

## **Chelsea Education Foundation Grant Application Guidelines: 2017**

Your application should include as much detail as possible to assist the Grant Committee in evaluating your program/project. A comprehensive explanation of the program, number of residents the program will benefit, and a detailed breakdown of how the grant award monies will be utilized should be part of your application. A lack of detail in your application may jeopardize your opportunity to receive a grant. Upon completion of the project or program, each grant recipient must complete and return a Grant Performance Review (see below). You will not be considered for a grant in the future years if a performance review is not received by the CEF.

The CEF grants committee will consider the following criteria as part of the overall scoring procedure:

**LEARNING OBJECTIVES:** Are the learning objectives clearly stated, and the expected outcomes easily quantifiable? Does the proposal align with the current goals and/or curriculum of the institution (school, community organization, etc.)? Is there a strong justification for the ability of the grant proposal to achieve its stated objectives?

**IMPACT AND INNOVATION:** Does the proposal have the ability to affect a wide range of students and/or community members? Does the grant help build professional ties between multiple organizations in the community? Does the proposal contain new and novel approaches for education, or does it rely on tried and true methodologies?

**FEASIBILITY:** Is the financial request justified, and will it cover the expenses of the proposal? Are the applicant and/or the applicant's organization qualified to accomplish the aims of the grant? Will the specific budget requests of the grant serve to address the aims of the proposal?

CEF does not typically fund the following:

- Annual giving or capital campaigns
- Normal operating expenses
- Computer hardware
- Religious or sectarian purposes
- Individuals
- Advocacy or political purposes
- Loans
- Annual meetings
- Substitute teacher pay
- Food items

### **Performance Review**

The CEF Grant program requires all grant recipients to complete and return a Grant Performance Review upon completion of any funded program or project. The performance reviews are used by CEF to document the funds expended for the grants each year and help budget the funds that will be available for grants the following year. If you are successful in obtaining a grant, the performance review will be included with the acceptance letter and we strongly suggest you use the form to track your program/project expenses throughout the year.

Information about the CEF Grant Program can be found at:  
[grants@chelseaeducationfoundation.org](mailto:grants@chelseaeducationfoundation.org)