



SWEET HOME EDUCATION FOUNDATION

2021 Grant Application

SHEF, Inc. Fall 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 \$500.

General Information

Eligibility – Any Sweet Home Central School District staff member is eligible to apply for a mini-grant. Proposals should not exceed \$500

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 complete it in 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 “Fall 2021 Mini-Grant Application” as your subject.

Application Deadlines - SHEF, Inc. awards mini-grants in the Fall and Spring. **The Fall deadline is Friday, October 29th.**

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. Identifies the grade level(s) and potential number of students targeted
5. Addresses the 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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2021 Grant Application

SHEF, Inc. Fall Mini-Grant

Grant Title	
Final Cost of Grant Proposal	
Targeted Grade Level (s)	
Estimated Number of Students Impacted	

Personal/Professional Information - Primary Applicant

Name of Primary Applicant	
School(s) or Department	
Position in District	
School Phone	
Personal Cell Phone:	
Email	
Principal/ Supervisor Name	

Personal/Professional Information - Co-Applicant

Name of Co- Applicant	
School(s) or Department	
Position in District	
School Phone	
Personal Cell Phone:	
Email	
Principal/ Supervisor 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) What are the goals and objectives of the project?
- (2) What will the program positively impact the students' experience and how will it enhance their learning?
- (3) Identify the project beneficiaries: describe specific benefits (outcomes) expected.
- (4) 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 \$500. 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 color 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 your 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 next semester begins.
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



SWEET HOME EDUCATION FOUNDATION

2021-2022 Mini-Grant Rubric

Grant Application Number _____

Grant Title: _____

Primary Applicant: _____

Criteria	3	2	1	0	Score
Background / Need	Includes a description of the need(s), characteristics or requirements, backed by specific data and / or clear anecdotal information AND / OR need is very compelling.	Includes a basic description of the need(s), characteristics or requirements, backed by specific data and / or clear anecdotal information AND / OR need is compelling.	Includes a basic description of the need(s), characteristics or requirements, backed by specific data and / or anecdotal information AND / OR need is not compelling.	Applicant has not described the need.	
Goals / Objectives	Includes goals and objectives that directly relates to the identified student need(s) AND includes objectives that are realistic, measurable and timely.	Includes goals and objectives that directly relates to the identified student need(s).	Includes goals and / or objectives that do not directly relate to the identified student need(s).	No goals or measurable objectives have been provided.	

Project / Activities Description	Activities strongly support achievement of project goals & objectives AND activities are relevant, engaging, innovative and / or unique.	Activities will strongly support achievement of project goals and objectives.	Some activities relate to project goals and objectives.	Activities are not described or do not seem to relate to project goals and objectives.	
Budget	Costs align to the project activities described in the application. Budget request is reasonable and appropriate given the needs of the students and potential impact of the project	Costs align to the project activities described in the application. Budget request is somewhat reasonable and appropriate.	Little budget detail is provided and is somewhat reasonable and appropriate.	Little budget detail is provided and is unreasonable.	

Total score: _____ / 12

After discussion with the mini-grant committee, this grant was:

- APPROVED
- NOT APPROVED