

# UPPER MORELAND EDUCATION FOUNDATION

## APPLICATION GUIDELINES FOR EDUCATION GRANTS

1. Applications for grants may be submitted between September and May during the current school year.
2. The application must include the following:
  - a) A completed and signed [application form](#).
  - b) An attached one-page proposal narrative containing a specific description of:
    1. Objectives
    2. Materials
    3. Instructional & Evaluative Methods
    4. Expected Student Outcomes
  - c) Include the manner in which the proposal aligns with the Framework for Continuous Improvement Process, if applicable.

*Applicants are further invited to include in their narrative the way in which the proposed activity serves the criteria set forth in No. 3 below.*
3. Proposals, which should be designed for the direct benefit of school aged children or community learners, will be evaluated based upon the following criteria:
  - a) Enhancement or enrichment of the current curriculum.
  - b) Creative or innovative presentation of the subject content.
  - c) Potential benefits for a wide ability range and number of students.
  - d) Possible impact on other staff members and the community.
  - e) Measurable educational benefits in all areas.
  - f) Financial soundness – a request within available funds from the Foundation.
  - g) An attempt to evenly distribute grants across grade levels.
  - h) Quality of the planning exhibited in the proposal's narrative: its organization, specificity in program description and evaluation, cost estimates, and the relationship of method to objectives.
  - i) Consideration of other available funding sources for the proposed activity.
4. Funds can be provided for materials, equipment, supplies, books, consultants, and program fees provided they are specifically related to the educational program or project described in the grant application. Funds cannot be used to provide training programs for staff or to enhance a staff member's salary.
5. The review process will be as follows:
  - a) Educators submit proposals to the principal/administrator/supervisor for approval.
  - b) Applicant then forwards the approved application to the Upper Moreland Education Foundation C/O the Community Information Network, 2900 Terwood Road, Willow Grove, PA 19090.

- c) Allocations Committee reviews all proposals and presents all proposals to the Foundation Board with committee recommendations.
  - d) Grant recipients will be officially notified by letter from the Foundation within 45 days of submission of the grant application. At that time, recipients will also receive information regarding the Grant Acceptance Agreement, Grant Evaluation, and Grant Accounting.
  - e) Grant recipients are required to submit a follow-up report to the Education Foundation subsequent to the completion of the program or project in order to remain eligible for new grants.
6. If you have any questions about the submission of the grant application or any other matter involving the grant process, please write to the Foundation at: Upper Moreland Education Foundation, c/o Community Information Network, 2900 Terwood Rd., Willow Grove, PA 19090 or call 215-830-1585, or email: [umefoundation@gmail.com](mailto:umefoundation@gmail.com).