

## Application Guidelines

### *I. Discovery Community Grants*

The Memorial Fund aims to partner with 54 communities interested in addressing one or more of the four Discovery objectives in order to improve the early school success for children from birth to age eight. The eligible communities include districts, identified by the State Department of Education, with children most at risk. The goal is to build upon and enhance the vision of a community to develop a seamless early care and education system that guarantees every child the opportunities necessary for his or her optimal development. Eligible communities that are interested have access to grants, technical assistance and a process of mutual learning.

Discovery aims to build the capacity of communities to analyze, reflect, organize, and act on behalf of young children.

*Geographic focus:*

Communities in Connecticut where there is the opportunity for the greatest gain in children's educational and life outcomes. For direct grants to communities, this includes those communities identified as priority school districts, and other districts that are eligible for State school readiness funding for preschool programs.

*We seek to benefit:*

Connecticut's children from birth to age eight.

*We seek partnerships with:*

Local community collaborative groups composed of parents, early care providers, school administrators, teachers, nonprofit organizations, local and state officials and agencies, advocacy organizations, and the business community.

*Application process for Discovery grants:*

Applications are accepted by invitation only.

*For more about Discovery visit the website at [Discovery.wcgmf.org](http://Discovery.wcgmf.org)*

## ***II. Discovery Statewide & Regional Grants***

Grants to statewide or regional organizations support one or more of the four Discovery objectives, through policy research, advocacy, data analysis, developing systems change strategies, constituency building, community conversations, or creating public information campaigns. Through 2009, these grants are available by an invitation to apply process.

Within this grant program, the Memorial Fund has a special interest in organizations and strategies that can help us build on links among local efforts, statewide or regional organizations, national resources, and the Connecticut communities eligible for Discovery grants. Our aim is to create a network of communications, information and assistance among local communities and statewide entities working to improve the lives of young children.

Discovery aims to build the capacity of organizations and the state to analyze, reflect, organize, and act on behalf of young children.

### *Geographic focus:*

Statewide, with a particular interest in activities that include or support those cities and towns eligible for Discovery community grants.

### *We seek to benefit:*

Connecticut's children from birth to age eight.

### *We seek partnerships with:*

Statewide and regional advocacy and research nonprofit organizations, local and state officials and agencies, the business community, parent groups, and educators. Priority is given to a core of organizations that are in strategic alliance with the Memorial Fund's mission.

### *Application process for Discovery Statewide and Regional grants:*

For any one interested in applying for a grant, the process begins with a letter of inquiry mailed or hand-delivered to the Memorial Fund. After staff review of the materials listed below, an application form will be sent when appropriate.

- A. Submit Letters of Inquiry at any time during the year.  
Letters of Inquiry should be two to three pages on applicant organization's letterhead and include:
  - brief description of the proposed project
  - amount of support being sought from the Memorial Fund and other sources
  - key objective(s)
  - timeframe for project
  - other partners involved
  - copy of 501(c) (3) IRS determination letter
  
- B. Based on funds available and alignment with our mission and goals, and the Memorial Fund's current strategic interests, organizations will receive an invitation to apply, along

with an application form and schedule for board action. Organizations will be provided a minimum of four weeks to complete the application.

C. Applicants will be notified of decisions within a week after board meetings.

Please note: The Memorial Fund is unable to respond to letters of inquiry that are incomplete or sent by email.

### ***III. Connecticut Center for School Change Grants***

The Connecticut Center for School Change (the Center) is a statewide, nonprofit organization with a mission to improve teaching and learning. The Center supports comprehensive pre-K to 12 educational reform through a system-wide, integrated approach focused on improving instructional practice and building leadership at all levels, from teachers to superintendents.

The Center's work is informed by the belief that "system success = student success." The Center believes educational excellence and high-quality public schools require strong leadership, organizational focus, and program coherence. Their goal is to improve the capacity of school districts to teach all students to achieve high academic standards. While the Center works statewide, at least 50 percent of program effort is directed to the neediest districts identified by the State Department of Education: priority school districts, transitional districts, and districts with severe needs schools. The Center was established in 1994 by the William Caspar Graustein Memorial Fund and became an independent 501(c)(3) organization in January 1999.

