



Somerset Hills Education Foundation Grant Application

Mission: The Somerset Hills Education Foundation's mission is to promote and provide educational opportunities through innovative programs and projects.

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 the SHEF Office, in the District Office (Olcott Building) 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 2018

Monday, September 7 th	Grant Applications sent to Staff
Wednesday, October 3 rd	Grant Application Deadline
Monday, October 8 th	Grants Committee Makes Recommendations to SHEF Trustees
Wednesday, October 17 th	Grants presented to and voted on by BOE
Thursday, October 18 th	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 Grant Coordinator 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.
- ❖ 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



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Grant Application

Applicant _____

Teacher _____ Grade or Discipline _____ Staff _____

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 grade(s), and 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 the SHEF Office, 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 attach any photographs or examples of materials produced.

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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