



Sharon Education Foundation
Enhancing innovative and challenging programs

**2008-2009
Annual Grant Application Package**

Please return to:
**Sharon Education Foundation
Grant Committee
P.O. Box 470
Sharon, MA 02067**

Deadline: Monday, March 31, 2008

HOW TO APPLY FOR A SHARON EDUCATION FOUNDATION GRANT 2008–2009

WHAT IS THE SHARON EDUCATION FOUNDATION?

The Sharon Education Foundation is a non-profit organization dedicated to providing private funding for innovative and challenging programs and supporting professional development in the Sharon Public Schools. Through fund-raising events and philanthropic contributions, SEF raises money to award grants for creative projects that explore new aspects of teaching and learning.

WHO CAN APPLY?

Sharon public school faculty and administrators, parents, students, and community members may apply for funding in support of enrichment projects and professional development that benefit Sharon Public School students. SEF will fund a broad range of projects, including, but not limited to: those that focus on traditional academic subjects, visual and performing arts, promotion of multi-cultural and community learning experiences and professional development.

WHAT WILL BE FUNDED?

Grant funds may be used for:

- Innovative educational projects that fall outside the normal school budget
- Consultants, guest speakers, artists, or performers who assist the project's implementation
- Tuition, training, and travel expenses related to the project's goals; SEF will fund stipends of \$25/hour for staff time beyond contracted hours, equipment*, materials*, and supplies required for carrying out the project.

*Note: All equipment and materials purchased with SEF funds become the property of the Sharon Public Schools.

WHAT WILL NOT BE FUNDED?

Grant funds are not intended to replace or relieve existing responsibility for public funding of school programs, nor are they intended to substitute for normal budget growth and maintenance. Priority will be given to new programs rather than existing projects already funded by other sources.

Grants will not be awarded for:

- Salaried positions
- Substitute teacher stipends
- Regular school activities and programs
- Retroactive compensation
- Capital improvements

WHAT IS THE FIRST STEP IN THE GRANT APPLICATION PROCESS?

We encourage you to discuss your ideas with your school principal, curriculum coordinator and/or department head. All grant proposals must have a principal's signature.

Writing a grant proposal is straightforward. Simply fill out the attached application form. Make sure that you clearly address all the points requested in the guidelines.

WHEN AND WHERE IS THE GRANT APPLICATION DUE?

The applications must be received on or before Monday, MARCH 31, 2008.

Please *submit 8 copies of pages 4-8* to Sharon Education Foundation, P.O. Box 470, Sharon, MA 02067. We recommend that you retain the original application for your records.

WHAT IS THE PROCESS FOR AWARDING GRANTS?

In early April, the full SEF Grant Committee begins reviewing the grant proposals. The Committee meets several times to discuss each proposal before granting the final awards. If the Committee needs further clarification on proposals, the applicants will be contacted by email or phone. *The Committee makes awards based on the merits of each proposal and the ability of the SEF to fund them.* (Sometimes funds are not available to fully fund a proposal and partial funding is awarded.) The Board gives priority consideration to proposals that:

- explore new and imaginative curriculum ideas and teaching practices;
- reflect the existing core values, curricular priorities, and goals of the school system;
- will directly impact a significant number of students and/or teachers over an extended time;
- can be replicated in other Sharon schools or classrooms.

• WHEN WILL APPLICANTS BE NOTIFIED?

All applicants will be advised of funding decisions by *June 2, 2008*. All grants are awarded for a full academic year. Funded projects may begin no earlier than the start of the new fiscal year on July 1, 2008, and should be completed by June 30, 2009. Grant recipients who need more time must formally request an extension in writing by April 30, 2009. Grant money will not be awarded for projects that have not met this requirement.

HOW DOES THE APPLICANT RECEIVE FUNDS FOR THE GRANT?

1. Mail all invoices to : Treasurer
Sharon Education Foundation
P.O. Box 470
Sharon, MA 02067
2. Purchase only items approved by SEF.
3. Upon approval a check will be mailed.
4. Do NOT send bills to Sharon Public School System.

WHAT ARE THE RESPONSIBILITIES OF THE GRANT RECIPIENTS?

