



2010 Early Childhood Education Grant Guidelines

The Tower Foundation seeks to facilitate improvement in the academic outcomes of youths, pre-kindergarten through grade 8, in ways that will lead to academic success and enhanced opportunities later in life.

The objective in the Early Childhood Education grant category is to better prepare children for kindergarten.

Eligibility

Organizations that operate preschools and that are:

- tax-exempt with 501(c)(3) classification from the Internal Revenue Service that are not private foundations nor described as 509(a)(3) organizations;
- charter or private schools; or
- diocesan or public school districts.

Geographic Areas

Massachusetts

- Barnstable County
- Dukes County
- Essex County
- Nantucket County

New York State

- Erie County
- Niagara County

Project Focus

NOTE: Applicants seeking to implement a new preschool curriculum should refer to the Tower Foundation's guidelines for the 2010 Preschool Curriculum Request for Proposals (RFP) at www.thetowerfoundation.org. Curricula for both academic and socio-emotional development will be considered under that RFP.

Only projects addressing the following will be considered:

- literacy, language development, and emerging math skills

- professional development leading directly to improved instruction
- tools or improved methods for assessing student performance
- instructor certification training (e.g., Child Development Associate)
- identifying children with learning disabilities and linking them to appropriate services
- early intervention
- reducing barriers to education

Additional Information

- Typical funding range is \$25,000 - \$75,000 per year.
- Multi-year grants are encouraged.
- Preference is given to projects where costs that are new to the organization as a result of the proposed project are a substantial portion of the request.
- Sustainability of the project after grant funding terminates is of paramount importance to the Foundation.
- Preference is given to projects targeting low-income populations.

Submitting a Letter of Inquiry

The first step in applying for a grant is submitting a letter of inquiry **not to exceed five pages**. The Foundation accepts only one letter of inquiry per applicant.

To be considered for a grant in 2010, letters must be received by 5:00 p.m. on December 1, 2009. E-mailed and faxed copies are not accepted.

Letters of inquiry **must** include the following:

1. General Information (approx. 1 page)
 - Discuss your organization's history and current mission;
 - Describe your target population and geographic area served.
2. Project Rationale (approx. 1 page)
 - Identify and discuss the need, problem or opportunity that will be addressed;
 - Describe how you came to know about the need, problem, or opportunity.

3. Project Description (approx. 2 pages)
 - Describe what you are trying to accomplish;
 - Describe the primary activities that will be required;
 - Provide approximate project start and end dates;
 - Identify the number of individuals that will be directly affected by the proposed project.
4. Financial Information and Support (approx. 1 page)
 - Identify the total project cost;
 - Identify the dollar amount requested from the Foundation (for multi-year grants specify the amount for each year);
 - Provide a brief summary of how the funds will be used.
5. Signature
 - **Signature of organization's executive director, superintendent or headmaster**

Notification of Interest

All letters of inquiry are reviewed to determine if the Foundation wishes to pursue a grant application. Applicants will be notified by December 22, 2009 of the result of this review. A request for an application is not an indication of likely support. The deadline for grant applications, if requested, is February 10, 2010.

Final decisions on grant awards are made by the Foundation's Board of Trustees. Applicants will be informed of the Board's decision by May 7, 2010.

The Foundation does not accept unsolicited proposals.

Restrictions

The Foundation does not fund programs or projects that:

- may be used for the private benefit of any grant recipient or affiliated person;
- attempt to influence legislation;
- attempt to influence or intervene in any political campaign.

The Foundation also does not provide funds for:

- capital campaigns or improvements;
- individual scholarships;
- grant requests largely consisting of general operating support.

Timeline Summary

	<i>Deadline</i>	<i>Expect response by</i>
Letter of Inquiry	December 1, 2009	December 22, 2009
Grant Application <i>(if requested)</i>	February 10, 2010	May 7, 2010

Send Letter of Inquiry to

Glenda M. Cadwallader
Executive Director
The Peter and Elizabeth C. Tower Foundation
2351 North Forest Road
Getzville, NY 14068-1225

If you have any questions about these guidelines, please feel free to contact us.