

GARRISON CHILDREN'S EDUCATION FUND GRANT APPLICATION

Date: _____

Name of Program/Project: _____

Applicant's Name: _____

Title and Affiliation: _____

Address: _____

Phone: _____ Email: _____

Amount of Funding Requested: _____

Start date: _____ Completion date: _____

SUMMARY:

Include a brief two to three sentence summary of the intent or purpose of the project and the population that will be served.

FULL PROJECT DESCRIPTION:

1. Include a detailed project description that addresses the following:
 - a. Describe the need for the project.
 - b. Describe what the project will do (specific activities) and include an overall goal(s) as well as specific objectives.
 - c. Why is the project important?

- d. How does the project enhance student learning? What is its educational value and relevance to the current curriculum?
- e. How does the project enhance linkages with the community?
- f. How does the project include collaboration with teachers/administrators within the school?
- g. Describe what you hope to change or improve with the project.
- h. Describe who will benefit from the project (include student grade levels).
- i. Who will be responsible for implementing the project? Briefly describe their roles.
- j. When and where will the project take place?
- k. Will the project be a one-time offering or will it be on- going/recurring?

BUDGET:

Include a detailed, itemized budget for the project and specify what you are requesting to be funded. Address whether there are other possible funders for the project (GCEF encourages using volunteers and donated materials, as well as researching other potential funders).

TIMELINE:

Include start date and estimated completion date.

ATTACHMENTS:

Include brochures, flyers, resumes of speakers and other descriptive materials relevant to the proposal.

BOCES REIMBURSEMENT:

Is this expense eligible for reimbursement by Northern Westchester-Putnam Board of Cooperative Education Services (BOCES)? You may refer to the website at <http://www.pnwboces.org/artsined/welcome.htm>, or you may speak with the School Principal regarding further information about BOCES reimbursement.

Yes _____ No _____ Is the proposed vendor on Northern Westchester-Putnam BOCES pre- approved list of Arts/Educational organizations?

Yes _____ No _____ If the expense is partially reimbursable by BOCES, please give the name of the person who will submit the required paperwork to BOCES and the date by which the paperwork will be completed. Date of submission to BOCES must be at least 30 days prior to the planned event.

Person submitting BOCES paperwork

Date paperwork will be submitted
