



# 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 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 – Spring 2017

Wednesday, February 15 <sup>th</sup>	Grant Applications sent to Staff
Wednesday, March 1st	Grant Application Deadline
Tuesday, March 14th	Grants Committee Makes Recommendations to SHEF Trustees
Wednesday, March 15 <sup>th</sup>	Grants presented to and voted on by BOE
Thursday, March 16th	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.
- ❖ “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 \_\_\_\_\_ 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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