**THE CHAD SCHOOL FOUNDATION, INC**

**Small Grant Awards Application**

**The Foundation’s Mission:**

The Chad School Foundation is an education policy and advocacy organization seeking to improve conditions in the public school systems serving disadvantaged children. Through the commissioning of research and white papers and convening of key policy and decision makers, the Foundation champions promising efforts to create high-quality public schools. Chad also assists in providing opportunities to alter the life chances of low-income, yet aspiring students through a limited number of academic scholarships.

**The Grants Awards Program:**

Each year The Chad School Foundation makes grants to organizations providing services benefitting students enrolled in public schools in the Greater Newark Metropolitan Area. The program is designed within the context of the Foundation’s mission and the guidelines for awarding grants are:

1. To provide and support educational programs which may include life-skills (*flexibility, initiative, social skills, productivity, and leadership*) and career development opportunities for the program participants.
2. To provide and support opportunities that will impact the economic circumstances of disadvantaged students from low-income communities.
* Eligibility

Applicants must provide services for students within the Greater Newark Metropolitan Area, and satisfy the Foundation’s criteria.

* Criteria and Priorities for Applicants
1. Well established organizations with a proven track record providing services benefitting students enrolled in the public schools.
2. Clearly and specifically aligned with the Foundation’s mission.
3. Have clearly defined organizational goals and measurable program outcomes.

**Scope of Funding:**

Grant request is based on the organization’s total income as identified on the financials of the most recently completed fiscal year.

* Request for funding must not exceed 20% of total income.
* Grant request must be a minimum of $100 and a maximum of $5,000

**Program Grants:**

* Program Grants: The Foundation offers Program grants in the field of education. Requests should focus on the organization’s program or project and how the Foundation’s funding will be used to support these activities. A detailed program/project budget will be required outlining use of the Foundation funding.

**Application Process:**

Grant application period is April 1st through June 30th.

The application process includes a Letter of Inquiry/Intent, to be completed by all applicants, and a Complete Proposal by those requesting funding in excess of $1,000.00.

1. **Letter of Inquiry/Intent (LOI) – April 1 – April 30**

The applicant for a grant must first submit a letter of intent to determine whether they fall within the Foundation’s guidelines. This letter is very succinct and must not exceed one page. The following are the criteria:

1. Provides a brief overview of the organization and its purpose
2. Includes the reason for the funding request and the amount requested
3. Describes the need the project intends to meet, and identifies the target population
4. Provides a brief description of the project

If the Foundation determines that the applicant meets the requirement for funding, that organization will be directed to submit a complete proposal. Applicants requesting funding of $1,000.00 and below will not be required to submit a complete proposal.

1. **The Complete Proposal – May 1 – June 30**
* A Summary – which clearly and concisely summarizes the request
* Qualification of the organization – describes the organization and its qualification for funding, and establishes its credibility
* Statement of the problem – a specific problem area or need must be addressed
* Goals and objectives – a description of what the organization hopes to accomplish
* Evaluation – proposals must include a plan for determining the degree to which objectives are met
* Budget – proposals should include a budget which clearly identifies costs to be met by the Foundation and should outline both administrative and program costs

Applicants will be notified about the success of their application.