

Franklin-Simpson Educational Excellence Foundation, Inc.

GRANT APPLICATION COVER PAGE

Application must be typed. If you experience difficulty completing, please contact our office at 270-586-8018 or email fseducationalexcellence@gmail.com. Completed applications should be submitted via email to fseducationalexcellence@gmail.com in PDF form. Application deadlines are outlined below.

Applicant Name & Position: _____

School/Organization Involved: _____

Amount Requested: _____

Purpose of Funding: _____

Targeted Grade Levels: PreK-K 1-3 4-5 6-8 9-12 Other: _____

Number of Students/Persons Affected by Grant: _____

Academic Area: Reading Language Arts Social Studies Math
Science Fine Arts Community Other: _____

Brief Summary of Project: _____

Address of School/Organization: _____

Contact Person: _____

Phone: (Day & Evening) _____

E-Mail: _____

Grant Cycle Submitted: Feb. April Sept. Nov.

Required Signatures

Simpson County Schools:

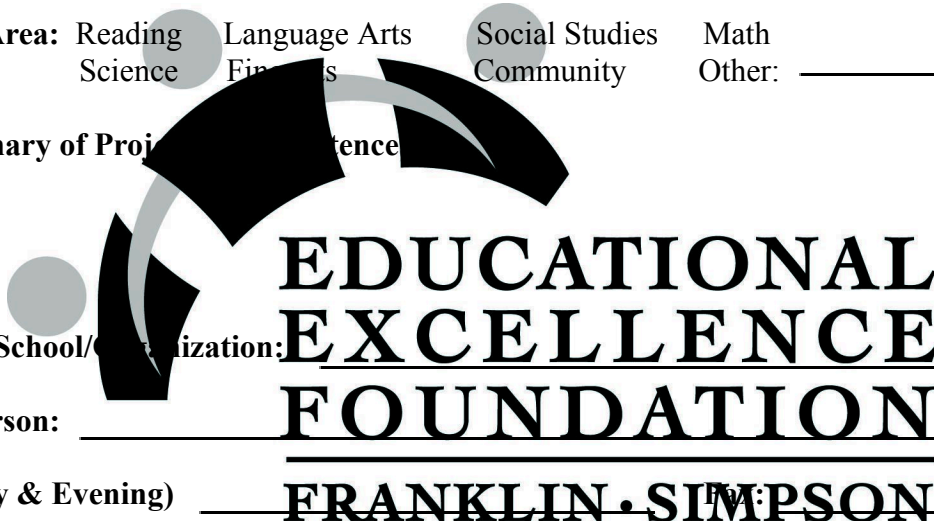
Principal/Supervisor _____ **Date** _____

Superintendent _____ **Date** _____

Community Organizations:

Grant Preparer _____ **Title** _____ **Date** _____

Board Representative _____ **Title** _____ **Date** _____



PLEASE USE THE FOLLOWING INFORMATION TO CREATE YOUR GRANT APPLICATION.

Writing Guidelines

- 1) Application is complete and follows format outlined below. Please submit cover sheet and narrative **ELECTRONICALLY IN PDF FORM** to fseducationalexcellence@gmail.com. Do not include the writing guidelines and other considerations pages in your submission. These pages are for your reference only.
- 2) Demonstrates innovative and/or program/curriculum or identifiable need.
- 3) Clearly defines learning goals and offers a meaningful way to measure success.
- 4) Clearly defines an area of need for students, school, or community.
- 5) Simpson County Schools applicants MUST include signatures of principal & superintendent (indicating board of education approval) **before submitting to FSEEF. See Important Considerations.**

A. NARRATIVE: Choose Option I or II depending on organization's status:

I. SIMPSON COUNTY SCHOOLS AND PERSONNEL

Describe Your Request

- 1) Describe the problem(s) or need(s) addressed by this request. Be sure to:
 - a. State your school's mission.
 - b. Clearly describe how this program/project will help your school to carry out its mission
- 2) Describe in detail the specific activities and strategies of this project,
- 3) Incorporate a **timeline** for implementation.
- 4) Describe in detail the expected outcome/goals of your project and how these outcomes will be measured.

OR

II. COMMUNITY ORGANIZATIONS

Organizational History and Structure

- 1) Briefly describe your organization's purpose, mission, and goals.
- 2) Is your organization tax-exempt?
- 3) Detail your sources of total program funding/ financial support.
- 4) Provide a list of board members and staff as an attachment.

Describe Your Request

- 1) Describe the problem(s) or need(s) addressed by this request.
- 2) Describe the specific activities and strategies of this project.
- 3) Incorporate a **timeline** for implementation.
- 4) Describe the expected outcome/goals of your project. Explain how the outcomes will help meet your organization's mission.

B. EVALUATION

- 1) Please describe the evaluation method you will use to measure the success of your project. What questions will be answered?

C. BUDGET—Must be reasonable for scope of project and number of learners affected.

- 1) Please supply a **detailed** budget of how you plan to use the requested funding to ensure the success of your proposed project. Applicant may attach estimates, quotes or data collected online to support budget projections. Attachments DO NOT replace a constructed project budget.
- 2) Please indicate any other sources of funding you are seeking for this project and the amounts received or anticipated from those sources.

D. APPLICATION SUMMARY—[The mission of the Franklin Simpson Educational Excellence Foundation, Inc. is “to supplement existing educational opportunities through funding to educators and community organizations in order to facilitate effective learning.”](#) Applicants should clearly discuss how the proposed project meets not only their school/organization's mission statement, but also how it meets FSEEF's mission.

IMPORTANT CONSIDERATIONS for completing your proposal:

- FSEEF funds learner-directed projects. Applicants should not submit for travel, training, “bricks and mortar,” or salaries UNLESS it can be ***justified clearly and completely*** as an integral part of the project.
- Applicants must follow the format outlined in this application packet. A completed cover sheet must be included. Failure to submit a complete application will result in application being returned for revision to meet the guidelines and for future consideration.
- Out of fairness to all applicants, FSEEF board members should not be asked to review application prior to submission.
- Applications will be reviewed in order received. Early submission is encouraged.

Grant applications will be compiled and reviewed on a quarterly basis as outlined below.

2024 FSEEF Meeting Dates for Grant Reviews	Grant Must Be Submitted by 2:00 p.m on this date
<i>Monday, February 26</i>	<i>Friday, February 16</i>
<i>Monday, March 25</i>	<i>Friday, March 15</i>
<i>Monday, April 22</i>	<i>Friday, April 12</i>
<i>Monday, August 26</i>	<i>Friday, August 16</i>
<i>Monday, September 23</i>	<i>Friday, September 13</i>
<i>Monday, October 28</i>	<i>Friday, October 18</i>
<i>Monday, November 25</i>	<i>Friday, November 15</i>

**Applications submitted by Simpson County Schools personnel MUST have board of education approval PRIOR to submission to FSEEF. Contact the Central Office to have approval of your application included on the board agenda. Central Office will need a copy of your proposal to be signed by the superintendent after board approval. Board of Education meeting dates are subject to change. Applicant is then responsible for submitting the SIGNED proposal to FSEEF.*

Allow a 3-4 week review period. At that time, funding recommendations will be made to the FSEEF, Inc. for final approval. You will be contacted upon the completion of this final step.

We encourage you to contact us if you have any questions, comments, or concerns. Send completed applications in PDF form via email to:

fseducationalexcellence@gmail.com