

Instructions for Completing the Grant Application

1. Go to the website at www.fairfieldeducationfoundation.org
2. Click on “Grant” link at the top
3. Click to download the application. It will save to your Downloads folder.
4. Open the file from your Downloads folder and save using File -> Save As.
5. Complete the application. If something looks as though it's highlighted, you can either begin typing there or it will provide you with a pulldown menu when you click in it. Use the helpful hints found below.
6. When you have filled out the application, you will attach it to an email and send it to the Foundation's email. We have set up an account specifically for grant applications. PLEASE do NOT SEND IT TO ME, either digitally or as a hard copy. The email is: education.foundation@fairfieldsfuture.org. It is also located on the application itself at the very bottom of the application.
7. It probably wouldn't hurt to print a copy for your records, but you WILL NOT NEED TO SEND A HARD COPY FOR YOUR REQUEST.

Helpful Hints for Grant Applicants

As you prepare to write your grant, here are some good things to remember:

1. Type in *all* information requested on the grant application. Be sure to include all extra costs (like shipping, handling, freight, and/or postage). ***If you do not include this in your request total, those funds will not be awarded!***
2. Even though there is no spending limit, don't hesitate to request those smaller items. There is now an option to specify whether or not a partial funding of your grant would be acceptable.
3. ***Include tax and shipping costs as part of your grant request.*** This is terribly important. In recent grant applications, these costs have been left off. ***Forgetting to include them may result in your request being disregarded.*** It may also result in your request not being ordered even though it is approved.

4. Be specific: **The board needs to know exactly what you are purchasing, exactly how/why it will be used, and exactly how much it costs.** The fields in the application expand. Please be as thorough and explicit as you can in your explanation of why your request is vital to your classroom and how you expect to use it. This is where I can help you, too. Please, explain to me how you will use your items and why you feel they are important. I likely am not familiar with your classes or curriculum and I may not know the benefit of your request any better than the next person on the board. **Help me to understand the importance of your request. Send me an email and explain. The board members are not always educators and do not always understand what is being ordered or how it is to be used.** The more thorough you can be in your explanation, the better. Any information you provide will make it easier to advocate for your request.

5. **Do some homework and make sure you have the best price for the item/s you are ordering and that the prices are current.** Don't trust old catalogs or outdated websites to provide accurate information. The form says three quotes, but if you can only find one or two it's ok. Also, **please make sure that the company from which you place your order will take a Purchase Order from the school.** If not, the transaction may be placed with a district credit card, but this would need to be included on your requisition when the time to order comes. **The District also prefers to work with businesses who will honor tax deferred status.**

6. **If there are going to be additional district expenses associated with your grant** (for example: You request a Kindle, but you will need the district to help you buy the books for it; you request a an iPad, but you will need the district to help fund applications for it; etc.), **you will need approval from your building principal and superintendent** before submitting your grant request.

7. If your grant is technology related in any way (computers, laptops, kindles, ipods, printers, etc) you MUST contact John Grunwald ahead of time to discuss your request with him. He attends foundation meetings when we are determining grant recipients to discuss these requests with the board before a decision is made.

8. **Please DO NOT submit more than 1 application per grant period;** HOWEVER, you may list more than one item on the same grant request.

9. Remember to send a thank you note. An email is great - everyone has access to emails and photos sent to education.foundation@fairfieldfuture.org). You can also send it the old-fashioned way through school mail. I'll make sure they get them.

10. Remember that not all grant requests can be funded. If your request is turned down this time, don't be afraid to resubmit it in the spring.

DO NOT hesitate to email me (amber.earnest@fairfieldsfuture.org) if you have any questions or troubles with any aspect of the grant process. I'll do my best to answer questions and otherwise help you through the grant or requisition process -- or point you to someone who can.