



JAMESTOWN EDUCATION FOUNDATION

77 NARRAGANSETT AVE., JAMESTOWN, RI 02835 TEL. 401-423-1225

WWW.JAMESTOWNEDUCATIONFOUNDATION.ORG

General Information and Mini-Grant Guidelines

Overview

The Jamestown Education Foundation is a private, non profit 501(c)(3) corporation whose mission is to provide educational and cultural enrichment for Jamestown students. JEF partners with Jamestown schools and community organizations to support innovative programs that inspire young minds, encourage academic excellence and promote healthy lifestyles. All revenues are spent on educational programs for Jamestown youths. No one is turned away because of financial need. Each year, JEF will award grants that make learning come alive for our students.

The total amount of funds available for a given year depends upon the success of JEF's fundraising efforts. The foundation may allocate up to 25 percent of its assets each year for grant awards. Individual grants generally do not exceed \$1000. Awards are for projects to be funded during the current school year, unless otherwise specified.

What do JEF grants support?

- JEF funds a broad range of projects, from those that focus on traditional academic subjects, to others in the visual and performing arts, science and technology, and still others that promote multi-cultural and community learning experiences.
- JEF funded programs should enhance, but not duplicate, the standard public school curriculum. We look for innovative, creative ideas that fall outside the ordinary school budget.
- JEF seeks programming that is accessible to all, regardless of ability to pay. We look for ways to proactively include disadvantaged students.
- JEF funded programs should have a strong educational component with clearly defined realistic goals.
- JEF seeks programs which demonstrate an emphasis on citizenship or volunteerism.
- JEF seeks programming that promotes a healthy lifestyle.

- **Who may apply?**
 - Jamestown Schools faculty and administrators, parents, students, and community members may apply for funding in support of enrichment projects that benefit Jamestown students.
 - Applications may be made by individuals or by groups.

JEF Grant Funding Criteria (in no certain order)

- The proposal should demonstrate creativity and innovation in educational programming.
- The proposal should target a significant number of Jamestown students, however proposals for smaller numbers of students may be considered if other grant funding criteria are met.
- The proposal should NOT seek funding to sustain existing programs or retroactive funding for an existing project.
- The applicants agree to account for and report on the project once funded.

Submitting Grant Proposals

- Grant application may be downloaded from our website, JamestownEducationFoundation.org. Written requests may be made to the Jamestown Education Foundation, 77 Narragansett Avenue, Jamestown, RI 02835.
- The proposal should include a clear, typed description of the request on the appropriate forms. The proposal should be clearly written and understood by non-educators.
- Proposal must include all authorizing signatures.
- JEF encourages collaborative funding and invites applicants to seek partial or additional funding from other sources. The proposal should provide a plan and budget for additional non-JEF funding, if necessary.
- JEF may choose to offer partial funding at its discretion.

Timeframe

Applications are accepted on a rolling basis. Applicants should apply no later than two months prior to a program's expected start date.

Evaluation of Grants Funded

The JEF requires grant recipients to agree to account for and write a brief evaluation of the project at its conclusion. These evaluations will assist the JEF in better understanding and supporting future requests.

Questions

If you have questions, please contact Sally Schott (401-423-2388).

JEF GRANT APPLICATION FORM

Project Title: _____

Amount of funding requested from JEF: _____

Dates of proposed program: _____

Applicant name(s): _____

Group(s) targeted for grant: _____

Approximate # of students involved: _____

Project leader(s): _____

Mailing address: _____

E-Mail: _____

Daytime phone: _____ Evening phone: _____

Details of Proposed Project:

Outline the educational goals and objectives. Describe who will be involved. Detail what will happen, when, where, and how the project will be executed.

Benefits:

Describe the benefit to Jamestown students and the community. Be specific about the advantages your project offers. Give reasons why this proposal should be funded.

Proposed Schedule:

Describe the project's timeline, including start and completion dates.

Specific Methods of Evaluation:

How and when will you measure the success of the project?

Budget:

Please be as specific as possible with your budget information. Use a separate sheet of paper, if necessary. Itemize direct costs. Please list any other sources of funding you are applying to or which have already granted financial support to your project.

Project title: _____

Total project budget: \$ _____ JEF funds requested: \$ _____

Expense Category	JEF Funds	Other Funds	Total Funding
Materials	_____	_____	_____
Stipends	_____	_____	_____
Other	_____	_____	_____
Total	_____	_____	_____

Signature of applicant(s): _____

Date: _____

JEF Grant Application Form Commitment Letter

Project Title: _____

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to:

- Submit a detailed accounting of all Jamestown Education Foundation funds expended as part of this grant, to be submitted to Anne Livingston, JEF Treasurer.
- Submit copies of photographs, work samples, and other visuals for JEF publicity purposes.

Applicant Signature _____

Date _____