In addition to implementing the proposed project effectively, all grant recipients are required to:

- Fill out a brief evaluation of the project for SEF.
- Work with SEF to showcase the grant in the community
- Publicize the project by means of the school newsletter, the Sharon Advocate and/or other media. Always include the following statement when writing about a SEF grant:
“This project is supported by a grant from the Sharon Education Foundation”.



2008 - 2009 SEF ANNUAL GRANT APPLICATION FORM

Project Title: _____

Amount of funding requested from SEF: _____

Applicant name(s) and association with school(s):

School(s)/groups targeted for grant: _____

Approx. # of students impacted: _____

Project Leader(s): _____

Contact person: _____

Mailing Address: _____

E-Mail Address: _____

Daytime Phone: _____ Evening Phone: _____



**2008 - 2009
Annual Grant Application Form
Commitment Letter**

Project Title: _____

As the party(ies) responsible for the execution and administration of the proposed project, the undersigned pledge to provide upon request, a detailed accounting of all Sharon Education Foundation, Inc. funds expended as part of this grant. We further pledge to submit a final project evaluation within thirty (30) days of completing this grant. I/We recognize that this accounting and evaluation is a condition of funding and therefore my/our obligation as a grant recipient.

Applicant(s) signature(s):

_____ Date: _____

Principal(s) signature(s):

_____ Date: _____

Overview

Please summarize your project. Your overview should include the following:

- *One or two sentences summarizing the program/project.*
- *How the proposal is compatible with SEF's mission of enhancing educational excellence in the public schools.*
- *How the program/project enhances student learning and/or improves teaching practice. If this program is currently being offered in the Sharon Public Schools, please explain the need for funding.*
- *How it reflects an innovative approach to the educational issues.*

Description

Please describe your project. Be sure to include specific details as you describe the following:

- *Goals/Outcomes: What are the goals of the project? How do they link with the system's goals? What current educational research supports the projects goals? What are the anticipated benefits or outcomes of the project?*
- *Target Population: How many students or teachers will benefit from the project? Is this project replicable? If so, how can the project be reproduced in other classrooms or schools?*
- *Activities and Timetable: What activities will be undertaken to achieve the project's goals? When will various stages of the project take place? List each activity and the timetable for accomplishing it.*

Is this an existing program? Yes _____ No _____

If yes, what was the previous source of funding? _____

Have you requested funding from this source? Yes _____ No _____

If no, why not? _____

BUDGET

Total Project Budget: \$ _____

Total SEF Funds Requested: \$ _____

<u>Expense Category</u>	<u>Amount Requested from SEF</u>	<u>Amount(s) Requested from Other Sources*</u>	<u>Total Project Funding</u>
<u>Stipends**</u>	_____	_____	_____
<u>Materials**</u>	_____	_____	_____
<u>Equipment**</u>	_____	_____	_____
<u>Fees**</u>	_____	_____	_____
<u>Total</u>	_____	_____	_____

Sources and amounts of non-SEF funding*

<u>Funding Source:</u>	<u>Amount</u>
_____	\$ _____

*Possible sources may include PTO funding, public or private grants, etc.

** Please itemize # of hours, materials and equipment.

PLEASE BE VERY SPECIFIC WHEN APPLYING FOR GRANTS. ALL RESEARCH AND PRICING MUST BE COMPLETED BEFORE FILLING OUT THE GRANT APPLICATION. **GRANT APPLICATIONS THAT ARE NOT COMPLETE AND DO NOT PROVIDE A DETAILED BREAKDOWN OF COSTS CANNOT BE CONSIDERED.**



SEF APPLICATION CHECKLIST

Did you:

- _____ Make 8 copies of pages 4-8 of your grant application
(We recommend that you keep the original application for your records.)
- _____ Have the form signed by a principal of a school that will benefit from this grant (if applicable)
- _____ Research additional or alternative options for funding
- _____ Research cost of all material prior to filling out application
- _____ Provide a specific and detailed breakdown of all costs to be funded
- _____ Submit the grant application by March 31, 2008

FAILURE TO FOLLOW SPECIFIC REQUIREMENTS WILL RESULT IN REMOVAL OF YOUR GRANT FROM CONSIDERATION.