



Dear Faculty and Staff of Fairfield Public Schools,

The Fairfield Foundation for Education was established in 2010 to recognize the quality work you do. Our mission is to support and enhance Fairfield's public education system by providing educators with funding for programs that enrich the curriculum and stimulate creative learning opportunities. We invite you to apply for a grant for the 2024-25 academic year.

Fairfield Foundation for Education 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 from projects that have been funded through the BOE budget
- Include a thoughtful evaluation plan

Fairfield Foundation for Education grants are intended to allow educators to deliver the Fairfield Public School curriculum in a new, innovative way or to solve a student-centered problem in a way that hasn't been tried before. Grant funds do not pay for materials that are already in the District's budget or items that have been removed from the District's curriculum.

Grant monies awarded are contingent upon available funds, the recommendation of the Grants Committee, and approval by the Board of Directors. Since our inception, we have awarded 93 grants of over \$112,000!

Grant applications can be found on the Foundation's website, **[www.fairfieldffe.org](http://www.fairfieldffe.org)**. The deadline for applying for the 2024-2025 school year is January 29, 2024.

For more information and to see what grantees have done in the past, please 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)**.

Grant applications are now available. Please apply!

Sincerely,

*Katherine E. Caulfield*

Katherine E. Caulfield  
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>