



For NGSF Use Only	
AN	_____
DR	_____
EPR	_____
AR	_____
APP	_____
PPN	_____

2011 - 2012 GRANT APPLICATION

Applicant Name:		
Title:		
School/Group/Organization:		
Street Address:		
City:	State:	Zip:
Phone:		
E-mail:		

Please indicate which school(s) will have **direct** benefit from the proposed project:

- Level Creek Elementary School
- North Gwinnett High School
- North Gwinnett Middle School
- Riverside Elementary School
- Roberts Elementary School
- Suwanee Elementary School

PROJECT INFORMATION

Project Title:
Purpose of Project:

How will the funds requested be used?	
What is the expected outcome(s) of the project?	
How will the project directly benefit the children of the North Gwinnett Schools?	
Project Start Date:	Project End Date:
Number of students affected:	Grade Level(s):
Total amount required for project: \$	Total amount raised from other sources: \$
If your request is only partially funded, will you be able to complete the project? Y N	
Have you received a grant from the Foundation in the past? Y N	
If so, did you complete and return an End of Project Report? Y N	
How will the success of the project be measured and monitored?	

Itemized Budget	
Item	Amount
Total Funds Requested:	\$
*Or attach an itemized list of materials needed for project.	

Application Deadline September 30, 2011

Applications must be received in the Foundation office or postmarked on or before the deadline date. You may include 1 extra page of supporting documentation. Be sure your name is on the top of each additional page. This must be typed (double spaced, using no smaller than a 12 point font, with one inch margins) or photocopied materials. All grant recipients are required to turn in documentation on expenses incurred and complete an End of Project Report. **Incomplete applications will not be considered.**

The information submitted is accurate to the best of my knowledge.

Signature of Applicant

Date

***Principals: Please include a detailed statement of your support that indicates your familiarity with and support for this request** (You may attach an additional page if you require more space).

Signature of Principal

Date

Applications should be mailed to:
North Gwinnett Schools Foundation
P. O. Box 2125
Suwanee, GA 30024
or send through the GCPS courier to the Foundation office at
North Gwinnett High School

**2011- 2012 GRANT
APPLICATION PROCESS**

MISSION STATEMENT...

*To enhance the quality of public education for the students
of the North Gwinnett cluster schools by providing funds
which enrich and extend educational opportunities.*

Grant Award Process

- Review the application guidelines carefully.
- Complete the Grant Application.
- The deadline for grants to be postmarked is Friday, September 30, 2011.
- Applicants will be notified of award decisions following completion of the award review process in November.

Grant Evaluation Information

The North Gwinnett Schools Foundation will make grant funds available to individuals and groups for projects or programs that support academics in the public schools of the North Gwinnett Cluster as stated in the Foundation's Mission Statement. Grants must directly benefit students in one of the North Gwinnett cluster schools. Grants may be partially or fully funded at the discretion of the Board of Trustees.

A partial list of the criteria used in the evaluation of grant applications includes:

- Does the project or program support the Mission of the NGSF?
- Is the project creative or unique?
- Will the project benefit a large population of the students?
- How will the project be monitored and measured for its success?
- Does the project focus on a particular need not addressed by the school system or other government source?
- Does the itemized budget contain sufficient data?
- Is the project an ongoing or short-term project?
- How will plans for the project be executed if funded?
- Is the project seeking additional funding from a variety of sources?

Applicant Eligibility

Individuals or organizations that can offer projects to promote academics in the public schools in the North Gwinnett Cluster are eligible to apply for grants, including:

- School staff, teachers, support staff, administrators
- Students and student organizations
- Members of the community

Award Procedures

Only Applicants that meet the criteria established by the North Gwinnett Schools Foundation and have provided ALL information in the application will receive consideration for awards. The NGSF Board of Trustees will evaluate applications and awards. **Incomplete applications will not be considered.**

Confidentiality

Only funded projects will be publicly disclosed. Unfunded applications will be held in strict confidence. Applications will not be returned.

Obligations of the Grantee:

- The applicant is responsible for using the monies for the purposes detailed in the application.
- The applicant assumes responsibility for all expenses and liabilities associated with the project.
- The applicant must insure that the project complies with Gwinnett County Public School rules and regulations prior to submission of the application.
- The local school Principal must provide a statement of support in the appropriate section and the application must be signed by the Principal.
- Applicants may be asked for an interview to discuss their proposal with the Allocations Committee and may be asked to provide a demonstration of their funded project or program upon completion.
- All grant recipients must provide NGSF with an "End of Project" report summarizing all pertinent aspects of the project along with a photo illustrating the project.
- All items purchased with Foundation funds shall remain the property of the school indicated on the application or the North Gwinnett Schools Foundation. This includes all materials, software, hardware, books, etc.
- The applicant agrees to allow NGSF to publicize information regarding their project once a grant has been awarded.
- Incomplete or incorrect applications will not be eligible for consideration.

The Foundation reserves the right to modify the award process at any time.

North Gwinnett Schools Foundation

P. O. Box 2125, Suwanee, GA 30024

Phone: 678-482-1032

Visit us on the web at: northgwinnettschoolsfoundation.org