



Dear Faculty and Staff of Fairfield Public Schools,

In recognition of the quality work you do, we have established the Fairfield Foundation for Education. Our mission is to support and enhance Fairfield's public education system by providing professional educators with funding for programs that enrich the curriculum and stimulate creative learning opportunities.

Fairfield FFE is looking for projects that:

- Positively impact learning
- Reflect current research on best practices in teaching and learning
- Show innovation and creativity
- Encourage collaboration
- Can be replicated and/or extended beyond the initial participants
- Are different than projects that have been funded through the BOE budget
- Include a thoughtful evaluation plan

Fairfield FFE funds are not intended to be used either to provide for those portions of the educational program that are the responsibility of the public schools through the annual District budget, or to replace items of the educational program that would be eliminated as the result of a contingency budget. For example, they are not meant to furnish or upgrade equipment. Equipment can be requested, but the focus of the project must be instructional and impact student learning.

Grant monies awarded will be contingent upon available funds and the discretion of the Grants Committee.

The deadline for funding for the 2018-2019 school year is March 19, 2018.

For more information, visit our website ([www.fairfieldffe.org](http://www.fairfieldffe.org)) or contact the grants committee by email at [grants@fairfieldffe.org](mailto:grants@fairfieldffe.org).

Grants are now available. Please apply!

Sincerely,

Dr. Ann Clark  
President, Fairfield FFE



## GRANT APPLICATION INSTRUCTIONS

### 1. APPLICATION FORM

Download the application form from the Fairfield Foundation for Education website (the form can be found here - <http://www.fairfieldffe.org/apply-for-grants/>).

Fill it in completely using Microsoft Word (on either a Windows PC or a Macintosh) and save the document.

### 2. PROJECT DESCRIPTION AND BUDGET

Write up your project description and budget following the example below. Save that as a separate word document.

### 3. PRINCIPAL APPROVAL

Speak with your principal and get his/her approval for the project. In particular, for any equipment purchased he/she must be willing to agree to the following statement - "I understand any equipment purchased becomes the property of my school and I will keep it in good repair, within budgeted resources and provide for its safe storage."

### 4. EMAIL TO FAIRFIELD FOUNDATION FOR EDUCATION

Email your completed application form and your project description and budget document to [grants@fairfieldffe.org](mailto:grants@fairfieldffe.org) as attachments. Include your principal as a recipient on the email and include the following text:

**By including my principal on this email I am attesting that I have spoken with her/him about this project and she/he approves of it. She/he understands any equipment purchased becomes the property of my school and she/he will keep it in good repair, within budgeted resources and provide for its safe storage.**

Ask your principal to Reply All to the email noting her/his approval.



## BUDGET INFORMATION & EXAMPLE

Supplies include items such as books, kits, tapes, etc. Low cost items such as pencils, paper, and crayons may be grouped together with some detail along with their associated cost. Example: general writing supplies (paper, pencils, crayons, etc.).....\$24.00

Expenses include such items as room rental, copying costs, copyright fees, and training.

Use the "Other" section to list items that you don't think belong under supplies and expenses.

Food, rewards, and/or salaries (including substitute teacher salaries) are not eligible expenses for grant support.

Activities or events or purchases already completed are not eligible for funding.

The Fairfield FFE will consider funding equipment or transportation only if it is integral to a proposed project. The decision will be based on how the equipment or transportation will help in meeting the project's goal(s) and the extent to which it is necessary to achieve the student learning outcomes outlined in the evaluation. The justification for the request should be detailed in the comments section of the budget.

Although Fairfield FFE does not pay salaries, it will consider paying stipends and/or compensation to consultants. For consultants, describe their contribution and submit copies of their resumes to Fairfield FFE.

If the project will receive funding from another source in addition to Fairfield FFE, identify the sources, the amount of money and how the money will be used.

### Sample "Oral History Project" Budget

The sample budget that follows is presented so that grant applicants will have a guide for completing the required budget sheet that must be submitted as part of the grant proposal. The items in the budget are examples and do not represent the range of items that could be funded under the Fairfield FFE. Please provide an itemized budget for requested funds.

ITEMS	COST
<b>Supplies &amp; Expenses</b>	
Portable audio recorder (Olympus DS50 Digital Voice Recorder)	\$275
Docking station and cables	\$ 40
Presentation software	\$ 45
General supplies (pens, color pencils, highlighters, clipboards, paper, CD's, file folders, batteries, etc.)	\$150
Memory sticks	\$120
Assorted books (approx. \$5 each)	\$ 50
<b>Other</b>	
Technical assistance (2 hrs. @\$35 per hour)	\$ 70
<b>Total Amount Requested</b>	<b>\$750</b>