



GERMANTOWN
Education Foundation
GRANT APPLICATION

PROJECT/PROGRAM TITLE:

PERSON RESPONSIBLE FOR THE PROJECT/GRANT INFORMATION:

Name _____

Summer Address: _____

Title _____

Summer Telephone: _____

Cell Phone: _____

Base School/Location: _____

Email Address: _____

Total Grant Request: _____

Total Matching Funds(See B.1.b.):

Signature of Person Responsible for Project

Total Cost of the Program

Signature of School Principal (Required)

NARRATIVE (Limit to four pages, NOT including cover page)

THE HEADINGS/STRUCTURE BELOW MUST BE USED FOR THE GRANT TO BE CONSIDERED BY THE GERMANTOWN EDUCATION FOUNDATION:

A. DESCRIBE OF THE PROJECT / PROGRAM REQUEST

1. **Begin with a short summary of the project or ask.**
2. **Description of how this project benefits the educational/academic projects at the school.**
Explain the targeted population that these funds would benefit. Who are they? How many are they? Demonstrate the need with examples. Defend the reason or significance for your project, making an argument using relevant data and research, such as surveys, preliminary studies, or examples of previous similar and successful programs/grant requests in other places.
3. **Establish goals and objectives for the project/request.** This system should include measurement tools to determine that goals and objectives have been achieved, desired outcomes and results, and a plan for how the evaluation results will be used in the future.
4. **Outline Activities and Timelines.** Explain how each objective will unfold to meet the goal. Establish deadlines for each objective and goal. These goals may include planning, operation, budgeting, and evaluation.
5. **Develop a Performance Evaluation Plan.** This system should include measurement tools to determine that goals and objectives have been achieved, desired outcomes and results, and a plan for how the evaluation results will be used in the future. The GEF finds this component to be the most critical component for a project grant application. You must detail a comprehensive performance evaluation plan that incrementally tracks the effectiveness of your proposed objectives.
6. **Highlight how this program will assist the Germantown Education Foundation is exemplifying its mission.** The mission of the Germantown Education Foundation is to **mobilize community resources to support and benefit schools and educational programs in the city of Germantown.** Through grants, projects and initiatives, the foundation helps **advance the academic achievement of students by improving the quality of teaching and learning.**

B. BUDGET / FINANCIAL INFORMATION

1. **If funds are to be received directly through the School Accounting System:**
 - a. **Detailed budget of the project/program.** Estimate as accurately as possible what the cost of each activity will be in personnel and non-personnel costs. Be certain to include a cost for each activity mentioned in your narrative, since it aligns directly with your budget. (See example on page 3)
 - b. List of all secured funding sources (i.e. matching funds), including all in-kind (non-cash, supplies, equipment, or time worked by volunteers) or monetary funding from the school, parents, support organizations or other sources for the project
2. **If the fund are to be received through a booster or support organization:**
 - a. Documentation the organization is a 501(c)(3) organization
 - b. Letter of recognition from the GMSD Finance Department verifying good standing with the school. Contact mona.kenley@gmsdk12.org or call 752.7900
 - c. **Detailed budget of the project.** estimate as accurately as possible what the cost of each activity will be in personnel and non-personnel costs. Be certain to include a cost for each activity mentioned in your narrative, since it aligns directly with your budget. (See example on page 3)

- d. List of all funding sources for the project, including all in-kind from parents or other sources for the project
- e. Most recent Form 990 and financial statement and audit required

C. OTHER SUPPORTING MATERIALS

- 1. List key individuals involved in the project; **brief** summaries of their qualifications (no resumes please)
 - a. Letters of agreement from third parties, if this is a collaborative proposal
- 2. **If you or your group have applied for and received a grant from the GEF previously**, provide a copy of the grant evaluation(s) for the completed project including outcomes, achievements, etc.

SAMPLE BUDGET

Houston High School Greenhouse Project

Revenue	Budget Amount
Leadership Germantown Support	In Kind Donations (paint supplies, shovels, 3 days of labor) Monetary commitment to class members covering a contingency cost up to \$1,000 (estimated \$3,000)
Metrographics	In Kind Donation of plaque and sponsorship signs (estimated \$375)
Germantown Municipal School District	Repair the irrigation system (\$1,200)
Bonnie Plants & Arrowhead Nursery	In-Kind Donation of all Plants, Gravel, and Soil (estimated \$750)
Total	\$5,325

Expenses	Budget Amount
Window Repair by Bros.	\$5,459
Paint	\$150 (difference purchased by class)
Light Fixtures	\$97
Sink Replacement	\$1,294
Total	\$7,000

Budget Notes: (If you need to further explain any line item)