

Regional Multicultural Magnet School Foundation, Inc.

P.O. Box 1306
New London, CT 06320
(860) 437-7775

Grant Application Guidelines

The Regional Multicultural Magnet School Foundation, Inc. was formed in 1998 to provide support for the Regional Multicultural Magnet School (RMMS). The RMMS Foundation is a not-for-profit organization that serves the students of the Regional Multicultural Magnet School but it is a separate entity.

The mission of the foundation is to promote and enhance excellence in education at RMMS by providing independent financial support for innovative projects.

The goals of the RMMS Foundation are to:

- provide funding for worthy educational projects, enrichment programs and other educational initiatives
- provide a means for friends of multicultural education to channel contributions to RMMS
- work in cooperation with the Magnet School community to identify and evaluate educational needs at RMMS
- enable alumni of RMMS to continue involvement and support for the school

The Foundation responds to financial needs in the RMMS community that aren't covered by the school's budget. The process is as follows:

1. An RMMS community member, including a parent or caregiver, submits a proposal on behalf of students.
2. Proposals are reviewed by the RMMSF Board of Directors and funded to the extent the annual budget allows, *and to the extent that the Proposal upholds the RMMS and RMMSF missions.*
3. After the board meeting, those who submitted grant proposals are notified as to whether or not their grant was approved.

Please email **your completed typed application**, with any supporting materials, to rmmsfoundation.newlondon@gmail.com

Please know that:

- All components of the project must be itemized in the grant proposal.
- Funds must be used within the school year unless prior approval has been given by the Foundation.
- Purchases are arranged for through the RMMS budget manager and Foundation's treasurer. If a reduction in any cost element is achieved by the applicant, or by a Board member's efforts, the savings are not to be reallocated without prior concurrence with the Foundation.

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APPLICATION COVER SHEET

Today's Date _____

Name of project: _____

Contact Person for Project: _____

Title of contact person: _____

Email address: _____ Telephone : _____

Amount Requested: _____

Time period of Grant: _____

Targeted population to be served: _____

Please provide the following information in this order using these headlines. Limit your narrative to 4 pages.

1. Describe the project for which you are requesting funding:
2. Describe project goals and objectives:
3. Describe the benefits of this grant to the RMMS community:
4. Itemized all expenses related to the grant request:

If you have been the recipient of a previous grant from the **RMMS Foundation**, have all post grant reports been submitted? Yes_____ No_____ If no, please explain.

I understand that the RMMS Foundation requires a post grant project report from grant recipients within 30 days of project completion. (See the following post grant evaluation.)

Please note that failure to submit post grant evaluations will impact your ability to receive grant funding in the future.

(Signature)

Date _____

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Post Grant Evaluation

The **RMMS Foundation** is pleased to have funded your project. If publicizing this grant, please refer to the foundation as the *RMMS Foundation, Inc.* We look forward to receiving a report thirty days after project completion. Please send this post grant evaluation to: rmmsfoundation.newlondon@gmail.com

Name of Project: _____

1. Please provide a summary statement of the implementation of your grant including any plans for the continuation of your project.
2. What problems did you encounter during the course of this project?
3. Please provide an itemized income and expense summary for the total project. Please indicate specific sources of all income.
4. Please submit several photos or a video of your project that the Foundation can use for publicity purposes.

If you have questions or comments, please contact any RMMSF Board Member.

Examples of funded grants can be found on our website:
RMMSFoundation.com