Santa Rosa Education Foundation Teacher Grant Program Guidelines

APPLICATION GUIDELINES

- *Grant applications due to portal by 3 pm, September 8th.*

- All Teacher Grant requests must total $1000.

- Only one grant request may be submitted per teacher.

- Only one teacher may be listed per submitted application. The grant might benefit an entire grade level, but the grant must be submitted by one teacher. The applying teacher will indicate on the first page of the application how many teachers and students will be involved in the project.

- Duplicate projects will not be funded.

- There are four separate applications for funding: Career/Technical Education*, Literacy, Artistic Literacy (engagement in art/music/performance activities), and STEM Education. Choose which of these applications best matches your project.
  Career/Technical Education should be selected only by teachers preparing students for career/technical certification(s).

- *Grant recipients will be honored at the Annual Grant Reception held at 5 pm on November TBA at The Pointe at Tiger Pointe Country Club. Grant checks will be distributed at this event.*

FUNDS/BUDGET

- Funds for your project must not be available through the regular school budget. Projects should directly involve students and must be completed in time to submit the final evaluation to SREF by April 21.

- Grant funds may not be used for drones, field trips, food, decorations, awards of any kind (plaques, trophies, medals, student incentives), refrigerators, ovens, or microwaves.

- Your projected budget must include an itemized list of purchases by category. Example: You may list "classroom books", you don't have to list each individual title.

- Grant money may not be used to pay for substitute teachers or to attend workshops, conferences, or conventions.

- Grant recipients must maintain records of grant budgets and expenditures, including copies of receipts. This task is not the responsibility of the bookkeeper.

PURCHASING SUPPLIES

- Grants for technology (flash drives, external hard drives, digital cameras, document cameras, iPads, etc.) are eligible for funding. All technology must meet SRSD technology guidelines.

- All tangible items purchased with Teacher Grant money become the property of the Santa Rosa School District. These items will be tracked/inventoried according to SRSD policy. If a teacher moves to another school within the district, the teacher will be responsible for completing a SRSD inventory "Transfer from School to School" form to be signed by the

principal losing the items and the principal gaining the items. This form must then be filed with SRSD Property Control.

- Please contact us ASAP if you have remaining funds or a change in budgetary items. Our goal is to expend all the funds.

VIRTUAL COMPLETION

- In the event school is to become virtual at any time, you are responsible for completing your project and turning in required documentation. Please have a plan in place for virtual completion, for example: using Teams or a check out system. Projects that are unable to be completed virtually will not be considered.

GRANT DELIVERABLES

Your Teacher Grant project must be completed with documentation of student achievement by April 21st.

- *Grant Evaluation Report information will be sent in February via email.*

- Grant recipients must complete their project and submit the final evaluation no later than April 21st that includes the following:

   o Final expense report
   o Legible receipts or invoices marked as paid that match your final expense report.
   o Project summary
   o Photos depicting student engagement within the program/project,
   o A 20 second video (with releases) of your project in action or students stating how the project impacted them.
   o Data Report Outcomes

- Pre & Post surveys and/or scores must be completed on the same students. For example, if your pre-test is based off 25 students, your post-test/survey data is reported only using those 25 students. If a student did not complete both data points, do not include them in the final data report.

- ***Failure to submit this report on time will automatically exclude the recipient from future Teacher Grant Programs for 2 cycles. Unused grant funds must be reimbursed to the Santa Rosa Education Foundation by April 21, 2026.***