



Scituate Community  
Of Resources for  
Special Education

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## SCITUATE CORSE FOUNDATION RFP APPLICATION

The Scituate CORSE Foundation (*Community of Resources for Special Education*) is a 501(c)(3) which was established by a group of dedicated parents and educators to raise funds to provide the highest quality educational and recreational community experiences so students with special needs can reach their full potential. Through fundraising activities, the Foundation is able to allocate funds for a wide range of enrichment and supplemental resources that will benefit students, parents and educators within our community.

This RFP process will fairly and equitably distribute funds for supplemental special education programs, serving the special education population (ages 3 to 22) throughout the Scituate community. The Foundation Board will accept proposal requests from Scituate school staff, Scituate Recreation and associated committees. All proposals must be sponsored or co-sponsored by an educator or specialist in that field. These requests are reviewed by the Board at specified review meetings, after the sponsors present their request, rationale and measurable program benefits. Legally, the CORSE Foundation cannot fund basic staffing and services required of the school system by state and federal education laws. However, with alternative funding, expanded and enhanced programming can have a profound impact on those whose educational needs are greatest. Examples of possible proposals include: after-school social skills programs, supportive recreational programs, technology and parent resources/training to name a few. Applications must meet certain eligibility requirements (i.e. sufficient number of children served, measurable outcomes, etc.) as outlined in the application form.

Funds will typically be given for one year. CORSE will work to determine future funding for programs that prove worthwhile. If you feel that the program you are proposing may be worthy of multi-year funding, please indicate that in your follow-up report. *Applications should be submitted electronically to Tracy Johnston, President, CORSE Foundation, [corsefoundation@comcast.net](mailto:corsefoundation@comcast.net)*

**Please refer to the website for application deadlines and board review meeting dates for each academic year.**

### **Important Reminders:**

- Proposal sponsor may be asked to be present at the review meeting as well as applicable follow-up meetings.
- At review meetings, Board members will hear all proposal requests. Board members will vote to approve, table, or reject proposal requests in private.
- Decision letters will go out to all sponsors within two weeks of review meeting.
- There is a follow-up report due to the Board. The final report template will be provided to the recipient that includes total expenses, proposal outcomes and evaluation based on measurement criteria.
- If there are any problems or misuses of funds during the proposal implementation, the Board reserves the right to recover those monies.

***Your electronic application form should include the following information (see form):***

- Proposal Category (choose one): Research and Development/Technology, Professional Development, Student Skill Enrichment, Other
- Project goals and description, including gain for Scituate community
- Target population and estimated number of students to benefit
- Beneficial impacts addressed by the proposal (see application grid)
- Measurement and evaluation criteria
- Implementation plan with dates, including estimated completion date
- List of the people involved and their positions
- Budget request, including breakdown of expenses (payroll, supplies, fees etc.)
- Application approvals

**All proposals should be submitted electronically.** Directions and the application form are on the **CORSE Website** and the **Scituate Public Schools Website, [www.scituate.k12.ma.us](http://www.scituate.k12.ma.us)**, under Special Education. Please submit your proposal through e-mail, as an attached word document to **Tracy Johnston, President, CORSE Foundation, [corsefoundation@comcast.net](mailto:corsefoundation@comcast.net)**. For more information on the application process or assistance in completing an application, please contact our CORSE/SPS Liaison, Kristen Ryan, x327 or [kryan@scit.org](mailto:kryan@scit.org).

*The Scituate CORSE Foundation respectfully requests that media or other mention of approved proposals acknowledge the participation of the Scituate CORSE Foundation in making the project possible.*