

# The Knollwood 7<sup>th</sup> Grade Grant Program & Award

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Sponsored by Fair Haven Education Foundation

(Revised February 1, 2017)

# **Introduction**

## **WHAT IS THE FAIR HAVEN EDUCATION FOUNDATION?**

The Fair Haven Education Foundation (FHEF) is a dedicated group of parents who volunteer their time and talents to raise money to support the Fair Haven public school system and all its students, teachers, administrators and staff. The primary focus of our efforts is to help enhance the academic environment through the purchase of new technology and sponsorship of a Grant Program and Scholarship.

Some of our contributions to the schools have been Smart Boards, wireless internet access, computers and new lighting and sound systems. The FHEF also awards a scholarship to a graduating 8<sup>th</sup> grader and sponsors the 7<sup>th</sup> Grade Grant Program & Award.

## **WHAT IS THE 7<sup>TH</sup> GRADE GRANT PROGRAM & AWARD?**

The 7<sup>th</sup> Grade Grant Program is an enrichment opportunity. It allows students to learn about grants, research and writing their own, and to suggest a new program which will enhance student life and learning at Knollwood School and/or in our community. Each student identifies a need or problem in the school or town, comes up with a realistic solution, and presents it in the form of a written grant proposal. Administrators, teachers and members of the FHEF help students throughout the program.

7<sup>th</sup> Graders will research and write the grant proposal and can request up to \$2,000.00 from the FHEF to make their written idea a reality.

There is an added bonus! One grant proposal will be selected and funded by the FHEF. The selected program will be put into place next year and the student who wrote the grant proposal will be awarded a \$500.00 gift card at the 8<sup>th</sup> Grade Graduation next year.

# GENERAL INFORMATION

## WHAT IS A GRANT?

Simply stated it is giving of funds for a specific purpose or project. Usually, money is distributed from one party – a corporation, foundation, or government department – to a recipient. Recipients can be an individual, school, business, or non-profit organization. In order to receive a grant some form of grant writing is expected. This writing is called a grant proposal. Each year the U.S. Government along with private foundations and public corporations offer billions of dollars in funding to individuals and organizations to be used for specific projects. The best thing about a grant is that the money does NOT need to be paid back!

## WHAT IS A GRANT FOR?

There are grants out there for lots of different things. There are college grants, loan grants, educational grants, grants for playground equipment, technology grants, and many, many more! We are looking for a grant proposal that identifies a certain need at Knollwood or in our community, and comes up with a well-researched plan on how to answer this need.

## GRANT WRITING TIPS

- ❖ READ the guidelines and instruction carefully. Be sure to use the given format.
- ❖ Ideas should be innovative and creative. Keep your goals realistic.
- ❖ Have a reasonable, detailed budget. Do your homework on costs before submitting your application and be sure to explain your budget.
- ❖ If possible, cite research that supports the program for which you are requesting funding.
- ❖ Be clear and brief when writing your proposal. Good grant proposals are simple yet complete!
- ❖ Proofread! Proofread! Proofread!
- ❖ Only one idea can receive funding and there are many factors that influence the foundation's decision in awarding the grant. The most important thing for grant writers to remember is that they might submit a perfect application, but their grant may not be selected for funding. Do not get discouraged if you don't "win". Grant writing is a life skill, and now you know how it's done!

# GRANT WRITING GUIDELINES

Every Grant submission should be written using the following format

## 1. COVER PAGE/INTRODUCTION

Include the applicant's name, the title of the proposal, a short 2-3 sentence description of the project and the amount requested.

## 2. OBJECTIVE

This section should answer the "what" and "why" questions. Include a description of your proposal and your rationale for choosing it. Use statistics, expert opinions, anecdotes, etc. What is the projected outcome and why should the FHEF fund it?

## 3. AUDIENCE

Who will benefit from your proposal? What types of benefits are there? Are other schools/towns currently using this idea/activity successfully?

## 4. PROCEDURE

Describe how your desired objectives will be achieved. Describe the process that will be used to reach your desired outcome. Will teachers or volunteers be responsible for implementing your proposal? If so, have you spoken with them and secured their approval?

## 5. TIMELINE

Be sure to include important dates or deadlines. You must include a chronological description of the proposed project that details start and finish times, duration and other pertinent information.

## 6. BUDGET

Supply a cost proposal WITH DETAILS as to how the money will be spent, when it needs to be submitted and to where. Actual pages from catalogs or internet sited are accepted!

# RUBRIC

	<b>Limited 1 Point</b>	<b>Acceptable 2 Points</b>	<b>Accomplished 3 Points</b>
BUDGET	Budget is vague or limited	Budget is presented accurately	Detailed accurate budget
WRITING	Writing is not at all developed	Writing is somewhat developed	Writing is well developed
SUPPORT (Points doubled)	No examples are used	Limited examples are used for support	Statics, examples or anecdotes are used to support
SUITABILITY (Points doubled)	Idea is unreasonable or does not benefit enough people	Idea is reasonable but may not benefit enough people	Idea is reasonable and will be beneficial to many people
MECHANICS	There are many errors	Writing is mostly free of errors	Writing is free of errors
ORIGINALITY (Points doubled)	Idea is not original or creative	Idea is somewhat creative	Idea is original and creative as well as reasonable
ORGANIZATION	Format is not used or followed correctly	Format is mostly followed	Format supplied is used efficiently
TIMING	An absent or unreasonable timeline	Timeline is presented	A detailed timeline with realistic expectations