



SWEET HOME EDUCATION FOUNDATION

2021 Grant Application

SHEF, Inc. Spring Mini-Grant

The purpose of these mini-grants is to promote and supplement programs for all Sweet Home students. The Sweet Home Education Foundation, Inc. Mini-Grant Committee will fund mini-grants up to \$250.

General Information

Eligibility – Any Sweet Home Central School District staff member is eligible to apply for a mini-grant.

If a proposal costs more than \$250 it will not be considered at this time. Co-applicants should not apply for the same idea on their own form in order to fund items larger than the budget of \$250.

Authorization and Submission of Application – To assure the coordination with the district and school goals, respective building principals or supervisors must sign-off on the proposal.

Download the application and fill it out with pen. Type the proposal and your budget. Please include direct links. Scan the completed application and email it to shefminigrants@gmail.com. When submitting an application, please use “Spring 2021 Mini-Grant Application” as your subject.

Application Deadlines - SHEF, Inc. awards mini-grants in the Fall and Spring. **The Spring deadline is March 1.**

Review and Selection Process – A selection committee made up of non-teacher volunteers, including community members, will select which proposals to award. Name of applicants, grade level or department and school will be redacted during the selection process. Applications will be evaluated on the following criteria:

1. Need of the program
2. Reflects the purpose of the SHEF Inc.’s Mini-Grant Program
3. Reflects the learning goals of the Sweet Home Central School District
4. Potential number of students targeted
5. Longevity of the program

Notification of Grant Recipients – Awarded proposals will be notified within 30 days of each deadline. All awards will be fully funded and purchased by the Sweet Home Education Foundation, Inc. No tangible cash will be given. All grant recipients will receive a certificate of recognition.

Final Grant Report - The final grant report must be completed by the end of the school year in which the grant was awarded. Recipients are responsible for emailing a digital copy of the report to shefminigrants@gmail.com.



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Personal/Professional Information - Primary Applicant

Grant Title:

Name of Primary Applicant:

First

Last

Name of School(s)

Final Cost of Proposal

Position in School District:

School Phone #: _____ Applicant Cell Phone #: _____

Email: _____

Principal or Supervisor's Name: _____

Personal/Professional Information - Co-Applicant

Grant Title:

Name of Co-Applicant:

First

Last

Name of School(s)/Location:

Position in School District:

School Phone #: _____ Applicant Cell Phone #: _____

Email: _____

Principal or Supervisor's Name: _____

Attach a **typed proposal** to this application form. Your brief narrative should answer the following questions and should not exceed two pages.

Please include the following topics:

- (1) Background/Need – State why you are interested in conducting this project. You must justify the project by basing it on research, back by data and/or clear anecdotal information.
- (2) Goals/Objectives – Include goals and objectives of the project that relate to the identified need that can be measured.
- (3) Describe your project. Who will do what? Be sure to include target population (grade level and number of students), length and type of activities and project timeline.
- (4) List project beneficiaries: describe specific benefits (outcomes) expected.
- (5) List budget costs and give description. If the grant involves the purchase of technology, please use www.bestbuy.com for pricing. **(Reminder: Proposals cannot cost more than \$250. The mini-grant must cover the full project and include a specific item(s) to purchase. SHEF, Inc. will not provide money to purchase items or reimburse previous purchases.)**

The following information is optional:

- (1) Letters of support from parents, guardians, fellow staff members, administrators, or teachers.
- (2) Data, news articles or academic reports supporting the need for the program. This should not take the place of your proposal narrative.

Applicant(s) Name(s) _____

School(s) _____

Name of Grant _____

Company ordering from: _____

Address: _____

Phone / website: _____

Item name	Item #	Quantity	Price	Total (Including fees & shipping)

Company ordering from: _____

Address: _____

Phone / website: _____

Item name	Item #	Quantity	Price	Total (Including fees & shipping)

Please feel free to copy this form and complete for multiple companies.

If you are approved for a grant, you must answer the following questions for your FINAL GRANT REPORT. Grant recipients will receive a template for this report alongside their award letter.

Formatting Notes

Reports should be printed on white paper, using a 12-point (Times or similar) and one-inch margins on all sides. Please include colored photos where applicable.

Program Report (1 page)

At the top: Name, Grade Level or Subject, School; Proposal Title; Grant Amount Received

- (1) Briefly restate your proposal. What inspired you to apply? Were any modifications necessary? If so, please describe.
- (2) Briefly restate the measurable outcomes as outlined in the original request. What progress have you made toward achieving these outcomes during this period? Did you gather any data from your proposal? If so, what information did you find interesting?
- (3) If applicable, explain any plans for ongoing funding, expansion, modification, or replication of the program.

Review proposal with your building principal or supervisor to ensure alignment with district goals and specific school objectives. **Applications without a principal or supervisor’s signature will not be accepted – no exceptions!**

By signing below, you agree that:

1. The information provided in this application is accurate and that the project will be complete within the school year in which the award is received.
2. If selected, you will complete the Final Grant Report and submit it to the Sweet Home Education Foundation, Inc. before the end of the school year.
3. The Sweet Home Education Foundation, Inc. has the right to use information, testimonials and photos given to them in the Final Grant Report for promotional material, website, social media and media releases.
4. All items will be purchased by the Sweet Home Education Foundation, Inc. and become property of the Sweet Home Central School District.
5. The Sweet Home Education Foundation, Inc. has the right to rescind funding for any proposals that violate the terms and conditions of the mini-grant program.
6. The Sweet Home Education Foundation, Inc. is not responsible for any accidents or injuries related to funded proposals.

Applicant Signature

Date

Co-Applicant(s) Signature(s)

Date

Principal or Supervisor Signature

Date
