

Claremont Educational Foundation



Request for Proposal Community Partnership Grant Application Guidelines

**Deadline: October 1, 2017, 5:00 PM PST
(for projects beginning as soon as late October, 2017)**

ABOUT CEF

The Claremont Educational Foundation is a non-profit organization founded in 1991 to promote quality public education in the Claremont Unified School District.

Through a variety of fundraising efforts and relationships in the community, CEF has been able to help provide art and music instruction in the elementary schools and fund technology in the elementary, middle, and high schools.

It is through the generosity of our donors that CEF is able to maintain the educational experience we have come to expect in Claremont.

CEF's Board of Directors is composed of business and community leaders, parents and district staff who together carry out our mission "To protect and enrich quality public education in Claremont." CEF is a member of the California Consortium of Education Foundations.

CEF COMMUNITY PARTNERSHIP GRANTS

Overview

This program was conceived during CEF's strategic planning process in 2015. It grew from a desire for CEF to serve as a hub for community engagement, which includes the work of nonprofit organizations in meeting the educational needs of our schools and community. Together, both CEF and its partners can successfully protect and enrich quality public education.

This program supports grants that enhance learning through community partnerships and targeted funding opportunities that extend CEF's efforts in art, music, technology and other vital areas to bolster educational support services and enrich educational programming. The Foundation aims to fund proposals that develop and sustain valuable links with nonprofit organizations that share our commitment to support CUSD students and families. Proposals should be well-articulated with identifiable goals and a clear vision for collaborative education partnership(s) between nonprofit organizations and teachers, school sites, District sponsored programs, or the general Claremont community.

Eligibility

CEF invites grant applications from nonprofit organizations with proof of 501(c)(3) status that have filed no less than two years of IRS 990 tax forms. The applicant must have a presence in southern CA, and should demonstrate service to members of the Claremont community. Late, incomplete, or ineligible proposals will not be reviewed.

Grant Award Information

- The CEF Board expects to award \$10,000 in this grant cycle.
- CEF Community Partnership Grants may not exceed \$2,000 each.
- Grant applications are due by October 1, 2017, 5:00 PM PST.
- Award notifications will be issued in late October, 2017. All applicants will be notified by e-mail of the results of the competition.
- The estimated project period is October 31, 2017—June 15, 2018. Expenditures are to be reconciled and unused funds returned to CEF not later than August 1, 2018, but preferably within 30 days of the project's end date.

Grant Criteria and Review

Community Partnership Grant proposals may align with CEF's traditional areas of focus (arts, music, and technology) or explore other subject areas (humanities, sciences, etc.) Strong proposals will 1) enhance community links with educators, students and their families, and/or school sites; 2) have an impact that will last beyond the time period that the grant is being funded; 3) offer something exciting, innovative, or creative to the learning process and/or student experience; and/or 4) meet an important educational need or solve a particular problem that needs to be addressed in the schools or community.

Competitive proposals will reflect a well-conceived project that clearly articulates the potential impact of the proposed activity on Claremont's educational community, with an emphasis on student learning.

Projects may be broad in nature, with an impact that extends to large populations within the community (Ex., a weekend enrichment program for Claremont youth.) Projects with a narrower scope are also allowable (Ex., an experiential learning project for fifth graders at a specific school site.) If the project includes a partnership with a specific school site or District program, it must be supported by the school site principal or program administrator.

Grants are competitive; only meritorious proposals that meet CEF's criteria will be funded. Grant proposals are evaluated by a review committee, which is appointed on an annual basis. The committee recommends finalists to the Foundation board, and the Board will issue its awards.

Budget Guidelines

- The amount requested from CEF for a single project should not exceed \$2,000.
- The budget must be clear, and the proposed spending must be justified. Applicants are encouraged to supplement the project narrative with a separate budget justification that describes the use of funds for each line item.

- CEF will not fund proposals that are exclusively for the purchase of one-use expendable materials, technology upgrades, or participant fees; however, these types of expenses will be considered if they are incurred as part of a broader proposal to enhance learning.
- Teacher training may be allowed as part of a project if it is not something that would normally be supported by the District or an individual school site. Teacher training must be specifically linked to the proposal and to the services provided by the community partner organization.
- Grant funds should not underwrite existing administrative support costs of the organization; however, CEF will consider funding requests to compensate those providing services that are directly related to the project in support of student learning.

Cost Sharing

Competitive proposals may include cash contributions to a project by the applicant, or may include third-party in-kind contributions such as donated services and goods. Cost sharing is not required for CEF Community Partnership Grants. However, applicants are encouraged to use cost sharing to support projects in which the total budget exceeds the CEF grant limit of \$2,000 and/or to fund project elements that are related to the project, but fall outside the primary educational scope of the Foundation’s funding priorities, for example: consumable materials, participation certificates, t-shirts, advertisements, etc.

Application Procedure

The request for proposals and corresponding deadlines for Community Partnership Grants will be announced by CEF as funds permit, in late October. Once a call has been announced, please send applications as an email attachment to Dianna Graves, CEF Grants Committee Chair, at diannagravesCEF@gmail.com, with a copy to info@supportcef.com.

