



## **January 2011 Call for Concept Papers**

Deadline for concept papers: March 15, 2011

Please submit via email to: [cranfordfund@yahoo.com](mailto:cranfordfund@yahoo.com)

The Cranford Fund for Educational Excellence (CFEE) is pleased to issue a "call for concept papers" for projects in need of grant support.

The CFEE is a non-profit, community-based philanthropic foundation, whose mission is to foster academic excellence, promote innovation and enhance the vitality of the Cranford Public Schools by generating additional resources through community involvement.

Goals and objectives of the Fund:

- ❖ To foster academic excellence by creating an environment that nurtures a rich variety of teaching and learning experiences.
- ❖ To serve as a catalyst for school changes that enhance learning opportunities for children.
- ❖ To encourage and support innovative projects that enable our youth to continue to prosper in an increasingly complex world.

**It is easy to apply for funds.**

Step 1. Send us a short concept paper (1-2 pages).

Step 2. If your concept paper is selected by the Fund for further development, you will be asked to meet with our board and then develop a more detailed proposal.

### **Types of Grants and Amounts**

We are currently seeking concept papers for two types of grants:

- **Innovation Grants.** Grants ranging between \$5,000 and \$10,000 will be considered for support of projects that will make an impact across classroom borders. At the elementary grade level we would be interested in supporting grants that target two or more schools. At the Middle School and High School level we would be interested in grants that impact multiple schools, multiple classrooms or an entire department. We anticipate supporting 2-3 grants to be used in the 2011-2012 school year. Final decisions will be made after the CFEE board meets with prospective grantees and a fully developed grant application is submitted.

- **Impact Grants.** Additional grants above and beyond the 2-3 Innovation Grants mentioned above, ranging between \$10,000 and \$50,000, will be considered by the Fund. These are grants that would have an impact on the school district. We will select the awardees and then attempt to raise funds from the public and from grantmakers to support these Impact projects.

**What Should Be In The Concept Paper?**

Briefly, tell us:

- What do you want to do?
- Why do you want to do it? What need will your project address?
- Who will be involved?
- Over what period of time will the project take place?
- What is the likely outcome (outcome = change in behavior or knowledge of those served) at the end of the project? What makes you think this will work?
- What is the approximate cost of the project?

**What We Are Seeking To Support:**

- department-wide projects
- multi-school projects
- multi-classroom projects

**What We Will Consider Supporting:**

- electronic equipment including computers needed for a project
- scientific or other equipment
- professional development
- project supplies
- multi-year projects, up to three years
- text books and other reading materials that will enhance classroom materials
- computer software and hardware

**Priority Will Be Given To Projects That:**

- are innovative (that try a new approach).
- are evidence-based (i.e., research-based; based on studies that show if you do x, then y will likely follow).
- track and report on improved student academic outcomes that are measurable.
- use project designs that are replicable by other schools and school districts.

**What We Are Not Interested In Supporting:**

- requests that support projects in one classroom
- assemblies or events
- teacher stipends
- giveaways (backpacks, water bottles, goodie bags, etc.)
- carfare and travel expenses
- meals and refreshments

- "high-end" equipment if comparable, less expensive models will do the job. Application must provide a budget justification if "state of the art" equipment is necessary for project implementation.
- basic classroom supplies and equipment that are not part of a special project.
- projects that can be more appropriately funded through another source.

### **Other Important Information**

If you need more room, feel free to make your concept paper longer than 1-2 pages.

Concept papers do not have to be approved by principals and department supervisors, although we highly recommend you discuss your project with them. If your project is chosen to go on to the next step, we will then ask for principal and supervisor signatures.

Note: principals and department supervisors will be asked to conduct quarterly evaluations of the success of the project, if funded.

Concept papers can be submitted any time of year if you want feedback on your idea.

If your concept paper is of interest to the Fund, you will be asked to address specific questions we may have and further develop your concept into a 2-3-page proposal with a line item budget.

### **Timeline:**

Email project concept papers to [donnastoke@verizon.net](mailto:donnastoke@verizon.net) for feedback – any time of year.

March 15, 2011- Deadline for Concept Papers to be received via email. Please submit via email to: [cranfordfund@yahoo.com](mailto:cranfordfund@yahoo.com)

April 4, 2011- The CFEE will respond by April 4. Any invitations to proceed to the next stage will be offered at this time and a meeting with the CFEE board will be set.

May 20, 2011- Final proposals due.

June 13, 2011- Grantees notified and funds made available.

### **Questions?**

Contact Donna Stoke, Grants Committee Chair, [donnastoke@verizon.net](mailto:donnastoke@verizon.net) or Susan Caruso Green, [susan.caruso@cranfordschools.org](mailto:susan.caruso@cranfordschools.org), 908-709-6207