

ACF

**ALEXANDER CAPELLUTO
FOUNDATION**

The Alexander Capelluto Award 2012

“The essence of leadership is the desire to serve one another and
to serve something beyond ourselves.”

(Robert K. Greenleaf)

The Alexander Capelluto Award

Alexander graduated from Horace Mann in 2004. He was a survivor. He combined a powerful intellect with extraordinary kindness and a formidable will. He knew the value of things. He lived a life of the mind, of the body and of the spirit. He believed in giving his best, and he had the ability to inspire others to be the best they could be. He led by example and made every moment count.

Following his death in 2006, the Alexander Capelluto Award was inaugurated by the Alexander Capelluto Foundation. The Award is a grant of up to \$2,500, given each year to a Horace Mann sophomore or junior who conceives of, and best develops a plan for, what he or she would do to make the world a better place. The project can be implemented during summer vacation or during the school year. It can be in the South Bronx or South Africa, in Chinatown or China; it doesn't matter. What does matter is that the recipient of the grant be deeply committed to the success of the project, and that he or she embody Alexander's qualities of integrity and a passion for life.

You are the best and the brightest. But it is not enough in this world to think good thoughts.

Our world needs your help, your vision. We have this time here to make a difference. We hope you decide to take on the challenge. See what you can accomplish for others and for yourself, with inspiration, with determination, hard work, integrity, and heart.

This award is in honor of a very special human being. We want to help a very special person at Horace Mann to help others. This is one world, and we are all in it together.

"If you cut a blade of grass, you shake the universe."

(Chinese Proverb)

Grant Application

Please present your application information in the following order:

1. Applicant information

- Name
- Address, e-mail address(es), and phone number
- Courses taken in the Upper Division at Horace Mann
- Summary of extra-curricular activities – past and present

2. Overview of project

- **Describe your project** and the problem(s) you want to address. Why it is important to you and to the community?
- **Tell us about yourself** and how you came to be interested in your project.
- **Outline your own role** and what you hope to achieve personally by your participation in the project.
- **List the project's estimated expenses.** The grant (up to \$2,500) may be used for supplies, equipment, and travel and/or living expenses directly related to the project. Although the grant is not intended to provide for wages, the Foundation will consider a stipend if it is required to enable you to implement your project.
- **Tell us who else will be involved.** If you need the approval of other agencies or community organizations to implement your project, indicate what has been done to obtain such approvals.

Evaluation Criteria

The grant review panel will consider the following in evaluating project proposals:

The Project

- Your project is of value to the chosen community.
- Your project has clear goals.
- Your plan of action is well thought out.
- Your budget is appropriate and reasonable.

Sponsorship

- You have demonstrated integrity in your activities at Horace Mann.
- You have a high degree of personal commitment to the project's success.
- The project has the support of the community in which it will be implemented, or of the agency or institution under whose umbrella it falls.

Application and Selection Procedure

See the Time Line below for key dates

- We encourage all prospective applicants to **submit a draft** of their proposal during the Preliminary Application Period.
- Soon thereafter, members of the Review Panel (made up of three Foundation Trustees, four Horace Mann faculty members, and up to two other persons) will meet with applicants, to discuss their projects and help them develop their proposals.
- Formal applications must be submitted by the Proposal Submission Date.
- The Panel will review all formal applications, and arrange interviews with applicants, prior to announcing the Award recipient on Monday, May 14, 2012.
- The Foundation reserves the right to not select any project at all if, in the opinion of the Review Panel, the projects submitted are not of sufficiently high standard.

Requirements for Grant Recipient

Project Report

- Each Award recipient is required to submit a written Project Report to the Foundation by the end of senior year.
- The Report should include:
 - a description of the implementation of the project
 - an evaluation of the extent to which the project met its objectives, with examples
 - a description of lessons learned in the execution of the project
 - a comprehensive accounting of project expenses.

Financial Reporting

- Any significant change in the project's scope/budget must be submitted in writing to the Foundation for prior approval.
- Receipts must be provided for all expenditures.
- All unused monies must be returned to the Foundation.

Submission Instructions

Applications will be accepted by mail, fax, or e-mail.

E-mail Address: apply@alexcap.org

Mailing Address: Alexander Capelluto Foundation
175 Riverside Drive – 6G
New York NY 10024

Fax Number: 212-202-6147

Time Line - 2012

Tue., Jan. 24 – Tue., March 6

Preliminary Application Period. **Draft applications should be received by Tue., March 6.**

Mon., March 12 – Fri., March 16

Panel meetings with applicants, to develop proposals.

Wed., April 11

Proposal Submission Date. Applications submitted by post must be mailed to arrive by this date.

Mon., April 23 – Fri., April 27

Applicant interviews.

Mon., May 14

Grant Recipient announced.