

Berkshire Taconic Community Foundation Chatham Education Foundation Grant Guidelines

The Chatham Education Foundation (CEF) works to enhance and enrich the educational experience of students and teachers in the Chatham Central School District (CCSD). The Foundation hopes to be a catalyst for innovative thinking and thoughtful experimentation to generate excitement about and enthusiasm for learning. The CEF is supported by two endowed funds: the Arts and Humanities Fund and the Alexander M. White Fund.

Through its originating and larger Arts and Humanities Fund, CEF supports a wide variety of projects in the arts and humanities. In 2006, a second endowed fund, The Alexander M. White Fund, began to provide funding for projects in all disciplines.

Eligibility

Applications will be accepted from students, teachers, administrators, parents and members of the community.

Grants from the Chatham Education Foundation will not replace public dollars for the school district.

Possible projects include but are not limited to: independent study; new programs; extracurricular activities; individual creative projects, visiting speakers, artists in residence, professional development for teachers and program costs for field trips.

New projects are encouraged while enhanced or enriched repeat projects are also eligible for consideration.

Grant awards may range up to \$5,000.

Application Guidelines

Complete the Grant Proposal Summary and attach a one to two page proposal that should include the following:

- 1) Who are you, what do you wish to accomplish, and how will you reach your objective?
- 2) What outcome can CCSD expect as a result of this project and how will you demonstrate achievement of this outcome?
- 3) Explain how you will integrate your project into the school, listing any school personnel you will be working with to ensure the project's success.
- 4) A timetable of the stages of completion of the project.
- 5) An itemized budget if the summary page does not accurately represent your project.
- 6) Any additional documentation you feel would be helpful to the Board in evaluating your project.
- 7) If this is not a new project, please indicate how it has been funded in prior years and why support from this fund is needed.

Berkshire Taconic Community Foundation

271 Main Street, Suite 3, Great Barrington, MA 01230-1972

T: 413.528.8039 F: 413.528.8158 E: info@berkshiretaconic.org www.berkshiretaconic.org

Deadline

Completed applications must be received at Berkshire Taconic's Offices no later than 5 p.m., March 31st.

Applicants will be notified by May 31st.

Review Criteria

Applications will be reviewed using the following criteria:

Excellence: Is the project or service truly of a high quality? Is it the right time for the project? Does it involve qualified individuals/groups?

Impact: What is the potential impact of the project or service on the CCSD community? This does not mean the number of people involved, but rather the quality of the impact.

Ability: Is the project well thought out and feasible?

Applications will be reviewed by the Chatham Education Foundation Governing Board, comprised of community members, parents, teachers, students, the Superintendent and a member of the Board of Education. Our recommendations will be referred to Berkshire Taconic Community Foundation board of directors for final approval.

Questions

Please contact Maeve O'Dea, program director at 413.528.8039 or by email at maeve@berkshiretaconic.org.

Berkshire Taconic Community Foundation

The Chatham Education Foundation Funds are endowed funds of the Berkshire Taconic Community Foundation. The Fund for the Arts and Humanities was started by an endowment grant from an anonymous donor in the Chatham area. Berkshire Taconic Community Foundation builds stronger communities and improves the quality of life for all residents in the region it serves: Berkshire County, MA; Columbia County and northeast Dutchess County, NY; and northwest Litchfield County, CT. Founded in 1987, Berkshire Taconic currently has over 500 funds and manages more than \$86 million in assets. Each year, it distributes more than \$7 million through grants and scholarships, helping thousands of donors achieve their philanthropic goal and hundreds of nonprofits carry on their good work.

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Berkshire Taconic Community Foundation Chatham Education Foundation

Grant Application

Completed applications must be received at Berkshire Taconic by 5 p.m., March 31st.

Applicant(s) Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Relationship of applicant(s) to CCSD (e.g. student, teacher, parent, community member, etc.):

Title of project: _____

I. Brief description of project:

Number of students who will be impacted _____ Grade level(s) _____

II. Budget Information:

a. Total cost of project: _____

b. Amount requested from ~~4YRMR 6UFTRZ_ 7 f_URZ_~~ +PPPPPPPPPPPPPPPPPPPP

c. Amount you expect to raise from other sources: _____

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Chatham Education Foundation Grant Application (continued)

III. How does the project relate to the arts and humanities, and how does it encourage excellence?

IV. What type(s) of support will you/have you received from CCSD faculty and administration?

V. What is the timetable for completion of the project?

VI. Itemized project budget:

If this is not a new project, please indicate how it has been funded in prior years and why support from this fund is needed. List all costs associated with the project – e.g. materials, professional fees, travel, rentals, etc., as well as other sources of financial support, and any additional documentation you feel would help in evaluating the proposal.

Expense description	Estimated Cost	Amount Requested from Fund	Source of Funds to pay balance of cost
TOTAL			

NOTE: Remember to calculate shipping and handling costs for items to be purchased from vendors. Please include estimates/price lists, where possible.

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If the applicant is not a teacher or school administrator, this application must be signed off by the superintendent, principal, a teacher or a member of the school administration below

Name: _____

Title: _____

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