

The Calais Foundation

The Foundation empowers and encourages children and young adults having diverse learning challenges to achieve their fullest potential and become responsible, caring individuals for their families, employers, and communities.

This is achieved by providing financial and volunteer support for excellence in the specialized learning opportunities offered at The Calais School and others serving the learning disabled community throughout northern New Jersey.

Grant Guidelines

The Calais Foundation applauds the initiative and dedication of administrators, educators, and specialists working with learning challenged young people in a non-profit environment. The foundation wants to support these efforts wherever possible within the limitations of the Foundation's funding capability.

The following outlines the policies the Foundation Board has established for such requests. Please note that any of these policies may change at the discretion of the Foundation Board.

Priorities:

- Justifiable and results-oriented improvements to the educational environment for which there are limited funds and resources available through the non-profit's normal budgetary process;
- Projects that demonstrate a partnership between the Foundation and another non-profit entity including, but not limited, to The Calais School;
- Requests that have received the endorsement of a non-profit institution's administration especially if institutional facilities, partial or on-going institutional funding or maintenance are required to ensure the continuation of the program.

Limitations:

- Grants will not be considered for personal use. All checks will be made out in the name of the non-profit entity;
- Generally grants will be made for up to and no more than \$1,000.00. However, the Foundation Board reserves the right to alter that amount if and when deemed appropriate;
- The number of grants awarded will be solely at the discretion of the Foundation Board and based on the availability of funds;
- If a grant is awarded, it is understood that there is no commitment on the part of the Foundation to provide on-going funding or maintenance for a program or project's continuance following the initial grant period;
- Requests for computer hardware will generally not be considered. Softwares and special programs will be considered if approved by an institution's administrator or IT specialist;
- Requests may be made throughout the school year.

Requirements:

- No more than one grant will be considered for an individual per school year;
- A Grant/Project Application Form must be filled out, signed, and submitted by the applicant;
- An Interim Progress Report may be required by the Foundation depending on the length of the grant project period;
- A final Grant/Project Completion and Results Form along with copies of receipts for expenditures will be required by the Foundation at the end of the grant period in order to be considered for future applications;
- Funds not utilized for the specified project or without proof of expenditure must be returned to the Foundation.

Preparation and Submission:

- Anyone seeking advice on filling out either an Application or Results form may consult with Jack Clark, 973-884-2030, ext 212 or jack.clark@thecalaischool.org;
- No faxed Applications will be accepted;
- Eight (8) copies of each Application and Budget may be either submitted directly to Jack Clark or mailed to the Foundation:
 - The Calais Foundation
 - Attn: Jack Clark
 - P. O. Box 337
 - Whippany, NJ 07981
- All applications must be accompanied by a submitting organization's 501(c)(3) tax exempt verification letter.
- The Foundation generally meets on the third Thursday of the month.
- Applicants will be notified in writing within two months from submission upon the award or denial of a grant request.

Draft: 4-7-08

The Calais Foundation
P. O. Box 337
Whippany, NJ 07981