



2012-2013 Grant Application Instructions, Terms and Conditions

FRIENDS OF THE MARBLEHEAD PUBLIC SCHOOLS

Please read the instructions below and follow them carefully.

- Applications are due via on-line submission by 11:59 p.m. February 17, 2012. **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.
- 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 2012. These applicants will be notified at least one week in advance.
- The FMPS Board will convene to vote on all the grants during April 2012.
- Each grant applicant will be notified by April 27, 2012 as to whether his/her grant was approved or denied by the FMPS Board.
- The Board will NOT reconsider denied grants within the 2012-2013 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.
 - FMPS asks that all grant recipients supply FMPS with media related to their grant. Within 30 days of the completion of the grant implementation, grant recipient will provide FMPS with material which may include -- but is not limited to -- photographs, video, and audio recordings. Submissions may be made electronically or in hard-copy form.



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