



# 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

- You may apply by email or hard copy.
  - If email please send to [tropeafamily@comcast.net](mailto:tropeafamily@comcast.net) , Subject: Grant.
  - If hard copy please send to the SHEF Office, in the Olcott Building.
  - MUST be received by the due date (see below) to be considered.
- Include the signature of the building principal in which grant will be used.
- Please note - a SHEF Grant Final Report is required. Report requirements are below.

## Grant Cycle Schedule – Fall 2018

|                                     |   |
|-------------------------------------|---|
| Monday, September 7 <sup>th</sup>   | Grant Applications sent to Staff                        |
| Wednesday, October 3 <sup>rd</sup>  | Grant Application Deadline                              |
| Monday, October 8 <sup>th</sup>     | Grants Committee Makes Recommendations to SHEF Trustees |
| Wednesday, October 17 <sup>th</sup> | Grants presented to and voted on by BOE                 |
| Thursday, October 18 <sup>th</sup>  | Grant notifications made <u>after</u> this date         |

## Funding and Reporting Procedures

- Grants may range from \$100 to \$3,000.
- SHEF may elect to fund projects in part or in full.
- Please follow all district billing and reimbursement procedures as per administration.
- 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 by deadline 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.
- ❖ **Please consult administration PRIOR to applying for all district billing and reimbursement procedures.**

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

**\*All hardcopy and email applications must be signed by the applicant and building principal.**

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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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