

Southern Fulton School District Educational Foundation

Date: September 10, 2018

To: Southern Fulton School District Teachers

From: Ginny Palmer, SFSD Educational Foundation

Subject: Teacher Mini-Grant Application, Fall 2018

Attached are the directions and application for the Fall 2018 Mini-Grants.

Please do not hesitate to apply for a grant. One of the Foundation's purposes is to support you in providing educational experiences for students.

If you have any questions when completing the application, please contact:

Ginny Palmer, SFSD Educational Foundation, vpalmer6@epix.net

or 717-314-7346

Fall grant applications must be submitted to the Secretary at the SFSD office by 4:00 pm on Friday, October 12, 2018.

Southern Fulton School District Educational Foundation

Teacher Mini-Grant Application

Fall 2018

The Southern Fulton School District Educational Foundation's Teacher Mini-Grant Program is designed to give SFSD teachers the opportunity to enhance educational opportunities and activities for students through innovative and creative projects. Teacher Mini-Grants provided by the Foundation may be awarded **up to \$500.00 per teacher**. Individuals or groups may submit applications. If more than one teacher is involved in the project, their role must be clearly described in the grant application.

Guidelines:

- *Mini-Grant Applications must be complete to be considered. This includes a clearly designed plan including educational goals and expected outcomes, and a detailed budget including accurate costs.
- *Mini-Grant Proposals will be evaluated for impact on student achievement and enrichment, clearly stated goals, innovation/creativity, educational value, and evaluation/outcomes. It is suggested that the number of students that will be involved in the project be clearly stated.
- *Applications must be signed and approved by both the teacher's Principal and Superintendent.
- *Applications (hard copy) must be submitted to the Secretary at the SFSD office by **4:00 pm on Friday, October 12, 2018**. This deadline is only for the Mini-Grant program. This does not preclude teachers from applying for Foundation funding throughout the school year as occasions or opportunities arise to enhance educational activities.
- *Applications will be reviewed by the Foundation's Grants and Awards Committee and awarded by the Foundation's Board of Directors.
- *Applicants will be notified about their grant status by **Friday, November 16, 2018**.
- *Grants will not be awarded for technology unless it is supportive of a specific curricular activity.
- *All equipment, materials, and non-consumable items become the property of SFSD once the project is completed or discontinued.
- *Grants will not be given for parties, incentive gifts, classroom supplies/equipment, or other non-curricular activities.

A requirement of the grant is to submit a **Post-Project Report** no later than **Friday, June 7, 2019**. The report should include a narrative explanation of the project which includes how goals were met, pictures (JPG format), video and any other pertinent information. If the grant is in progress, then, an update on the program is appropriate.

Please keep a copy of this application for your records.

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Mini-Grant Application Checklist

As you go through the steps of completing your mini-grant application, please use this checklist to ensure the application is completed correctly.

Check List:

_____ I have researched all costs and included a detailed budget.

_____ No grant money will be used for parties, incentive gifts, classroom supplies/equipment, or other non-curricular activities.

_____ My proposal is clearly defined in terms of the number of students participating, the frequency of any activities or events, and extent of any transportation requirements.

_____ I have included a typed, double-spaced description of the project including educational goals and expected outcomes.

_____ My grant proposal has been approved and signed by my principal and superintendent on the designated page of the application.

REMEMBER, SUCCESSFUL APPLICATIONS:

* Include a clearly designed plan including educational goals and expected outcomes, number of students participating and frequency, and a detailed budget including accurate costs.

* Provide students with an experience otherwise not available to them.

* Involve students in activities not normally funded by the school district.

Applicant Name(s): _____ Date: _____

Grade(s): _____ Building(s): _____

Please be sure this page is stapled to the TOP of your application.

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Mission Statement: *The Southern Fulton School District Educational Foundation is an independent non-profit organization dedicated to obtaining funding which will help to provide resources for the classrooms of the Southern Fulton School District.*

Proposal/Project Title: _____

Amount Requested: _____

Applicant(s):

Name	Email	Phone	School	Grade

If funded I/we agree to complete the project and submit the **Post Project Report** by **Friday, June 7, 2019.**

Applicant(s) Signature and Date:

Superintendent: The project is aligned with the curriculum, and I approve the project.

Signature/Date _____

Principal: The project is aligned with the curriculum, and I approve the project.

Signature/Date _____

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Proposal/Project Title: _____

Amount Requested: _____

1. Which Pennsylvania State Core Standards, Anchors or Objectives are being met through this project for enrichment?

2. How are you going to evaluate the success of the project with respect to student learning?

_____ Samples or exhibits of student work

_____ Other data tools

_____ Pictures/videos

_____ Other: Please identify

_____ Written student testimonials

_____ Student Productions

Provide a brief description of what will be done with the above information:

3. In the event of budgetary constraints, can this project be completed with partial funding? If so, what aspects of the project would be emphasized and/or changed?

4. Are you receiving additional funding for this project? Please list other sources and amounts?

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Project Narrative

Proposal/Project Title: _____

Amount Requested: _____

Please limit narrative to two pages double-spaced, and include ***who, what, why, when, and how.***

The narrative **must** reflect:

- A clearly designed plan and timeline
- The impact on student achievement, specific goals/objectives of the project, innovation/creativity, educational value, enrichment and evaluation/outcomes.
- Number of students and teachers involved in the project
- A project that can be used to reinforce the district's educational program.
- A project that provides considerable benefit to the student experience.

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Budget

Proposal/Project Title: _____

Amount Requested: _____

The detailed budget should show a description of all purchases and projected expenditures.

Please list the costs of books, materials, tools, equipment, supplies, etc.

The budget can be submitted in a table format including the following headings – Materials, Quantity, Cost/unit and Total Cost, Supplier/Source, Other.