

Memo

To: Independent School Heads
From: The Champlin Foundations
Date: February 2, 2009
Re: **Request for Proposals**

The Champlin Foundations will continue its competitive grant program for selected Rhode Island independent schools in 2009.

Applications are accepted by invitation only and the focus is exclusively on grades nine through twelve. The invited schools for 2009 are as follows: Bishop Hendricken, Bishop Keough, LaSalle, Lincoln School, Moses Brown, Mount St. Charles, Prout, Providence Country Day, Rocky Hill, St. Andrew's, St. Mary's Academy/Bay View, St. Raphael's, School One and Wheeler.

One application per school will be accepted for amounts up to **\$50,000**. Requests are limited to capital items such as classroom equipment or facility improvements. Funding will be considered for projects in the areas of art, science, English, foreign languages, mathematics, music, computer science, drama and physical education. Interdisciplinary applications will be accepted as well.

The process is competitive and innovation is a key determinant. Your application should contain a clearly defined initiative and explain how the requested capital will further this goal. Therefore, requests for miscellaneous, unrelated items or general capital campaigns are highly unlikely to be successful.

Applications must be postmarked by **June 30, 2009** and should be limited to one typed page, where possible, plus additional pages showing a proposed itemized budget and a project timeline. There are no forms to be requested from this office. If the cost of the proposed project exceeds the amount being requested, sources of necessary additional funds should be identified. A contact person should be included for further communication including how to reach this person during the summer months if the need arises.

After initial review of an application, a site visit will be scheduled, if deemed necessary, to learn more about your proposal. All applicants will be advised of the final decisions shortly after our Annual Meeting in November. No decision has been made as to how many grants will be awarded as this will be driven by the overall quality of the applications as well as the availability of funds.

Questions on this program shall be directed to Keith Lang, Executive Director at (401) 736-0370 extension 11.

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