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 **Grant Application**

**Spring Deadline: May 1, 2024**

**Fall Deadline: November 1, 2024**

The mission of the Garrison Children’s Education Fund (GCEF) is to enrich the educational experience of children in grades PreK-12 who reside in the Garrison Union Free School District. GCEF raises funds to support high-quality programming in the priority areas of the arts (visual, performing and literary); Hudson River Valley science, history, and heritage; academics; and physical education that helps children to foster connections to their community and environment, supports their intellectual and physical development, and enables them to develop diverse means of creative expression.

Funding priority will be given to those projects that:

* Address one or more priority areas (arts; Hudson River Valley science, history and heritage; academics; physical education)
* Have the highest educational value
* Deepen engagement with existing curriculum and facilitate mastery of curricular goals
* Extend and enliven the curriculum
* Can be readily implemented
* Include students across multiple grades and promote collaboration within the school community
* Promote collaboration between the school and community organizations
* Would not otherwise be supported by the Garrison Union Free School District Board of Education

Please visit [gcef.net/grants](http://gcef.net/grants) and [gcef.net/grant-guidelines](http://gcef.net/grant-guidelines) for more information on applying for GCEF grants.

The primary applicant is responsible for gathering all required approvals and signatures prior to the application deadline (see Part 1 below). Applicants are encouraged to meet with the GUFS Principal at least one week prior to the application deadline for this purpose. **Once all approvals and signatures have been received, completed applications should be submitted to the GCEF Grants Committee at** **gcef.grants@gmail.com****.** Incomplete applications without signatures will be returned to the applicant.

Thank you for your interest in partnering with GCEF and supporting the students of the Garrison School District. We look forward to reviewing your application!

-Lauren Hale Biniaris, *GCEF President*

**Part 1: Approvals and Signatures**

*The applicant(s) and all impacted and/or implementing parties to this grant, in addition to the GUFS Principal, must provide their endorsement and signature below prior to submitting this application.*

The undersigned applicants represent that they are familiar with and approve of the contents of this GCEF Grant Application:

**Applicant(s)**

Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**GUFS Administration**

Name/Title: **Allison Emig, *Principal***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other Impacted / Implementing Individuals**

Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2: Grant Summary**

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| --- | --- |
| **Project Name** |  |
| **Project Summary****(2-3 Sentences)** |  |
| **Total Project Budget and Amount Requested (if different)** |  |
| **Number of Garrison Students Impacted** |  |
| **Grade Level(s) Impacted** |  |
| **Project Start and End Dates** |  |
| **Applicant Name(s)\* and Title(s) / Affiliation(s)** |  |
| **Primary Applicant Phone** |  |
| **Primary Applicant****Email**  |  |

***\*Any/all applicant(s) listed must execute Part 1: Approvals and Signatures of this application***

**Part 3: Grant Description**

*Please describe the grant request in detail by responding to the following prompts:*

**Describe the need for this grant-funded project. What do you hope to change or improve within the Garrison School District?**

**Describe the project’s goals, objectives and specific activities.**

**How does the project align with the GUFS Vision of the Graduate (see below)? How will this grant enhance Garrison students’ learning?**

**Does the project align with any of GCEF’s stated priority areas (see above)? If so, which one(s)?**

**How many Garrison School District students and grade levels will benefit from this project? Please describe.**

**List who will be responsible for implementing the project, including their specific roles and responsibilities.**

*All impacted and/or implementing individuals must provide their endorsement of this application (see Part 1).*

**Is this a one-time or recurring project? If recurring, is there a plan for continued funding so that the project and/or its benefits will continue after the project period ends? Do you anticipate needing additional funds from GCEF or other external sources in the future for this project?**

**Part 4: Budget & Supporting Materials**

*Along with your application, please submit a detailed, itemized budget for the project. Please also submit any supporting materials relevant to the proposal including brochures, flyers, resumes of speakers, etc.*

|  |  |
| --- | --- |
| **Expenses** | **Amount ($)** |
| Supplies/Equipment/Materials |  |
| Travel |  |
| Admission Fees |  |
| Advertising/Printing |  |
| Professional/Consultant/Speaker Fees |  |
| Other Expenses*Please describe:* |  |
| **Total Expenses** |  |

|  |  |
| --- | --- |
| **Contributions** |  **Amount ($)** |
| GUFS |  |
| Parents |  |
| PTA |  |
| Other Sources*Please describe:* |  |
| **Total Contributions** |  |

**Part 5: BOCES Reimbursement**

*If your grant request is eligible for reimbursement by Northern Westchester-Putnam Board of Cooperative Education Services (BOCES), please complete the following section. For information about BOCES reimbursement, you may refer to the* [*BOCES*](https://www.pnwboces.org/) *website, or you may speak with the GUFS Principal.*

**Is the proposed vendor on Northern Westchester Putnam BOCES pre-approved list of Arts/Educational organizations?**

**Who will submit required BOCES paperwork for reimbursement?**

**By what date will required BOCES paperwork be submitted?**

*Note: date of submission to BOCES must be at least 30 days prior to the planned event.*

**Part 6: Grant Reporting**

*If your grant request is funded, a brief project reflection based on the prompts below is to be completed and submitted within 60 days of the completion of the project\*. Please also submit photos, videos, testimonials, articles, links and/or other supporting materials that demonstrate the impact of your project.*

*Please provide just a few short sentences or bullet points for each answer. Alternatively, the applicant may have a brief conversation with a GCEF Board member based on the questions below, and the Board member can complete this section on the applicant’s behalf.*

*\*If a project extends beyond six months, please submit an interim progress report at the end of the first six months, and a final report within 60 days of the completion of the project.*

**Provide a brief summary of your project’s accomplishments. Did you meet the goals and objectives you set out to?**

**How was your project received by Garrison School District students?**

**Did you encounter any obstacles in implementing your project?**

**If this is a recurring project, are there any aspects of it that need improvement and you would change in the future?**

**How was your experience partnering with GCEF on this project? Please feel free to offer any feedback you have on the grant process.**

**GUFS Vision of the Graduate**