There are three major components of the Center's work: leadership development, technical assistance, and policy research. The Center provides leadership development programs through professional communities of practice that offer a new kind of learning for superintendents, assistant superintendents, and principals. One example, the Superintendents' Network, guided by Harvard University professors Richard F. Elmore and Lee Teitel, is committed to direct observation of teaching and learning in schools and to supporting each other in problem-solving around what they see in practice.

Second, the Center provides technical assistance to school districts working on multi-year systemic reform efforts. The Center's program coordinators act as critical friends; coach school and district administrators; connect districts to resources; and encourage documentation and evaluation.

Lastly, the Center undertakes policy research and disseminates policy recommendations about the recruitment, hiring and support of teachers and administrators.

For communities and parents, the Center also offers ParentSEE, a leadership training program for parents on how to engage with school systems, and the Kindergarten Transition Institute for districts on ways to improve children's transition from preschool to Kindergarten.

*Geographic focus:*

Open to all districts in Connecticut. The Center has committed at least half of its grant resources to working with those districts where there is the opportunity for greatest gain: the priority school districts, transition districts and those districts with a severe needs school (these have been identified by the State Department of Education).

*CCSC seeks to benefit:*

All students in Connecticut in grades pre-K through eight.

*CCSC seeks partnerships with:*

School District leaders and administrators, parents, teachers, nonprofit organizations, local and state officials and agencies, advocacy organizations, and the business community.

*For further information on the Center's programs and to discuss technical assistance contact:*

Andrew Lachman  
Executive Director  
Connecticut Center for School Change  
151 New Park Avenue Suite 203  
Hartford, CT 06106  
(860) 586-2340 f: (860) 586-7360  
Web site: [www.ctschoolchange.org](http://www.ctschoolchange.org)

#### ***IV. Corinne G. Levin Education Fund Grants***

This Fund was established in 1998 to honor the memory and continue the work of Corinne G. Levin, educator, civil libertarian, mentor and promoter of the health and welfare of children. The Fund is designed to enhance access to and the quality of education for all children in Connecticut. The Fund aims to strengthen mutual trust and respect between parents and educators by supporting opportunities to work together. The Levin Fund believes that successful interactions will deepen relationships, cultivate new ideas and encourage parents and teachers to build on positive experiences that benefit young children. The Levin Fund welcomes proposals from diverse community and school groups serving children at several levels: day care, pre-school, and kindergarten through grade eight. The Levin Fund Advisory Committee, comprised of family and friends, reviews the submitted proposals. Preference is given to small projects that:

- promote partnerships
- build the capacity of parents and teachers regarding educational innovation
- provide opportunities for the self-directed continuing education of educators
- provide in-school educational resources for parents
- support study/discussion groups to create common understanding of educational concerns
- provide workshops that build concepts/skills to improve education for young children

*Geographic focus:*

Open to all Connecticut parent, school and community groups and nonprofit organizations working on behalf of education and children in Connecticut.

*We seek to benefit:*

All children in Connecticut.

*We seek partnerships with:*

Parents, teachers, and community-based nonprofit organizations.

*Application Process for Corinne G. Levin Fund:*

To request the Levin Fund application form, call the William Caspar Graustein Memorial Fund office at 203 230-3330, extension 13.

- A. Two copies of the completed application are due by November 1, and May 1 for Levin Fund Advisory Board action at winter and summer meetings.
- B. Applicant will be notified of the Advisory Board's decision within a week of the meeting.

Grants awarded range from \$500 to \$1,000. The application form is short and simple to complete.

<b>Section Four - Funding Restrictions:</b>
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*In general, the Memorial Fund does not support:*

- *Organizations without a 501 (c)(3) IRS determination letter*
- *Individuals*
- *Religious organizations for sectarian purposes*
- *Capital campaigns*
- *Political causes and activities*
- *Scholarships*