

# Memo

**To:** Heads of Invited Independent Schools  
**From:** The Champlin Foundation  
**Date:** February 1, 2018  
**Re:** Request for Proposals

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The Champlin Foundation will continue its competitive grant program for selected Rhode Island independent schools in 2018.

**Applications are accepted by invitation only and the focus is exclusively on grades nine through twelve. The invited schools are as follows: Bishop Hendricken, 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 and technology. Grants will be considered for applications related to art, science, English, foreign languages, mathematics, music, computer science, drama and physical education. Interdisciplinary applications will be accepted as well.

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

Applications must be postmarked by **April 30, 2018** and should be limited to one 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 and address must be included for further communication regarding an application.

After initial review of an application, a site visit may be scheduled to learn more about your proposal. All applicants will be advised of 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 amount of funds eventually allotted for this program.

Questions on this program shall be directed to Keith Lang, Executive Director at (401) 944-9200 ext. 111.

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## The Champlin Foundation

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