



SHARON EDUCATION FOUNDATION
GRANT APPLICATION
2021-2022

Please submit applications by email to Sharon Education Foundation at sharoneducationfoundation@gmail.com.

We are accepting applications on a rolling basis this school year.

SHARON EDUCATION FOUNDATION GRANT APPLICATION 2021-2022

WHAT IS THE SHARON EDUCATION FOUNDATION?

The Sharon Education Foundation (SEF) enhances, enriches and supports public education in Sharon by funding educational, recreational and community programs that deliver innovation and excitement into the classroom and beyond. Our funding benefits all Sharon schools and our collaborative approach strengthens the entire community. We encourage and invite you to take advantage of this opportunity to enhance the educational experience of your students and the town.

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 and our town.

WHAT WILL BE FUNDED?

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 multicultural and community learning experiences and professional development.

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.

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

WHAT REQUESTS WILL NOT BE FUNDED?

Grant funds are not intended to replace or relieve existing responsibility for public funding of school programs, or to substitute for normal budget growth and maintenance. Priority will be given to new programs rather than existing projects already funded by other sources, although we will consider adding funding where funding from other sources does not fully cover the program or project.

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?

Please 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 and make sure that you clearly address all the points requested in the guidelines.

WHEN AND WHERE IS THE GRANT APPLICATION DUE?

The application must be received via email at sharoneducationfoundation@gmail.com We recommend that you keep a copy.

WHAT IS THE PROCESS FOR AWARDING GRANTS?

The SEF Grant Committee reviews all grant proposals. If the Committee needs further clarification on proposals, the applicants will be contacted by email or phone. The Committee awards grants based on the merits of each proposal and the ability of SEF to fund them. Sometimes funds are not available to fully fund a proposal and partial funding is awarded contingent on receipt of additional funds to fully finance the grant. Priority is given 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
- Directly impact a significant number of students and/or teachers over time
- Can be replicated in other Sharon schools or classroom

WHEN WILL APPLICANTS BE NOTIFIED?

All applicants will be advised of funding decisions via email after our next monthly meeting. All grants are awarded for the academic year in which the grant application was submitted. Funded projects may begin immediately upon approval of the grant and should be completed by June 30, 2022. Grant recipients who need more time should request an extension in writing by April 30, 2022. **Grant money will not be awarded for projects that have not met this requirement.**

WHAT ARE THE RESPONSIBILITIES OF THE GRANT RECIPIENT?

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

- Complete an end-of-year status report and final accounting report by June 30, 2022.
- Share feedback with the SEF Grants Liaison assigned to your grant.
- Seek approval from the SEF Grants Liaison for any changes in the implementation or focus of the project by April 30, 2022.
- Notify the SEF Grants Liaison if you will be leaving the school system.
- Work with SEF to showcase the grant in the community with promotional advertising.
- Publicize the project via the school newsletter, the SPS website home page, and social media including Facebook, Instagram and Twitter. To aid SEF fundraising efforts, please include the following statement when writing about a SEF grant: ***"This project is supported by a grant from the Sharon Education Foundation."***
- Display the SEF banner at events/programs supported by grant dollars
- Purchase only the items approved by SEF
- Have all invoices or receipts associated with the grant sent directly to SEF
- **All invoices or receipts for reimbursement should be emailed to sharoneducationfoundation@gmail.com. Do not send to the school system.**



SEF ANNUAL GRANT APPLICATION FORM

Please type or clearly print all information.

Project Title: _____

Amount of funding requested from SEF: _____

Applicant name and associated school: _____

School/group targeted for grant: _____

Approximate number of students to benefit from the program/project: _____

Applicant mailing address (home or school): _____

Email address: _____

Phone: _____

SUBMIT APPLICATIONS BY EMAIL TO: sharoneducationfoundation@gmail.com



**Annual Grant Application
Form Commitment Letter**

Project Title: _____

As the parties responsible for the execution and administration of the proposed project, the undersigned agree to provide a detailed accounting of all Sharon Education Foundation funds expended as part of this grant. We further agree to submit both a final accounting (with appropriate documentation) and a final project report within thirty (30) days of completing this grant, but no later than June 30, 2022.1 We recognize that this report is a condition of funding.

Applicants' signatures:

_____ Date: _____

Principals' signatures (you must have the signature of the principal of each building where the project will be implemented):

_____ Date: _____

OVERALL SUMMARY OF GRANT REQUEST

Please provide an overall summary of your project in a paragraph or two and include the following:

- 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 offered in the Sharon Public Schools, please explain the need for funding.
- How the project reflects an innovative approach to education issues and practices, especially online/virtual student learning or teaching.

DETAILED DESCRIPTION OF GRANT REQUEST

Please describe your project in greater depth and include specific details on the following:

- **Goals/Outcomes**
 - What are the goals of the project?
 - How do the goals of this project link with your goals or the goals of the Sharon school system?
 - What are the expected outcomes and anticipated benefits 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?
 - What activities will you do and what is the timetable for accomplishing each activity?

If you have any questions or need clarification on anything about the grant application process, please feel free to email SEF at sharoneducationfoundation@gmail.com.

Thank you for submitting your proposal.

We look forward to reviewing it.

BUDGET

Project Title: _____

Is this an existing program? Yes _____ No _____

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

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

If **no**, please explain why not: _____

Has this program been funded by SEF in the past? Yes _____ No _____

If **yes**, please state when it was funded: _____

Please be specific in your proposal's projected budget. It is important that you supply clear and complete details in all of the information requested below.

Total Project Budget: \$ _____

Total SEF Funds Requested: \$ _____

Non-SEF funding: *\$ _____

Source: _____

	Amount Requested from SEF	Amount(s) Requested from Other Sources*	Total Project Funding
Honoraria or Stipends**	_____	_____	_____
Materials**	_____	_____	_____
Equipment**	_____	_____	_____
Fees**	_____	_____	_____
TOTAL	_____	_____	_____

* Possible sources of non-SEF funding may include PTO, public or private grants, etc.

** Please itemize materials, equipment, fees, and number of hours for stipends.

SEF APPLICATION CHECKLIST

Please be sure that you:

Complete all sections on the Grant Application Form. We recommend that you keep a copy for your records.

Sign and obtain the appropriate principals' signatures on the Grant Application Form Commitment Letter.

Clearly address all sections of the General Overview and Detailed Description sections of your grant proposal.

Agree to the Responsibilities of the Grant Recipient.

Submit the grant application via email to: sharoneducationfoundation@gmail.com
Only electronic submissions will be considered (please do not mail).

We look forward to reviewing your grant proposal. If you have any questions or need clarification on anything about the grant application process, please feel free to email SEF at sharoneducation@gmail.com

