

# Newcastle Education Foundation Grant Proposal Guidelines

1. Programs Supported by the foundation will be evaluated and prioritized by the Allocations Committee based on compliance with the foundations mission statement, clear demonstration of need and budgetary constraints. Final approval for grants will be determined by vote of the foundation's board of directors. All funding requests will be considered only after determining that they represent incremental programs that are outside of the Board of Education approved budget.
2. The foundation wishes to evaluate programs without the knowledge of who submitted the grant.
3. The foundation wishes to fund programs that emphasize new approaches to teaching and develop innovative programs, which stimulate thought and expand the existing curriculum.
4. The foundation wishes to fund programs that directly benefit the students of Newcastle Public Schools.
5. The Finance Committee will recommend to the foundation the amount of money each year, which is available for grants. Any funds not awarded in a given year will remain in the foundations principal balance. A minimum of 15 % of the funds raised by the foundation will be retained to establish and augment the endowment fund.
6. Deadlines for submitting grant applications will be October 1st and Feb 1st each school year. It is the intent of the foundation to award grants by end of that same calendar year.
7. Grant applications must be type written and limited to the application form and no more that 10 additional pages of type written information.
8. All applications should be very clear and through in all respects. The Allocations Committee may require additional information form the applicant and shall notify the Principal if necessary: applicant will be given the opportunity to respond. However, this may result in a an evaluation deduction no more that 5 points ( at the discretion of each Grant Evaluator)
9. The Allocations Committee may award up to 5 bonus points for any application which was submitted yet not awarded in any pervious school year ( at the discretion of each Grant Evaluator).
10. Gross non-compliance of these guidelines may result in the rejection of an application.
11. In order for funds to be distributed by the foundation an invoice or other form of documentation must be provided to the Treasurer to ensure that funds have been utilized according to the parameters of the grant. All awarded funds not used by April 1st of the corresponding school year share be forfeited unless and extension has been granted by the Allocations Committee.

# Newcastle Education Foundation Grant Review Process

1. Teachers should submit fully completed applications to their supervising principal. Principals should review the applications and subsequently submit them to the superintendent.
2. The Principals should review the applications, remove all cover letters so that it cannot be determined who submitted the application and if the administration is in agreement with request all applications should be forwarded to the Allocations Committee for review. If the administration is not in agreement with the request, it is the responsibility of the Principals to return the request with an explanation to the applicant.
3. The Allocations committee will review the applications in accordance with proposal guidelines listed above.
4. The Allocations Committee will review the applications in accordance with the proposal guidelines listed above.
5. The Allocations Committee will submit a final report to the Board of Directors no later than the end of the fiscal year reporting the completion of each grant, the major milestones of the gran and giving an over rating of the grants compliance with the grant guidelines.
6. Non-compliance of the above reporting requirements by the grant recipient may result in a suspension of the grant recipient form future grant applications until the required reports are received in good order.
7. Deadlines for submitting grant applications will be October 1st and Feb 1st each school year. It is the intent of the foundation to award grants by end of that same calendar year.