GUILFORD
FOUNDATION

GRANT APPLICATION COVERSHEET

Guilford Institute Fund of The Guilford Foundation

(Please complete coversheet and attach to grant application materials)

Today's Date:_____

_____

Name of Organization, Department or Group Applying

_____

Contact Name Email Address Phone Number

Principal purposes and services of your organization/Group:

Amount requested: $_____

Brief summary of grant request and anticipated impact on Guilford High School:

_____

Signature

Guilford Institute Fund of The Guilford Foundation
GRANT APPLICATION FORM

The Guilford Foundation maintains a fund called the **Guilford Institute Fund**. The purpose of this permanent legacy fund is to provide support to Guilford High School through the Board of Education. The fund has the following restrictions:

- Funds shall not be used to replace any tax dollars, nor deficit reduction; nor regular maintenance; nor anything that falls under the ongoing school board budget.

- The funds shall be used for special projects, including but not limited to innovations in teaching/learning; projects that fall outside regular school budgets' one-time capital investments (e.g., scoreboards, equipment, etc.).

Grants are considered on a rolling basis. Please prepare your proposal, using the following narrative format and deliver it to the Principal's office (or email to Julia Chaffe, Principal chaffej@guilfordschools.org).

The Principal will provide all applications to The Guilford Foundation Youth Advisory Group (a subset of the Guilford High School Interact Club). YAG will provide final recommendations to The Guilford Foundation's Board of Directors for consideration. Successful grantees will be notified by The Guilford Foundation.

A. Proposal Narrative. Please use the following guidelines:

1. General Information:

- **a.** Brief summary of your group's mission and goals
- **b.** Description of current programs, activities and accomplishments
- **c.** Description of the population that the organization benefits

2. Purpose of this Grant:

- **a.** Statement of the needs and issues that the grant seeks to address.
- **b.** Description of project goals and objectives
- **c.** List project activities and timetable

3. Project Evaluation & Publicity:

- **a.** Description of how you plan to evaluate the success of the project. Please list at least two measurable outcomes.
- **b.** Describe publicity for the project. How will you promote The Guilford Foundation's Youth Advisory Group?

B. Budget & Financial Information

1. Budget for this grant request.

- ***a.*** Provide an itemized list of expenses and document all other funding sources such as in-kind or other contributions.

C. Supporting Materials

- **a.** List of membership
- **b.** Letters of agreement (if this is a collaborative proposal)
- **c.** Marketing materials / fliers