

THE TOWER FOUNDATION OF MANHASSET, INC.

Dedicated to enhancing the educational opportunities available to the students in Manhasset's Public Schools

Please complete this page and use as the cover sheet for your application, which must include all the items described in Sections I–V. Project Applications should be mailed to: The Superintendent of Schools, Manhasset Public Schools, 200 Memorial Place, Manhasset, NY 11030.

PROJECT APPLICATION

I. APPLICANT INFORMATION

Name(s) _____

Discipline _____

School Affiliation _____

Phone _____

Email _____

II. PROJECT INFORMATION

Project Title _____

School(s) Involved _____

Grade Level(s) Involved _____

Amount of Request \$ _____

ATTACHMENTS:

III. PROJECT DESCRIPTION

Describe in detail your proposed project. Please be concise. At a minimum, provide the information requested below:

1. Project Description
3. Project Rationale, specifically addressing the following:
 - A. Explain the need for your project.
 - B. How does the project relate to the mission of the Tower Foundation; to the Board of Education goals; and/or your school "building" objectives?
 - C. What population in the school(s) will benefit from the project? (Include approximate number of students.) Identify any possible future or secondary beneficiaries.
 - D. Describe how the project will strengthen or enhance the current curriculum.
4. Project Evaluation:
 - A. How will you measure the impact of your project and determine whether or not you have achieved your objectives?
 - B. How will you share these results with other staff members and the community?
5. Project Steps and Timetable
6. Project Participants

IV. PROJECT BUDGET

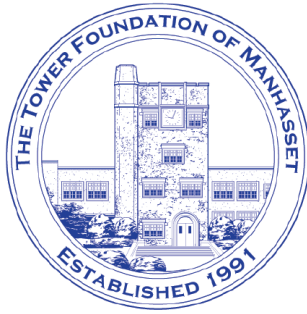
Detail all component costs of the project, such as but not limited to equipment costs, installation costs, supplies and miscellaneous costs, software/hardware upgrade costs and vendor service, training and support costs.

V. LETTERS OF SUPPORT

Attach letters of support from both your School Principal and District Coordinator. If applicable, also attach comments from:

- A. The Director of Technology, including system requirements and manufacturer's specifications for the requested software/hardware
- B. The Director of Facilities

DATE SUBMITTED: _____



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PROJECT APPLICATION GUIDELINES

MISSION

The Tower Foundation of Manhasset, Inc. ("Tower") is a non-profit education fund established to recognize and promote educational excellence in the Manhasset Public Schools. Tower exists to support the goals of the school district, particularly as they relate to improving academic achievement for all students.

PROJECT PROPOSAL

Tower will accept applications to support innovative educational programs and curriculum initiatives that are beyond the scope of the current school district budget. The project should strengthen the curriculum by serving as a catalyst for the development and promotion of innovative programs. The project should have the ability to increase the community's awareness of and support for Manhasset's Public Schools.

INSTRUCTIONS

Complete the Project Application and submit along with the following attachments:

- A description of the project for which funds are being requested
- A detailed, itemized budget
- Letters of support from your School Principal and District Coordinator
- If applicable, also attach comments from the Director of Technology and the Director of Facilities

Applications should be mailed to:

The Superintendent of Schools, Manhasset Public Schools
200 Memorial Place, Manhasset, NY 11030

REVIEW AND NOTIFICATION

A project proposal will be evaluated solely on its merit and the extent to which it supports Tower's mission and the goals of The Board of Education. Projects that benefit the greatest number of students will generally be given preference. Tower respects the time and dedication spent in preparing a project proposal and each proposal will be given fair consideration. All applicants will be notified in a timely fashion as to Tower's funding decision.

OBLIGATIONS OF RECIPIENT

Project monies must be used for the purpose detailed in the application and during the project's stated time schedule. All materials, software, hardware, evaluations, etc. will remain the property of the school district. Tower must be informed of any changes regarding timing, scope, etc. to a project prior to its commencement. The project must be implemented within one year of approval.

Recipients will be assigned a liaison from the Tower Board who will be your primary contact. You may be asked to make a presentation to Tower and/or other groups. As a recipient, you will be required to provide Tower with a written project evaluation

ADDITIONAL GUIDELINES

Applicants should consult their school "building" objectives when substantiating the rationale for the proposed project.

Any future costs required of the project should be approved as sustainable by the district's budget and The Board of Education. Once the project has been gifted to the school district, Tower will assume no responsibility for any future costs related to the gift.

Any technology-related project must be reviewed by the district's Director of Technology to determine if it is compatible with the school district's technology plan.

QUESTIONS?

Contact either Tower at info@towerfoundation.com or the Superintendent's Office.