

## Southern Fulton School District Educational Foundation

Date: September 1, 2017

To: Southern Fulton School District Teachers

From: Ginny Palmer, Vice-Chairperson, SFSD Educational Foundation

Subject: Teacher Mini-Grant Application, Fall 2017

Attached are the directions and applications for the Fall 2017 Mini-Grants. Please do not hesitate to apply for a grant. One of the Foundation's purposes is to support you in providing educational experiences for students.

If you have any questions when completing the application, please contact one of the following individuals:

Bob Swadley, Chairperson, SFSD Educational Foundation,  
[bobswa@frontiernet.net](mailto:bobswa@frontiernet.net)

Ginny Palmer, Vice Chairperson, SFSD Educational Foundation,  
[vpalmer6@epix.net](mailto:vpalmer6@epix.net)

Nancy Younker, Chairperson, SFSDEF Grants and Awards Committee,  
nancyfrontiernet.net

***Remember, grant applications must be submitted to the Secretary at the SFSD office by 4:00 pm on Friday, October 20, 2017.***

***Have a wonderful and safe school year!***

# Southern Fulton School District Educational Foundation

## Teacher Mini-Grant Application

***Fall 2017***

The Southern Fulton School District Educational Foundation's Teacher Mini-Grant Program is designed to give SFSD teachers the opportunity to enhance educational opportunities and activities for students through innovative and creative projects. Teacher Mini-Grants provided by the Foundation may be awarded up to \$500.00. Individuals or groups may submit applications.

### **Guidelines:**

- \*Mini-Grant Applications must be complete to be considered. This includes a clearly designed plan including educational goals and expected outcomes, and a detailed budget including accurate costs.
- \*Mini-Grant Proposals will be evaluated on impact on student achievement and enrichment, clearly stated goals, innovation/creativity, educational value, and evaluation/outcomes.
- \*Applications must be signed and approved by both the teacher's Principal and Superintendent.
- \*Applications (hard copy) must be submitted to the Secretary at the SFSD office by **4:00 pm on Friday, October 20, 2017**. This deadline is only for the Mini-Grant program. This does not preclude teachers from applying for Foundation funding throughout the school year as occasions or opportunities arise to enhance educational activities.
- \*Applications will be reviewed by the Foundation's Funding Committee and awarded by the Foundation's Board of Directors.
- \*Applicants will be notified about their grant status by **Friday, November 10, 2017**.
- \*Grants will not be awarded for technology unless it is supportive of the curricular activity.
- \*All equipment, materials, and non-consumable items become the property of SFSD once the project is completed or discontinued.
- \*Grants will not be given for parties, incentive gifts, classroom supplies, or other non-curricular activities.

A requirement of the grant is to submit a Post-Project Evaluation no later than **June 1, 2018**. The evaluation should include a narrative explanation of the project which includes how goals were met, pictures (JPG format) and any other pertinent information-including copies of ALL receipts/invoices to demonstrate the success of the activity. If the grant is in progress, then, an update on the program is appropriate.

Please keep a copy of this application for your records.

**Southern Fulton School District Educational Foundation**

**Teacher Mini-Grant Application**

***Fall 2017***

**Mini-Grant Application Checklist**

As you go through the steps of completing your mini-grant application, please use this checklist to ensure the application is completed correctly.

Check List:

\_\_\_\_\_ I have researched all costs and included a detailed budget.

\_\_\_\_\_ No grant money will be used for parties, incentive gifts, classroom supplies, or other non-curricular activities.

\_\_\_\_\_ My proposal is clearly defined in terms of the number of students participating, the frequency of any activities or events, and extent of any transportation requirements.

\_\_\_\_\_ I have included a typed, double-spaced summary of the project including educational goals and expected outcomes.

\_\_\_\_\_ My grant proposal has been approved and signed by my principal and superintendent on the designated page of the application.

REMEMBER, SUCCESSFUL APPLICATIONS:

- \* Include a clearly designed plan including educational goals and expected outcomes, and a detailed budget including accurate costs.
- \* Provide students with an experience otherwise not available to them.
- \* Involve students in activities not normally funded by the school district.

Applicant Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Grade(s): \_\_\_\_\_ Building(s): \_\_\_\_\_

**Please be sure this page is stapled to the TOP of your application.**

**Southern Fulton School District Educational Foundation**

**Teacher Mini-Grant Application**

**Fall 2017**

**Mission Statement:** *The Southern Fulton School District Educational Foundation is an independent non-profit organization dedicated to obtaining funding which will help to provide resources for the classrooms of the Southern Fulton School District.*

Proposal/Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

*Applicant(s):*

<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>School</b>	<b>Grade</b>

If funded I/we agree to complete the project and submit the Post Project Evaluation by **June 1, 2018.**

*Applicant(s) Signature and Date:*

\_\_\_\_\_  
\_\_\_\_\_

**Superintendent:** The project is aligned with the curriculum, and I approve the project.

Signature/Date \_\_\_\_\_

**Principal:** The project is aligned with the curriculum, and I approve the project.

Signature/Date \_\_\_\_\_

**Southern Fulton School District Educational Foundation**

**Teacher Mini-Grant Application**

***Fall 2017***

Proposal/Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**1.** Which Pennsylvania State Core Standards, Anchors or Objectives are being met through this project for enrichment?

**2.** How are you going to evaluate the success of the project with respect to student learning?

\_\_\_\_\_ Samples or exhibits of student work

\_\_\_\_\_ Other data tools

\_\_\_\_\_ Pictures/videos

\_\_\_\_\_ Other: Please identify

\_\_\_\_\_ Written student testimonials

\_\_\_\_\_ Student Productions

Provide a brief description of what will be done with the above information:

**3.** In the event of budgetary constraints, can this project be completed with partial funding? If so, what aspects of the project would be emphasized and/or changed?

**4.** Are you receiving additional funding for this project? Please list other sources and amounts?

**Southern Fulton School District Educational Foundation**

**Teacher Mini-Grant Application**

***Fall 2017***

**Project Narrative**

Proposal/Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Please limit narrative to two pages double-spaced, and include *who, what, why, when, and how*.

The narrative must reflect:

- A clearly designed plan and timeline
- The impact on student achievement, clearly stated goals, innovation/creativity, educational value, enrichment and evaluation/outcomes.
- A project that can be used to reinforce the district's educational program.
- A project that provides considerable benefit to the student experience.

**Southern Fulton School District Educational Foundation**

**Teacher Mini-Grant Application**

***Fall 2017***

**Budget**

Proposal/Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

The detailed budget should show a description of all purchases and projected expenditures.

Please list the costs of books, materials, tools, equipment, supplies, etc.

The budget can be submitted in a table format including the following headings – Materials, Quantity, Cost/unit and Total Cost, Supplier/Source, Other.