Proposal applications should include the following:

1. Cover letter (on organizational letterhead)
 - Describe the mission of the organization, its major activities, and its credentials for carrying out the proposed activities.
 - Provide a short summary description of the project’s principal activities and its anticipated outcomes. The description should be understandable to persons from a range of disciplinary expertise and should avoid the use of jargon or acronyms that would be unknown to a general member of the community.
 - Indicate that the individuals involved in the partnership were consulted and involved in the development of your project.
2. Applicant information and list of participants
 - Nonprofit organization name and year it was established
 - Lead project member and contact information
 - Other project members and contact information
 - School site or District program partner (if applicable)
 - Lead project member and contact information
 - Other project members and contact information

- Statement of support for the proposed project with signatures from the lead project members of both the nonprofit organization and the education partner.
3. Detailed project description that includes:
- Title of the project
 - Statement of the problem to be addressed
 - Goals and objectives of the project
 - Target population for the project
 - Project activities to be supported
 - What will the target population do/experience as a part of this project?
 - How will the activity support student learning and linkages to the broader community?
 - The role of key personnel identified in the applicant information section
 - Rationale for the proposed approach; include any relevant education research or examples from practice that inform your proposal.
 - Resources needed for implementation
 - Project timeline (see above for timeline guidelines)
 - Measures of success; a formal assessment plan is not required, but the applicant should articulate a general plan for how the effectiveness of the project will be evaluated. This might include tracked attendance, documented feedback from participants or parents, pre- and post-knowledge surveys, evidence of work from students (photos of student projects, samples of written work, etc.)
4. Budget
- Include both the full cost of your project as well as the specific amount requested from CEF.
 - Costs should directly support the objectives of the project.
 - Training, conferences, or other professional development opportunities are permitted as long as it is clear that such opportunities will have a lasting effect on learning, and they are not otherwise supported by the District or school site.
 - Whenever additional clarity seems necessary, include a brief justification for line item budget requests.
 - Funding for items such as awards, t-shirts, food, paper materials, etc. should be minimized and must clearly support a broader educational project. Cost sharing commitments from the applicant or third-party donors are encouraged for these types of expenses.
 - List any other sources of funding you are pursuing or have already obtained to share the costs of this project.

Public Relations

CEF is proud to sponsor educational enrichment projects in the Claremont community. The Foundation requests that CEF funded projects be identified as such in communications to participants and to the public. The Foundation urges its nonprofit partners to share information about their projects through appropriate media outlets which might include local newspapers, organizational newsletters, and social media. CEF funded projects will also be highlighted on the CEF website.

Reporting

CEF wishes to support the unique mission-driven approaches from a range of professional organizations to expand and enrich learning opportunities in our community. At the conclusion of the project, grant recipients are asked to provide to CEF a brief project report regarding the general effectiveness of the project in reaching its goals and objectives. Grantees should describe how they evaluated the success of the project and should be candid and forthcoming about what worked and what may need further refinement. Project reports should also include an expense report which documents how the grant funds were used. Reports are due to CEF not later than August 1, 2018.

Repeat Grants

CEF seeks to support community partners in sustaining and enhancing successful grant projects. Applicants are welcome to submit substantively similar proposals in sequential grant cycles; however, when determining awards among proposals of equal merit, priority will go to new applicants. Repeat grant proposals must include a copy of the most recent project report, and are considered stronger when they expand upon or add something new to the previous proposal or incorporate lessons from the previous project. Applicants should not submit substantively similar proposals more than twice; however, CEF and the community partner organization may work collaboratively to identify long-term sustainability solutions.

FAQs

1. *Is my organization eligible to apply for a CEF Community Partnership Grant?*

Any organization with 501(c)(3) IRS status that has a presence in southern California and serves members of the Claremont community is eligible to apply for a CEF Community Partnership Grant.

2. *Does my grant request from CEF have to total exactly \$2,000?*

No. The maximum grant request is \$2,000, but budgets of less than \$2,000 are welcomed and encouraged.

3. *May I use the funds for teacher training or other forms of professional development?*

Yes, provided the training is not something the district is already obliged to provide. Professional development costs, if included, should comprise a small portion of the overall budget and be directly linked to the impact on student learning.

4. *If I don't use all the money awarded this year, can I carry it over to next year?*

No. Unused funds must be returned to CEF by the end of the funding cycle.

5. *Can I make any changes to my budget after I receive my award?*

Changes to the submitted budget are sometimes necessary, but substantive deviations should

be discussed with CEF and should not change the target population or alter the learning objectives of the project.

6. *When is my final report due to CEF?*

Project reports are due no later than August 1, 2018, but are preferred within 30 days of the end of the project. Project reports should include a brief summary of your project, your assessment of what worked and what didn't, and your reflections about continuing the project. We rely on your reflections of the experience to ensure the success of our granting programs and to help us advocate effectively on behalf of community partners and our schools. Our ability to continue this kind of program depends on a successful partnership, and we appreciate your attention to this end-of-year task.

7. *Whom can I contact for more information?*

CEF is always eager for your feedback and inquiries. Please do not hesitate to contact us with your comments and questions!

Dianna Graves, Grants Committee Chair
diannagravesCEF@gmail.com

CEF, General Inquiries
info@supportcef.com