



MINI-GRANT SUBMISSION PROCESS

Grant applications are accepted in two rounds, with applications due March 15 (for the following academic year) and October 15 (for the current year.) Awards are announced in mid-May and mid-November.

Please read through the Guidelines for Applicants. If your project idea fits the criteria, proceed to the application. If you have questions about whether or not your project idea is appropriate for FEF funding, or have other general questions, you are encouraged to call or [email the FEF office](mailto:info@framinghamedfoundation.org) (info@framinghamedfoundation.org) or [email Barbara Clarke](mailto:grantchair@framinghamedfoundation.org), FEF grant committee chair (grantchair@framinghamedfoundation.org).

Guidelines for Applicants

Grants Available

The amount of money available for distribution each year varies, based on contributions and fund raising. There are two basic types of grants available: Mini-Grants (up to \$1000) and [Signature Grants](#) (for more extensive projects requiring funding over \$1000).

Within the Mini-Grant category there are several funds:

- general mini-grants
- the Irving August Grant for International Understanding
- the Jade Walsh Grant for Language Arts

The general criteria, application process and form are the same for all of these grants.

Please note that not all grant funds necessarily award grants every year. See the Irving August Grant Guidelines and the Jade Walsh Grant Guidelines for more information.

While applicants may indicate the Fund for which they think their project is appropriate, the Grant Review Committee may decide to award these grants to applicants in the general mini-grant pool.

Applicants for the Thayer Grant for Technology and Research, which is separate from the mini-grant program, should use the [Thayer Grant Application](#).

Eligibility

The Framingham Education Foundation welcomes applications for funding under the Educational Grant Program from teachers and school professional staff in the Framingham Public School (FPS) System. Only school professionals may submit proposals and qualify as Project Directors. However, students, parents, and/or community organizations that wish to collaborate with FPS staff on an educational project are encouraged to do so.

Types of Projects to be Funded

FEF is primarily interested in supporting projects that enhance curriculum and further the academic growth and development of students in grades preschool through 12. In keeping with its mission, FEF welcomes applications that **approach the curriculum in an innovative way**. Funds are available only for projects that supplement, not supplant, the usual educational activities that are supported by the Framingham Public School System.

Projects funded may be new or continuing projects. If you are requesting funding for a continuing program, the project must contain new content or address new goals or objectives.

Teacher (or staff) stipends are considered only in special circumstances where substantial professional time, outside of school hours, is required to conduct the project. For example, projects running on weekends or multiple evenings. FEF generally does not fund stipends for curriculum development.

FEF does consider applications for professional development funding. Applications for funds for professional development in the area of technology may be more appropriate for FEF's Thayer Technology and Research Grant.

Funding Cycle

The FEF Educational Grant Program operates on an annual cycle beginning July 1 and ending June 30. For example, if an application is approved in May, funds become available July 1, and the project—and attendant paperwork—**must be completed by June 30**. If a grant is approved in early November, funds are immediately available and must be used by June 30th of that academic year.

Size of Awards

The **maximum mini-grant award is \$1,000**. Please note that a project may be approved and funded at an amount lower than requested in the applicant's proposed budget. In previous years, grants have been awarded in amounts ranging from \$100 to \$1,000.

Larger, more substantial projects requiring more than \$1000 may be eligible for an FEF **Signature Grant**. Funds for these grants are limited and are awarded for projects that will affect a large number of students and/or will have significant long-term benefits.

Reimbursement/Payment Process

Grantees may request reimbursement or, in some cases, advance payment by submitting a [Grant Disbursement Request](#) form with itemized receipts or purchase orders. Requests must be approved by the Grantee Liaison for their project and must conform to the budget approved by the Grant Review Committee.

Required Reports

The Project Director will be responsible for the timely submission of two final reports to the FEF Grant Review Committee upon completion of the project:

1. A **performance report** describing and evaluating the outcomes of the activities undertaken in the course of the project.
2. A **fiscal report** that accounts for all expenditures made in connection with the project.

Grant recipients will be invited to present their projects' results at the FEF Grantee Showcase in May.

Agreement

By accepting funding, grant recipients agree to acknowledge the support of the Framingham Education Foundation in all presentations or printed materials concerning the project and to inform the Foundation of any necessary changes in the implementation or focus of the project.

The recipient must alert FEF if the recipient cannot undertake or accomplish the program for which funding was approved (Please note: grantees may not use FEF funds for any program other than the program described in the grant application).

Procedures for Submitting a Proposal

Please submit **six (6) copies** of the grant proposal, including a completed [cover sheet, the project description and an itemized budget](#) to:

**Framingham Education Foundation
Grant Review Committee
P.O. Box 3287
Framingham, MA 01705**

Deadline

Deadlines for applications are March 15 and October 15. Please be sure to allow sufficient time for applications to reach us.

Questions

Questions regarding the suitability of your project for FEF funding or about the application process are encouraged. Please [email Barbara Clarke](#), Grant Review Committee Chair, or call or [email the FEF office](#).

Notification:

Applicants will be notified of the Grant Review Committee's decision in mid-May or mid-November. Correspondence will be sent to the Project Director at the address indicated on the cover sheet of the application.

Grantee Form(s):

1. [Mini-Grant Application - Cover Sheet and Project Description](http://www.framinghamedfoundation.org/grantapplication.pdf)
(www.framinghamedfoundation.org/grantapplication.pdf)
2. [Grant Disbursement Request Form](http://www.framinghamedfoundation.org/reimbursementform.pdf)
(www.framinghamedfoundation.org/reimbursementform.pdf)
3. [Thayer Grant for Technology and Research Application](http://www.framinghamedfoundation.org/thayer_grant_application.pdf)
(www.framinghamedfoundation.org/thayer_grant_application.pdf)