



2009 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 operating programs that provide educational experiences for children in the years preceding kindergarten that are:

- tax-exempt with 501(c)(3) classifications from the Internal Revenue Service that are not private foundations or 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

Only projects addressing the following will be considered:

- literacy and language development
- professional development leading directly to improved instruction
- 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.
- Priority 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 three pages in length. The Foundation accepts only one letter of inquiry per applicant.

To be considered for a grant in 2009, letters must be received by 5:00 p.m. on December 15, 2008. E-mailed and faxed copies are not accepted.

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

1. a brief statement of the organization's history and goals
2. a description of the project for which support is requested, including an outline of the specific objectives to be accomplished
3. the dollar amount requested from the Foundation (for multi-year grants specify the amount for each year) and a brief summary of how the funds will be used
4. the target population and geographic area(s) served
5. the number of individuals directly affected by the proposed project
6. the approximate start and end dates of the project
7. the total project cost
8. information about other sources of support, both assured and requested
9. **signature of applicant'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 February 4, 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 March 11, 2009.

Final decisions on grant awards are made by the Foundation's Board of Trustees. Applicants will be informed of the Board's decision by June 30, 2009.

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 15, 2008 5:00 p.m.	February 4, 2009
Grant Application <i>(if requested)</i>	March 11, 2009 5:00 p.m.	June 30, 2009

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 the guidelines, please feel free to contact us.



2009 Early Childhood Education Grant Guidelines

Submitting a Letter of Inquiry

To be considered for an Early Childhood Education Grant in 2009, letters must be received by 5:00 p.m. on December 15, 2008 and include the required information. E-mailed and faxed copies are not accepted.

The following checklist is provided for your convenience.

Letters of inquiry must include the following:

- _____ a brief statement of the organization's history and goals
- _____ a description of the project for which support is requested, including an outline of the specific objectives to be accomplished
- _____ the dollar amount requested from the Foundation (for multi-year grants specify the amount for each year) and a brief summary of how funds will be used
- _____ the target population and geographic area(s) served
- _____ the number of individuals directly affected by the proposed project
- _____ the approximate start and end dates of the project
- _____ the total project cost
- _____ information about other sources of support, both assured and requested
- _____ **signature of applicant's executive director, superintendent or headmaster**

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



2009 Early Childhood Education Grant Guidelines

Community Workshops

The Tower Foundation will host three community workshops. These workshops are highly recommended for organizations that anticipate requesting a grant. Suggested attendees include senior district/school staff, program coordinators, and district or school-employed grant writers. Space is limited to two persons per organization. Prior registration is required.

Monday, November 17, 2008

9:00 a.m. – 11:30 a.m. (registration begins at 8:45 a.m.)

Cape Codder Resort & Spa
1225 Iyannough Road
Hyannis, MA 02601

RSVP by November 7, 2008
(716) 689-0370 x200

Tuesday, November 18, 2008

9:00 a.m. – 11:30 a.m. (registration begins at 8:45 a.m.)

Marriott Boston Peabody
8A Centennial Drive
Peabody, MA 01960

RSVP by November 7, 2008
(716) 689-0370 x200

Friday, November 21, 2008

9:00 a.m. – 11:30 a.m. (registration begins at 8:45 a.m.)

Ramada Hotel & Conference Center
2402 North Forest Road
Getzville, NY 14068

RSVP by November 7, 2008
(716) 689-0370 x200