



ANDOVER FUND FOR EDUCATION, INC.

36 BARTLET STREET ANDOVER, MASSACHUSETTS 01810

Deadlines: October 15 and February 15

IMPORTANT: Before completing this application please read the Guidelines for Mini-Grant Applications on our website: www.andoverfundforeducation.org

MINI-GRANT APPLICATION

Project Title:

Today's Date:

Teacher(s):

Phone:

Email:

School:

Grade:

Teaching subject area(s):

Amount requested:

No. of students served:

Cost per student:

Expected project dates:

Start:

End:

Project Summary (in one or two sentences):

Principal's Signature: _____ **Date** _____

Project Description. Be sure to address classroom activities, how your students will benefit from the project, and learning goals you will accomplish. Please limit your narrative to two pages. You must also attach a line-item budget. The complete proposal consists of: this **facesheet**, your **project description**, and a **line-item budget**.

Please email proposal to:

Grants@AndoverFundforEducation.org

or submit to:

Grant Review Committee
Andover Fund for Education
36 Bartlet Street
Andover, MA 01810

ANDOVER FUND FOR EDUCATION, INC.

AndoverFundforEducation.org

GUIDELINES FOR MINI-GRANT APPLICATIONS

The Andover Fund for Education, Inc. (AFE), founded in 1991, is dedicated to enriching, enhancing, and supporting Andover's public schools by:

- funding outstanding creative and imaginative projects that are beyond the scope of the regular school budget but are consistent with and complementary to existing school programs; and
- cultivating enthusiastic community support and involvement with the schools.

FOCUS OF GRANT AWARD AND RESTRICTIONS

AFE mini-grants support teacher-designed projects that stimulate student learning in the classroom and have clear outcomes in core curriculum fields. Projects must actively engage students in learning throughout the project. One-time events, such as assemblies, field trips, guest speakers and workshops may enhance the project, *but may not be funded as stand-alone enrichment.*

AFE mini-grants focus on classroom learning and on innovation. Funding may not be used to support existing projects or staff, or to pay for professional development. AFE will not fund the same project more than twice at the same school. Projects will not be funded retroactively.

All funds must be used within one year or returned to AFE.

FUNDING PRIORITIES

AFE is particularly interested in supporting projects that:

- stimulate student learning in a new and creative way
- demonstrate creativity and innovation in teaching
- describe clearly the specific activities and outcomes
- have a clear benefit to students
- provide a clear budget which is cost effective
- promote teacher collaboration
- relate learning in multiple areas
- promote community or business involvement with learning in the schools.

FUNDING AMOUNTS AND REQUIREMENTS

AFE grants currently range from \$100 - \$1000 and average \$500.

ELIGIBILITY

Any teacher in the Andover Public Schools may submit proposals for AFE funding. All proposals require the signature of the school principal.

DEADLINES

There are two rounds of grants in each academic year. Deadlines are **October 15** and **February 15**.

QUESTIONS

For more information please see the FAQ page on our website, or send us an email at Grants@AndoverFundforEducation.org

NOTIFICATION

Applicants will be notified by phone and by mail approximately 3-4 weeks after the deadline. Principals will also be notified of successful proposals.

REQUIREMENTS IF FUNDED

Any publicity, materials, or events produced should recognize the support of the Andover Fund for Education, e.g. "funded in part by a grant from the Andover Fund for Education." Grantees must submit a brief report after project completion. Pictures, products, or other outcomes should be included and well as a simple account of how the grant funds were spent.