GRANBY EDUCATION FOUNDATION

Community Grant and Arts Endowment Grant Application

Welcome to the Granby Education Foundation (GEF) grant application. This application is an opportunity to request funding for an innovative educational project that enriches learning and creates meaningful impact for learners in our community.

Grants Criteria

Please check all of the following criteria that your proposed project fulfills. Applications must fulfill at least three criteria to be considered for funding.

☐ **Celebrates Innovation and Creativity** Encourages original thinking, imaginative approaches, and creative problem solving.	☐ **Increases Knowledge and Skills** Builds meaningful academic, practical, or life skills that deepen understanding and support student growth.
☐ **Expands Perspectives and Understanding** Broadens learners' worldviews by introducing new ideas, cultures, experiences, or ways of thinking.	☐ **Exposes Learners to Art and Technology** Provides access to artistic expression and/or emerging technologies that enhance local culture.
☐ **Pilots a New Program** Tests a new initiative or approach with potential for future expansion, replication, or long-term impact.	☐ **Supports Granby Residents** Produces outcomes that directly support the local economy, culture, and/or population of Granby, CT.

Project Overview

In approximately 100-200 words, summarize the project you would like funding for. Please describe a vision of its goals and impact, including what participants will experience and how the objectives fulfill the grants criteria listed above. **If funded, GEF may use this summary in public communications.**

Application Guidance

- **Disqualification:** GEF is committed to investing in projects that fuel energizing, engaging, and enriching learning experiences. A GEF grants is not to be used for operational expenses, such as: transportation costs, field trips, recurring salaries and stipends, professional development, advertising and marketing, or other ongoing expenses.
- **Completion:** Complete every applicable field. Use “not applicable” where appropriate.
- **Clarity:** Concise responses are welcome, and bullet points may be used. Complete all required fields, provide an itemized budget, obtain school approvals when applicable, and sign the applicant agreement before submission.
- **Questions:** For any assistance with the application process, please contact *info@granbyeducationfoundation.org*

PART 1: APPLICANT AND PROJECT INFORMATION

PROJECT TITLE	
APPLICANT NAME AND ROLE	EMAIL ADDRESS
TELEPHONE NUMBER	SCHOOL OR ORGANIZATION
MAILING ADDRESS	
COMMUNICATIONS MANAGER (IF DIFFERENT THAN APPLICANT)	EMAIL
FACEBOOK	INSTAGRAM

Project Scope

AUDIENCE (INCLUDING GRADE LEVEL OR AGE RANGE)	SUBJECT OR PROGRAM AREA (IF APPLICABLE)
APPROXIMATE AUDIENCE SIZE	PROJECT DATES AND DURATION
AMOUNT REQUESTED FROM GEF	TOTAL PROJECT COST

School Approvals (School-Based Applications Only)

BUILDING PRINCIPAL NAME AND SIGNATURE	PRINCIPAL APPROVAL DATE
SUPERINTENDENT NAME AND SIGNATURE	SUPERINTENDENT APPROVAL DATE

PART 2: PROJECT NARRATIVE

Need, Goals, and Intended Impact

What need or opportunity does the project address? What specifically will the project accomplish? What do you hope participants will learn, experience, or gain?

Innovation, Access, and Inclusion

What is creative, distinctive, or especially valuable about this approach? How will it solve a problem or remove barriers to success for the people it is intended to serve?

Measuring Success

Identify the outcomes you expect and how you will know whether the project was successful. Measures may include participation, feedback, student or participant work, engagement, attendance, skill development, observed outcomes, or another practical indicator.

PART 3: PROJECT LOGISTICS

Budget

Provide a complete, itemized project budget. Include only costs directly connected to the project. You may use the form below, or attach a separate version of your own.

Expense / Activity	Purpose and Calculation	GEF Request	Other Funding
Total Amount Requested from GEF			
Total Other Funding			
Total Project Cost			

Additional Funding Sources

List grants, organizational funds, donations, sponsorships, or in-kind support. If none, enter “None.”

Funding Source	Amount	Status (Committed / Pending)

Project Plan and Readiness

Describe the activities, timeline, people involved, and location of your project. Explain what planning has already occurred, including approvals, scheduling, logistics, identified materials or vendors, and staff or volunteer involvement. Identify all important partners or resources.

PART 4 | APPLICANT AGREEMENT AND AUTHORIZATION

Terms and Conditions

If awarded funding through the Granby Education Foundation, the applicant agrees to the following:

- Use grant funds only for the approved purposes described in this application.
- Authorize GEF to use our organization's name, logo, images, and information about this award – including its purpose and impact – in GEF promotional materials, social media, website content, and printed communications.
- Tag GEF (Facebook: @GranbyEducationFoundation, Instagram: @granbyeducation) on all social media posts sharing news about this award and the use of the funds.
- Obtain GEF approval before making a material change to the project's scope, implementation, timeline, focus, or budget.
- Submit a completed GEF Grant Report within 60 days after project completion and provide photos, testimonials, participant work, or other examples of impact when available and appropriately authorized.
- Supply photos documenting completed project work, related activities, and any celebration or announcement events connected to this grant. All photos must be approved for public photo release and are given to GEF with the permission to use for GEF publicity purposes, including but not limited to: social media, website, and other promotional materials.
- Acknowledge that GEF serves solely as a funding conduit and assumes no responsibility or liability for the program or its execution.

Applicant Signature

By signing below, I agree to the terms and conditions listed above and certify that the information provided in this application is complete and accurate and that I am authorized to submit this form.

PRINTED NAME AND TITLE	
SIGNATURE	DATE

Digital signatures are acceptable.

Submission Checklist

- All required questions have been completed
- The itemized budget is complete
- Required school approvals have been obtained, if applicable
- The application is signed and dated