



# Somerset Hills Education Foundation Grant Application

## Grant Application Process Directions

- Please print or type your application.
- Include the signature of the building principal in which grant will be used.
- Your application (hard copy) should be sent to Patrice Cummings, SHEF, in the District Office and must be received by the due date (see below) to be considered.
- Please note - a SHEF Grant Final Report is required. Report requirements are below.

## Grant Cycle Schedule – Fall 2015

Friday, Sept. 11th	Grant Applications sent to Staff
Wednesday, Sept. 30th	Grant Application Deadline
Tuesday, Oct. 13 <sup>th</sup>	Grants Committee Makes Recommendations to SHEF Trustees
Wednesday, Oct. 21 <sup>st</sup>	SHEF Grants presented to and voted on by BOE
Thursday, Oct. 22nd	Grant notifications made <u>after</u> this date

## Funding and Reporting Procedures

- Grants may range from \$100 to \$3000.
- SHEF may elect to fund projects in part or in full.
- Notify SHEF two weeks prior to the event to arrange for Public Relations coverage.
- Where possible please provide Patrice Cummings with photographs of your project
- Submit final report.

## Grant Application Tips

- ❖ Details, details, details – the more you provide, the easier it is for the Grant Committee to make an informed decision.
- ❖ “The dog ate my homework!” – is not an excuse! Sorry – our turn-around is very tight so please submit your grant on-time so that we can give it our full consideration.
- ❖ The more the merrier! – we look at the full scope of how many students benefit from the grant. It isn’t the only factor but an important one.

Have Grant questions? Contact SHEF Grant Coordinator Jansyn Tropea, [tropeafamily@comcast.net](mailto:tropeafamily@comcast.net)



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## Grant Application

Applicant \_\_\_\_\_

Teacher \_\_\_\_\_ Parent \_\_\_\_\_ Community Member \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

School Involved \_\_\_\_\_

Title of Proposed Project \_\_\_\_\_

Projected Start Date \_\_\_\_\_ Projected End Date \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_

Requested SHEF Funding \$ \_\_\_\_\_

Are you submitting this proposal to another funding organization? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, which organization(s) \_\_\_\_\_

How much funding is being requested from other organization(s)? \$ \_\_\_\_\_

## SHEF Grant Project Details

- **Describe your proposal** - How does it provide an innovative educational/enrichment opportunity currently not available in The Somerset Hills School District? How will this proposal inspire and motivate students to become excited about learning? *(Please use as much space as you need!)*

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## SHEF Grant Project Details (continued)

- Who will be involved, including number of students and faculty? *(Please use as much space as you need!)*
  
- What are the project goals? *(Please use as much space as you need!)*
  
- Where will the project take place? *(Please use as much space as you need!)*
  
- How will the grant monies be spent? *Please provide detailed accounting, include specific model numbers, etc., when applicable. SHEF will not pay for food / transportation or teacher stipends. (Please use as much space as you need!)*

Supplies and equipment: \$ \_\_\_\_\_  
 Professional services: \$ \_\_\_\_\_  
 Other: \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

### Signatures:

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Building Principal \_\_\_\_\_

Date \_\_\_\_\_

**A hardcopy of the grant application, signed by the applicant and building principal, must be sent to Patrice Cummings, SHEF Director, Olcott Building.**

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## Grant Award Final Report

- Report due within two weeks of the conclusion of the project or if project is ongoing, every 3 months.
- Please document your grant by photographing student and faculty participants during the activity or project. Digital photographs preferred.
- Reports should include brief quotations (preferably digitally) from ten students about their participation in the project.
- The more details you provide the better! We like to brag about your successes!!

Grant Recipient's Name (s): \_\_\_\_\_

Project Title: \_\_\_\_\_

How many students participated?

How many staff members participated?

How was the grant used?

Supplies and Equipment:

Professional Services:

Other:

### **Please provide an assessment of the program:**

What were the highlights of the project?

What reflections or recommendations do you have for others who would like to implement a similar project?

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