

**Grant Application Form**

**Application deadlines: September 29, 2017, February 2, 2018 and June 29, 2018**

The Sparta Education Foundation meets monthly. Grant presentations will be held on October 11, 2017, February 14, 2018 and July 11, 2018. Please note these dates! You will be contacted to schedule a specific time to present your request to the board.

|  |
| --- |
| **MISSION STATEMENT**  The Sparta Education Foundation’s mission is to help to provide creative, progressive, and  innovative educational opportunities for our students and staff which are beyond the normal  operating budget of the school district. |

***(Please print clearly or type)***

|  |
| --- |
| **Grant Request Amount** |
| **Project Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Applicant’s Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Building/Program:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School Phone No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Grade/Age of Students:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Approved by Technology Director**  **(if applicable)** \_\_\_\_\_ **No, explain**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Principal’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Superintendent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Signatures acknowledge that this proposal is in compliance with school policies and curriculum guidelines*  *(including technology department policies where applicable).* | |

***Please note:***

**All purchases made with grant money are the property of Sparta Area Schools and shall be made available upon request. If your grant is funded, you are asked to report a short account of the use and effectiveness of the funds provided along with pictures of your project within the same school year.**

**Please submit to:** [**sef@spartaschools.org**](mailto:sef@spartaschools.org)

*Please answer the questions below. If you need more room, please provide information on a separate sheet and attach it to the grant form.*

1. **GOAL OF THE PROJECT:**  Please state your creative idea or innovative approach for enhancing instruction or the learning experience for your students. How will this project benefit the students?

2. **PROJECT DESCRIPTION:**

A. Specifically, what will you do?

B. How many students will be involved? Explain your number.

3. **PROJECT DURATION:** How long do you expect the project will last? What are the beginning and ending dates? Do you have plans to continue the project after the grant period ends?

4. **RESULTS AND EVALUATION:** How will you determine whether your project was successful? How will you measure the results?

5. **PROJECT BUDGET:**  Detail your budget request. Include specific information such as kinds of material and equipment needed, sources of supplies and costs. Categories to be used could be items such as: Materials, equipment, transportation, honorarium, etc. PLEASE NOTE: IF GRANT IS APPROVED, RECEIPTS OR PAID INVOICES MUST BE SUBMITTED BY JUNE 29, 2018 TO RECEIVE PAYMENT OF GRANT.

**EXAMPLE:** Six “Learning to Read Books” ABC Supply Co. $33.00

|  |  |  |
| --- | --- | --- |
| **ITEM** | **SUPPLIER** | **BUDGET AMOUNT** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Total Grant Request from the Foundation: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

6. Do you expect other sources of funds or donations for this project? \_\_\_\_\_\_\_\_\_\_\_\_ If yes, please indicate them.

7. Please add anything else you would like to share with the Board.

|  |
| --- |
| HERE ARE A FEW HELPFUL QUESTIONS YOU MAY WANT TO RUN  THROUGH PRIOR TO YOUR GRANT SUBMISSION:  ***Criteria for single requests~***  1. Academically sound?  2. Duration of program or longevity of equipment?  3. Innovative, Creative and Inspirational?  4. Number of students benefiting from the grant?  5. What segment of student population is benefiting? (At risk, gifted, etc.)  6. How far reaching is this grant? (Numerous grade levels, community, etc.)  7. Have other funding options been explored?  8. Is this a repeat request?  ***Criteria for repeat requests~***  1. Has the program become a part of the curriculum?  2. Is the request for a similar amount?  3. Are there significant changes in this request since the original request?  4. Is there a similar program available to students?  5. How will it affect the program if funding from S.E.F. is reduced or discontinued?  6. How many times has this grant been funded by S.E.F.? Fully or partially?  7. What percentage of total cost is being requested of S.E.F.? |

**HAVE QUESTIONS?**

Please contact Sparta Education Foundation Grant Chairperson, Martha Markham (887-9760), or visit our web site at www.spartaschools.org/sef