



P. O. Box 718

Marblehead, MA 01945

2010-2011 Grant Application Instructions, Terms and Conditions

Please read the instructions below and follow them carefully.

Grant applications that are not correctly and completely executed and postmarked by the February 12, 2010 deadline will NOT BE ACCEPTED.

- Applications are **due by February 12, 2010**. NO EXCEPTIONS.
- All necessary information is on line at <http://friendsofmarblehead.com/grant-application-information/>. This link will be referred to as "the web site" below.
- Please submit one (1) copy using the online application on the web site.
- A Word version of the application is available for download on the web site. However, it is strongly recommended that the online application be used.
- **Only typewritten applications will be accepted**; no handwritten applications, please.
- If you are using the Word version of the application, you may change the spacing between questions to suit your needs; however **the completed application should NOT be longer than two sides** (not including supporting materials).
- Each grant applicant will be assigned a liaison from the Grants Committee to follow up on any questions.
- Some grant applicants will be asked to present their grant proposals to the FMPS Board on the Grant Presentation nights scheduled for the fourth week of March 2010. These applicants will be notified at least one week in advance.
- The FMPS Board will convene to vote on all the grants during April 2010.
- Each grant applicant will be notified by May 14, 2010 as to whether his/her grant was approved or denied by the FMPS Board.
- The Board will **NOT** reconsider denied grants within the 2010-2011 funding cycle, but grants may be reformulated and resubmitted in the following year's cycle for reconsideration.
- Questions concerning the grant application and/or process may be addressed to the Grants Committee Chair: Steve Kauffman, 617-212-4182, skauffman49@gmail.com.
- The individual signing as the **Contact** for the **Grant Application** understands the following if a grant is awarded:
 - He/she is the **responsible party** for executing the program or project.
 - The program or project will be executed **as described** and **within the budget** specified in the application.
 - The assigned **grant liaison** is to be copied on all promotional materials distributed regarding the grant.
 - The Friends of the Marblehead Public Schools be **properly credited** in all printed and media notices.
 - He/she will **attend (or find a suitable replacement)** the Grants Reception in the Fall of 2010 to display or present this grant.