Project Title:		
School Name:		
Academic Subject:		
Grade(s):		
Number of Students:		
Number of Participating Teachers:		
<b>Amount Requested:</b>		
List any grant funding you have received from the Foundation in the past 3 years. (include: year, amount, and project funded)		
Please provide a detailed budget of how funding will be expended for this project. Please include specific list and price quote for each item requested. Can be attached as a separate sheet.		
<b>Expense Category:</b>	<b>Amount:</b>	<b>List of Items:</b>
Program Materials (Consumable)		
Program Materials (Non-Consumable):		
Equipment:		
Other (Please Specify Expense):		
TOTALS		
In Kind Contributions that benefitted project:		
Total Budget		

<b>Other Funding Sources:</b>
<b>Project Detail:</b> (Please provide your project detail, including why the program is important)
<b>Program Impact:</b> (How will the teachers and students benefit from this project?)
<b>Program Evaluation Method:</b> (How will you measure teacher and student success?)
<b>Program Timeline:</b> (provide a project start date and completion date)

I certify that all funds will be spent in compliance with GMSD policy.

Print Name: \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Program Approved By:

Principal: \_\_\_\_\_

Assistant Superintendent/Superintendent: \_\_\_\_\_

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***To be completed by foundation staff/board:***

Program meets Foundation Mission/Funding Policy: Yes or No

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

President Signature \_\_\_\_\_ Date \_\_\_\_\_